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)

**March 16, 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 A.M
2. **FLAG SALUTE :** Trustee Davis
3. **ROLL CALL:**

Chair- Davis, Vice Chair- Dugan, Trustee Qualm,

Trustee Vanderhaak, Trustee Kelleher, General Manager, Beaudet

1. **MOTIONS TO EXCUSE:** NONE
2. **VISITORS:** Steve Corona- EMWD and Carol Lee Brady-RCWD
3. **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 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.

**7.CONSENT CALENDAR: Motion was made by Trustee Vanderhaak and seconded by Trustee Kelleher to accept the consent calendar as presented, passed with a 5/0 vote.**

All matters listed under 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 may 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 February 16, 2023

1. **APPROVAL OF CHECK REGISTERS**

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

1. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the

February 2023 Bookkeeper Report -Update; waiting on a receipt from the county before the bookkeeper submits the report.

1. **ACTION ITEMS:**
2. **LOCAL AGENCY FORMATION COMMISSION- After some discussion a motion was made by Trustee Vanderhaak to nominate Steve Corona, the motion was seconded by Trustee Kelleher and passed with a 5/0 vote.**

*Recommendation:* There are five candidates that have submitted their request to sit on the LAFCO Board for the Trustees review. Please let the General Manager know how you would like to proceed.

1. **LETTER FROM MRS. CAROLE PHILLIP- Chair Davis will respond to her letter.**

*Recommendation:* That the Chair respond to Mrs. Phillips regarding her concern with the District columbarium.

1. **LOCAL AREA MEETING, BLYTH, CALIFORNIA- No one will attend.**

*Recommendation:* That the Trustees let the manager know who will be in attendance so she may respond accordingly.

*343 West 10th Avenue.*

*Blyth, Ca.92225*

*April 27,2023*

1. **MOVE FUNDS FROM FISCAL YEAR END 2022- A motion was made by Trustee Dugan to move the principle $173,618.46 from the county to ACO and move the interest $877.12 from the county into stifel. The motion was seconded by Trustee Vanderhaak and passed with a 5/0 vote.**

*Recommendation:* At the end of each Fiscal year and year end audit the Trustees transfer funds out the county both the principle and endowment. Last year the principle went into the District ACO fund, and the interest went into Stifel. Let the General manager know how you would like to proceed.

1. **CAL PERS CREDIT CARD-Trustee Vanderhaak made a motion to approve the increase to the one time spend limit the motion was seconded by Trustee Dugan and passed with a 5/0 vote.**

*Recommendation:* The cc has a one time spend limit of $5,000.00, I’ve been having to split invoices to be able to make the payment, example: conferences. I’m requesting the Board increase the one time spend limit to $10,000.00

1. **FINANCIAL REPORTS- A motion was made by Trustee Vanderhaak to receive and file the February finances, seconded by Trustee Kelleher and passed with a 5/0 vote.**

A. February 2023 Balance Sheet

B. February 2023 Profit and Loss

C. February 2023 Stifel Investments; principal and interest

**10. GENERAL MANAGERS REPORTS:**

1. February 2023 Revenues
2. February 2023 Inventory
3. February Burial Calendar

D. Temecula Chamber Gala 03-24-2023

**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**)
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.

**13.** **GENERAL COUNSEL REPORTS: Nothing to Report**

**14.CLOSED SESSION ITEMS: Did not go into closed session**

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

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

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

Significant Exposure to Litigation

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

1. **CLOSED SESSION ANNOUNCEMENT:**

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, April 20, 2023, at 8:00 a.m.

**15**. **ADJOURNMENT: 9:41 am.**

**1st Motion: Trustee Dugan**

**2nd Motion: Trustee Kelleher**

**All in Favor: 5/0**