**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**November 16, 2017**

**8:00 a.m.**

**MINUTES**

1. **Call To Order : 8:00 a.m.**
2. **Pledge of Allegiance: Led by Trustee Dugan**
3. **Roll Call**
* Chair Vanderhaak, Vice Chair Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet

**STAFF:**  Foreman, Joe Sands, Administration, Michelle Hesselgesser

* **Motions To Excuse: David Reese**
* **Visitors:** Rancon Real Estate, Nancy Hughes, Southwest Contractors, Don Turcott, Rob Dennis, CPA
* **Public Comments: 8:02-8:03, with no one from the public a motion was made to close Public Comments.**

At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. Request must be submitted in person prior to the start of the meeting. Each individual will be allowed 5 minutes to address the Board of Trustees; in accordance with State Law, (Brown Act) all items to be acted on must be posted 72 hours in advance.

1. **CLOSED SESSION ITEMS:**

**A.\*CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

**(Government Code Section 54956.8)**

Property: Assessor’s Parcel No. 924-360-002, Temecula, CA 92592

Agency negotiator: Nancy Hughes

Purchasing parties: Mission Hills Development

In Escrow

**B.1 CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Temecula Public Cemetery District v. Albert Salazar; Riverside County Superior Court Case No. RIC1507434

**B.2 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case

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/23/2017

**D. Closed Session Announcements: NOTHING TO REPORT**

1. **Consent Calendar: A motion was made by Trustee Dugan to accept the consent calendar as presented, seconded by Trustee Davis and passed 4/0**

All matters on the Consent Calendar are considered routine and may all be approved by one motion. Any member of the Board or the public may request an item be removed from the Consent Calendar for discussion or separate action. Unless otherwise specified in the request to remove an item from the Consent Calendar, all items shall be considered immediately following action on the remaining items on the Consent Calendar.

1. **Approval of Minutes**

R*ecommendation:* That the Board approve the minutes of the Regular Board Meeting of October 19, 2017.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the October 2017 Check Register Nos. 101100, 101200 and 101300.

 C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the October 2017 Bookkeeper Report.

1. **Action Items**

**A. Trustees to review the Districts Audit for fiscal year ending June 30, 2017, presented by Rob Dennis. A motion was made by Trustee Dugan to receive and file the audit for FY ending June 30, 2017, seconded by Trustee Qualm and passed 4/0**

*Recommendation:* That the Trustees motion to receive and file the Districts Fiscal Year ended budget June 30, 2017.

**B**. **CalPERS Medical Resolution- 2nd look: A motion was made by Trustee Davis to receive the proposed medical resolution #,2017-16 seconded by Trustee Dugan and passed 4/0**

*Recommendation:* That the Trustees review the newly formatted resolution presented by legal counsel and general manager, trustees need to discuss the post-retirement benefits provided to the retirees of the District (OPEB)

**C**. **U.S. Bank signatures: A motion was made by Trustee Qualm to remove said names and add said names, leaving original names of Cindi Beaudet, Rosie Vanderhaak and Michael Dugan on the signature cards, seconded by Trustee Davis and passed 4/0**

*Recommendation:* That the Trustees make a motion to remove Larry Manley, Henry Miller, Stephen Struikmans and Rebecca Farnbach. Add trustees, Dale Qualm, David Reese, Craig Davis, leaving Cindi Beaudet, Rosie Vanderhaak and Michael Dugan.

**D**. **General Managers Year-End Bonus: Motion was made by Trustee Dugan to see that general manager receives a year-end bonus in the amount of $1800.00, seconded by Trustee Davis and passed 4/0**

*Recommendation:* That the Trustees motion on a year- end Bonus amount for the General Manager

**E**. **Contract with Enterprise Car Rental: Tabled until January**

*Recommendation:* That the Trustees review the information provided by Trustee Reese regarding auto rates with Enterprise.

1. **Financial Report: Motion was made by Trustee Dugan to receive and file the October 2017 financials, seconded by Trustee Davis and passed 4/0**

A. October 2017 Balance Sheet

B. October 2017 Profit and Loss

C. October 2017 Wells Fargo Investments; principle and interest

1. **General Managers Reports: Received**
2. October 2017 Revenues

B. October 2017 Plot Inventories

C. October Depletion

D. October Calendar

E. CAPC Annual Conference February 22, 2018

F. Honor Life monuments

G. Report from Securitas, October 31, 2017

H. Banc of California Government CD rates

**Motion was made by Trustee Qualm to get all the necessary information needed to make a sound decision on the investment of $250,000**.**00 into CD, investment money will be taken from the ACO fund, seconded by Trustee Dugan and passed 4/0**

**I**. Contract signed and delivered to Curtis Rosenthal for the appraisal of the easement in question

**J**. Trustees have received business e-mail address

1. **Foreman Reports; Received**
2. Retro Fit Windows
3. Interior painting
4. Palm Tree removal
* Staff
* Total Land Care
* Dylan Dixon

 **10. General Counsel Reports**

**11. Fiscal Year 2017-2018 Subcommittee’s**

1. 52 acre Cemetery Property (Dugan, Qualm, Beaudet**)**
2. Landscape Plan (Vanderhaak, Beaudet)

C. Cenotaph/ Ossuary (Dugan, Davis Beaudet)

D. Investment (Qualm, Vanderhaak, Beaudet)

* Information regarding the Riverside county investment pool and Wells Fargo

E. Conference Liaison (Qualm, Vanderhaak, Beaudet)

* Beaudet and Hesselgesser attended the Board Secretary Training

F. Policies (Dugan, Reese, Beaudet)

G. General Price List (Vanderhaak, Davis, Beaudet)

 **12.** **Future Trustee Agenda Items:**

Solar

Medical Resolution Act: Remove

**13**. **Board Comment:**

Mark your calendars for Co. Christmas Dinner, Sunday, December 17, 2017

Climate Control: Trustee Dugan will provide general manager with questions to give to CAPC breakout.

**14**. **Announcements:**

1. Is the Board Dark in December?: Motion was made by Trustee Dugan to go dark, seconded by Trustee Qualm and passed 4/0
2. Next Regular Board Meeting –January 18, 2018

15. **Adjournment: With no further business to hear, a motion was made by Trustee Davis to adjourn the regular meeting at 10:45 a.m., seconded by Trustee Dugan and passed 4/0**