**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**SPECIAL MEETING**

**41911 C Street**

**Temecula, California**

June 26, 2014

8:00 a.m.

MINUTES

1. **CALL TO ORDER : 7:59 a.m.**
2. **PLEDGE OF ALLEGIANCE Led by Trustee Miller**
3. **ROLL CALL**
4. Chair Trustee Struikmans, Vice Chair Trustee Dugan, Trustee Miller, Trustee Vanderhaak, Trustee Qualm, General Manager, Cindi Beaudet All Present
5. **Motions To Excuse**
6. **Visitors:** Don Turcotte, Nancy Hughes, Legal Counsel, Steve Quintinilla
7. 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. Each individual will be allowed 3 minutes to address the BOT, no item (s) will be acted on.

Motion was made by Trustee Dugan to close the public comments at 8:01 a.m., seconded by Trustee Miller and passed 5/0

1. **CLOSED SESSION ITEMS**
2. Conference with Real Property Negotiator Steven B. Quintanilla Pursuant to Government Code Section 54956.8

Location: 43535 Preece Lane, Temecula(Assessor Parcel No. 944-323-022)

Negotiating Parties: Temecula Public Cemetery District and Rancho Highlands Community Association

Under Negotiation: Price and terms of payment.

1. Conference with Real Property Negotiator Nancy Hughes Pursuant to Government Code Section 54956.8

Location: Assessor Parcel No. 924-360-002

Negotiating Parties: Temecula Public Cemetery District and Rancho California Water District

Under Negotiation: Price and terms of payment.

1. Public Employee Performance Evaluation Pursuant to Government Code Section#54957

Public Employee: District Manager

Beaudet stepped out of the office at 9:16 a.m. for Board discussion, returned at 9:41 a.m. for performance evaluation.

1. Closed Session Announcements: No reportable action.
2. **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. Motion was made by Trustee Miller to accept the Consent Calendar, seconded by Trustee Qualm and passed 5/0

1. Approval of Minutes

R*ecommendation:* That the Board approve the minutes of the Regular Board Meeting of May 15, 2014.

1. Approval of Check Registers

*Recommendation:* That the Board approves May 2014 Check Register Nos. 101100, 101200 and 101300.

C. Approval Bookkeeper Report

*Recommendation:* That the Board receive and file the May 2014 Bookkeeper Report.

1. **ACTION ITEMS**

A. Reappointment of General Counsel

*Recommendation:*

1. Terminate Legal Services Agreement with Green, de Bortnowsky & Quintanilla;
2. Approve Legal Services Agreement with the Law Offices of Quintanilla & Associates; and
3. Reappoint Steven B. Quintanilla as the District’s General Legal Counsel

Background:

General Counsel Steven B. Quintanilla recently separated from his former law Firm of Green, de Bortnowsky and Quintanilla, after nearly 20 years with the firm. However, since the District’s contract is with Green, de Bortnowsky & Quintanilla, in order for Mr. Quintanilla to remain General Counsel for the District, the Board of Trustees must terminate the current legal services agreement with GdQ and reappoint Mr. Quintanilla as General Counsel, subject to the terms and conditions set forth in the attached Legal Services Agreement.

Motion was made by Trustee Dugan to Terminate Legal Services Agreement with Green, de Bortnowsky & Quintanilla; Approve Legal Services Agreement with the Law Offices of Quintanilla & Associates; and Reappoint Steven B. Quintanilla as the District’s General Legal Counsel , seconded by Trustee Miller and passed 5/0.

1. Hogan Grave locations

*Recommendation:* That the Chair submits a second letter via certified mail.

Case still pending June 26, 2014

Remove from agenda, documented in the minutes. No response from Ms. Hogan.

1. Law Offices of Hugh Bavaro for Lupe Echavarri

*Recommendation:* That the board discuss and forward onto our legal counsel.

Case still pending June 26, 2014

No Action

1. Cox, Valdez and Silbermann Certified Public Accountants

*Recommendation:* That the Trustees renew the contract with Cox, Valdez and Silberman for the F.Y. Audit 2014/2015 in the amount of $10,000.00

Motion was made by Trustee Vanderhaak to accept the services of Cox Valdez and Silbermann for the contract amount of $10,000.00, seconded by Trustee Dugan and passed 5/0

1. CSDA , REGION 6, SEAT C

*Recommendation:* That the Board of Trustees nominate Arlene Schafer.

Motion was made by Trustee Vanderhaak to nominate Arlene Schafer, seconded by Trustee Miller and passed 5/0

1. LAFCO BALLOT

*Recommendation:* That the Board of Trustees nominate Phil Williams

Motion was made by Trustee Qualm to nominate Phil Williams seconded by Trustee Vanderhaak and passed 5/0

1. **GENERAL MANAGER’S REPORTS**
2. Financial Report

Motion was made by Trustee Dugan to receive and file the May 2014 financials, seconded by Trustee Miller and passed 5/0

* + 1. May 2014 Balance Sheet
    2. May 2014 Profit and Loss
    3. 2014-2015 Proposed Budget (3rd and final Draft)
    4. May 2014 Wells Fargo Investments

B. May 2014 Revenues

C. May 2014 Plot Inventory

D. May 2014 Calendar

E. Local Area Meeting September 18, 2014 Santa Ana Cemetery

F. April 2014 Financials, Trustees requested information for the dollar amount

G. Lake Elsinore Storm Game Thursday, August 28, 2014

H. SDRMA Property and Liability, no increase for F.Y.14/15

I. CSDA Conference September 29-October 2nd Palm Springs

J. Managers Performance Review.

Managers 14/15 F.Y. contract has been amended by Legal Counsel Steve Q to reflect salary increase of 6% and 1% to 457.

1. **GENERAL COUNSEL REPORTS**
2. Returned check $675.00

Legal Counsel will pursue

1. **SUBCOMMITTEE REPORTS**

A. Rancho Highlands Community Association (Struikmans/ Vanderhaak)

B. New Cemetery Property (Dugan/ Qualm)

C. Five Year Landscape Plan (Beaudet/Vanderhaak)

D. Cenotaph (Miller)

E. Investment (Qualm/Dugan)

F. Conference Liason (Miller)

G. Policies (Struikmans, Dugan)

1. **FUTURE TRUSTEE AGENDA ITEMS**

August 21, 2014

September Board meeting moved to September 25, 2014

September CSDA (TBD)

October Board Meeting moved to October 23, 2014

October CAPC (TBD)

November 20, 2014

January 2015 Election of Officers

1. **BOARD COMMENTS**

None

1. **ANNOUNCEMENTS**

None

A. Next Regular Board Meeting – July 17, 2014

1. **ADJOURNMENT**

**Motion was made to adjourn the Special Meeting of the Board at v10:59 a.m. by Trustee Miller, seconded by Trustee Vanderhaak and passed 5/0**