**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

 **REGULAR MEETING**

**41911 C street**

**Temecula, Ca 92592**

**October 15, 2020 @ 8:00 a.m.**

**Teleconferenced**

**Government Code #54953(b)**

**MINUTES**

1. **Call To Order:**@**8:00 a.m. by Trustee Vanderhaak**
2. **Pledge of Allegiance:** Trustee Vanderhaak-all others silent
3. **Roll Call**

Chair Vanderhaak, Vice-Chair Qualm, Trustee Reese,

Trustee Dugan, Trustee Davis, General Manager, Cindi Beaudet

**Motions to Excuse:** None

**Visitors: RT Dennis, CPA-** **8:03 am.**

**Robert went over the F.Y. 2020-2021 Audit with the Trustees; he explained the increase in Salaries and Benefits as being post benefits not benefits being paid out currently. Trustee Qualm noticed on page 25 there was an error regarding the 457 match with the employees. That was discussed and will show as corrected on the November agenda.**

**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. Every person 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. **Consent Calendar:**

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.

**With nothing being pulled from the Consent Calendar a motion was made by Trustee Davis to receive the Consent Calendar as presented, seconded by Trustee Qualm and passed with a 5/0 vote.**

1. **Approval of Minutes**

R*ecommendation:* That the Board approve the minutes of the Regular Board Meeting of September 17, 2020

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the September 2020 Check Register Nos. 101100, 101200 and 101300.

1. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receives and files the

September Bookkeeper Reports.

1. **Approval of Health and Welfare Benefits**

*Recommendation:* That the Board receives and files the

Revised Employee benefit policy

1. **Approval of the Cemetery Use Restrictions Ordinance**

 **2020-01**

*Recommendation:* Second reading of this ordinance is to take for the acceptance.

1. **Action Items**
2. **2020 Ballot for LAFCO Commission.**

*Recommendation:* Please fill out the ballot ranking each nominee in the order of preference.

***A motion was made by Trustee Dugan to nominate Arthur Shorr for LAFCO, seconded by Trustee Reese and passed with a 5/0 vote.***

***Motion was rescinded by Trustee Davis and Trustee Reese.***

***New motion on the table,***

***Motion was made by Trustee Davis to nominate Jan Bissell as first preference and Arthur Shore as second preference, seconded by Trustee Reese and passed with a 5/0 vote.***

1. **Camino Del Vino Proposal**

*Recommendation:* Proposal for cleaning the debris along Camino Del Vino. After the removal of the eucalyptus trees there was a lot of garbage and debris hidden around and under the trees. If the Trustees would like to have the property cleaned up along that main road, this is a proposal for the estimated cost.

**After discussion and looking at all options it was decided to postpone the decision of removal of debris until more bids are collected.**

**Motion made by Trustee Qualm, seconded by Trustee Reese and passed with a 5/0 vote.**

**C. Hazard Pay for Staff during the Governor’s Emergency Orders**

*Recommendation:* That the BOT approves a recommendation that the staff be compensated at a rate of 10% of their hourly wages commencing June 20,2020 ending October 15, 2020. For their attendance and dedication to the cemetery district during these arduous times with the COVID-19 virus. To be distributed through first payroll following October 15, 2020.

**Motion was made by Trustee Qualm to approve the second hazard pay for staff, seconded by Trustee Davis and passed with a 5/0 vote.**

1. **Emergency Order updates**

*Recommendation:* That the Trustees reads and acknowledges the changes to the October 15, 2020 emergency orders for the Cemetery District. A motion is needed to ratify the orders.

***Read and ratified.***

1. **Financial Reports: Motion was made by Trustee Dugan to receive and file the September financials with a correction to page 25 of the audit regarding the 457 match, seconded by Trustee Qualm and passed with a 5/0 vote.**

A. September 2020 Balance Sheet

B. September 2020 Profit and Loss

C. September 2020 Stifel Investments; principle and interest

D. Stifel re-investment of funds

E. Accept the Audit report for F.Y. 2020-2021 from Robert Dennis

**7. General Managers Reports: Received**

1. September 2019/2020 Revenues

B. September 2020 Plot Inventories

C. September 2020 Depletion

D. September 2020 Calendar

E. Brochure

**8. General Counsel Reports**

**9. Fiscal Year 2020-2021 Subcommittees**

1. 52-acre Cemetery Property (**Vanderhaak-Davis)**
2. Landscape Plan (**Dugan-Qualm**)

C. Cenotaph/ Ossuary (**Vanderhaak-Reese**)

D. Investment (**Reese-Davis**)

E. Conférence Liaison (**Davis-Dugan**)

F. Polices (**Qualm-Davis**)

G. General Price List (**Qualm-Reese**)

  **10.** **Future Trustee Agenda Items:**

General Contractors

Dry Utilities

RCWD

Transportation

Stewart Title

**11.CLOSED SESSION ITEMS: Went into closed session at 9:02 a.m.**

1. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**

Pursuant to Government Code of Section 54956.9 (d) (**one potential case**)

1. **Public Employee Performance Evaluation**

**Pursuant to Government Code Section 54957**

**Title: District Manager**

 Conference with Labor Negotiator

 Pursuant to Government Code Section 54957.6

 District’s Designated Representative: Steven B. Quintanilla, General Counsel

 Unrepresented Employee: District Manager

1. **Closed Session Announcement**

 **Nothing to report on item A.**

**Item B, District managers performance review will be noted in open session.**

**12**. **Board Comment:**

**13**. **Announcements:**

1. General Managers Performance review

**The Trustees increased the General Managers salary by 6% and included a $2,000.00 dollar incentive pay for staying with the District. All pay retroactive to July 01, 2020.**

**14**. **Adjournment Time: 9:51 a.m.**

**1st Motion: Trustee Reese**

**2nd Motion: Trustee Davis**

**All in Favor: Passed with a 5/0 vote.**

Next Regular Board Meeting – November 19, 2020