In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 699-1630. Notification 72 hours prior to the meeting will generally enable District staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

**September 21, 2023 @ 8:00 a.m.**

**MINUTES**

**TEMECULA PUBLIC CEMETERY DISTRICT**

 **41911 C St, Temecula, Ca 92592**

**951-699-1630**

1. **CALL TO ORDER:** **Trustee Davis @ 8:00 AM**
2. **FLAG SALUTE :** Trustee Davis
3. **ROLL CALL:**

Chair Davis, Vice Chair Dugan, Trustee Qualm, Trustee Vanderhaak,

~~Trustee Kelleher,~~ General Manager, Beaudet, Administration, Santos

1. **MOTIONS TO EXCUSE: A motion was made by Trustee Vanderhaak to excuse Trustee Kelleher and Trustee Mike Dugan. The motion was seconded by Trustee Qualm and passed with a 3/0 vote.**
2. **VISITORS:** Hector Perez, Maria Perez

**The visitors that sent a letter of request to attend the open session did not appear or call the district.**

1. **PUBLIC COMMENTS:**

Currently, 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. Requests must be submitted in writing or 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: A motion was made by Trustee Vanderhaak to accept the consent calendar as presented. The motion was seconded by Trustee Qualm and passed with a 3/0 vote.**

All matters listed under the Consent Calendar are considered routine and may all be approved by one motion. There will be no discussion of these items unless members of the Board or the public request an item be removed from the Consent Calendar for separate action. A total of five minutes is provided for members of the public to address the Trustees on items that appear on the consent calendar. 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 August17, 2023

1. **APPROVAL OF CHECK REGISTERS**

*Recommendation:* That the Board approves the August 2023 Check Register Nos. 101100, 101200 and 101300.

1. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the

August 2023 Bookkeeper Report

1. **ACTION ITEMS:**
2. **2023-2024 Strategic Plan: A motion was made by Trustee Qualm to accept the Strategic Plan with changes. The motion was seconded by Trustee Vanderhaak and passed with a 3/0 vote.**

*Recommendation:* That the Trustees review and make changes as necessary.

1. **County Annual Budget: A motion was made by Trustee Vanderhaak to accept the County Budget as presented and to forward it with resolutions to the Riverside County Auditor Controllers Office. The motion was seconded by Trustee Qualm and passed with a 3/0 vote.**

*Recommendation:* The District budget was approved at the regular Board meeting in July. The County budget and resolutions are ready to be approved and sent.

1. **General Managers Performance Review: A motion was made by Trustee Vanderhaak to receive the paperwork to begin the General Managers Performance Review. The motion was seconded by Trustee Davis and passed with a 3/0 vote.**

*Recommendation:* Attached find review forms for the Trustees to fill out and return to the Chair.

**9. FINANCIAL REPORTS: A motion was made by Trustee Vanderhaak to receive and file the August financials. The motion was seconded by Trustee Davis and passed with a 3/0 vote.**

A. August 2023 Balance Sheet

B. August 2023 Profit and Loss- Budget not entered.

C. August 2023 Stifel Investments; principal and interest

**10 . GENERAL MANAGERS REPORTS:**

1. August 2023 Revenues
2. August 2023 Inventory
3. August Burial Calendar
4. State of the District 10-18-2023 @7:00 am

**11. FISCAL YEAR 2023-2024 SUBCOMMITTEES-**

1. 52-acre Cemetery Property (**Qualm, Dugan)**
2. Landscape Plan (**Vanderhaak, Davis**)
3. Cenotaph/ Ossuary (**Dugan, Qualm**)
4. Conférence Liaison (**Kelleher, Vanderhaak**) **Report attached from CSDA Annual Meeting-Vanderhaak**
5. Polices (**Dugan, Kelleher**)
6. General Price List (**Davis-Vanderhaak**)
7. Investments (**Qualm-Dugan**)

**12**. **ITEMS FOR FUTURE TRUSTEE AGENDAS**

Any Trustee may request an item to be placed on a future agenda. Any such request will be discussed only under this section. In making the request, a Trustee may briefly describe the topic of the proposed agenda item. This description shall not exceed 5 minutes. No substantive discussion on the subject or a motion may occur.

* **Wreaths Across America**
* **Annual Holiday Dinner**

**A motion was made by Trustee Vanderhaak to go into closed session at 8:52 a.m. The motion was seconded by Trustee Qualm and passed with a 3/0 vote.**

**13.** **CLOSED SESSION ITEMS: Gustavo Lamanna- Attorney at Law**

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

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

**A motion was made by Trustee Qualm to come out of closed session at 9:10 a.m. The motion was seconded by Trustee Vanderhaak and passed with a 3/0 vote.**

**Nothing to report out.**

**14**. **ADJOURNMENT: 9:17 am**

**1st Motion: Trustee Qualm**

**2nd Motion: Trustee Vanderhaak**

**All in Favor: 3/0**

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, October 19, 2023, at 8:00 a.m.