**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**February 16, 2017**

**8:00 a.m.**

**MINUTES**

1. **Call To Order :** 8:01
2. **Pledge of Allegiance,** Led by Trustee Dugan
3. **Roll Call**
* Chair Vanderhaak, Vice Chair Qualm, Trustee Dugan, General Manager, Cindi Beaudet, Foreman, Joe Sands. All Present
* **Motions To Excuse:** None
* **Visitors~~:~~** ~~Don Turcotte~~, Southwest Construction, Rancon Real Estate, Nancy Hughes, ~~Legal Counsel, Steve Quintanilla~~ and or Benjamin Jones, Robert Lee.
* **Public Comments:** Closed at 8:03

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.\*CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

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

Temecula Public Cemetery District v. Albert Salazar, Ana Luz Salazar, Romulo Ramirez, and Does 1-10, inclusive; Riverside County Superior Court Case No. RIC1507434

Preliminary draft settlement agreement sent to opposing counsel. 7/12/2016

Amended and restated settlement agreement sent to opposing counsel. 01/23/2017

**C. Closed session announcements:** Nothing to Report

1. **Consent Calendar** Motion was made by Trustee Dugan to accept as presented, seconded by Trustee Qualm and passed 3/0

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 January 19, 2017.

1. **Approval of Check Registers**

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

 C. **Approval of Bookkeeper Report**

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

1. **Action Items**

A**. Honorary Membership of CAPC** Motion was made by Trustee Dugan to have Chair Vanderhaak to accept the award, seconded by Trustee Qualm and passed 3/0

*Recommendation:* That the Board of Trustees has Chair Rosie Vanderhaak accept this prestigious award in Stephen Struikmans absence.

 B. **Employee Loan** Policy Tabled to annual meeting

*Recommendation:* That the Board of Trustees reviews the draft loan policy and motions to accept as written, accept with changes or decline.

C. **Indigent Burial Resolution/ Policy** Table to March meeting

*Recommendation:* That the Board of Trustees reviews the Policy and approves after removing *“memorial markers and monuments for the indigent”*

D. **Office of Catholic Cemeteries** Motion was made by Trustee Dugan to have the manager call the realtor and let him know the Board is not interested at this time, seconded by Trustee Qualm and passed 3/0

*Recommendation:* That the Board of Trustees discusses the letter received from the Diocese realtor for purchase of a part of the 52 acres in wine country. Direct the manager as to how she should respond on behalf of the BOT.

E. **Complaint from a constituent:** Read, no action.

*Recommendation:* That the Trustees read and discuss the response letter.

F**. Endowment Allocation/ General Fund Allocation:** Seen, no action

*Recommendation:* The Board of Trustees directed the General Manager to move $206,634.86 from our fund 51435 Endowment, held by the County of Riverside to Wells Fargo. The Board of Trustees directed the General Manager to move $545,500.46 from general operating fund 51425 into ACO fund 51440 held by the County of Riverside to Wells Fargo. Transfers complete.

G**. SDRMA Resolution for Nomination**: Motion was made by Trustee Dugan to allow General Manager to run for SDRMA Board, seconded by Trustee Qualm and passed 3/0

*Recommendation:* The Board of Trustees makes a motion to nominate their General Manager.

1. **Financial Report:** Motion was made by Trustee Dugan to receive and file the January financials, seconded by Trustee Qualm and passed 3/0

A. January 2017 Balance Sheet

B. January 2017 Profit and Loss

C. January 2017 Wells Fargo Investments; principle and interest

**8. General Managers Reports**

1. January 2017 Revenues

B. January 2017 Plot Inventories

C. January Depletion

D. January Calendar

E. Storm Game Schedule

F. Local Area Meeting

G. CAPC, February 23 – 25, 2016

59th Annual, Embassy Suites, Mandalay Bay, Oxnard. Ca

9**. Foreman Reports**

1. Recognition to staff
2. Repair of rear steps
3. Constituents Headstones/Davis
4. Upright monuments

Foreman made an announcement, the Board acted on it but it was not on the agenda, so it will be placed on March agenda and vote again.

10**. General Counsel Reports**

Steve explained that Linda Hansen’s Bio for the chance to be on the TPCD Board is not valid as she is considered to be a Financial Conflict of Interest.

11**. Fiscal Year 2016-2017 Subcommittee Reports**

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

C. Cenotaph (Dugan, Beaudet)

D. Investment (Qualm, Vanderhaak)

E. Conference Liaison (Qualm, Vanderhaak)

F. Policies (Dugan, Qualm)

G. General Price List (Vanderhaak, Beaudet)

 12. **Future Trustee Agenda Items**

Solar

13. **Board Comment**

14. **Announcements:** Motion was made by Trustee Dugan to change the March Board date, seconded by Trustee Qualm and passed 3/0

Because of the Local Area Meeting at Coachella Cemetery, March 16, 2017, I would like to get a motion to change the BOT meeting to Thursday, March 23rd.

1. Next Regular Board Meeting –March 23 , 2017

15. **Adjournment:** Motion was made to adjourn the meeting at 10:20 a.m. by Trustee Dugan and seconded by Trustee Qualm passed 3/0.