**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

 **REGULAR MEETING**

**41911 C street**

**Temecula, Ca 92592**

**June 18, 2020 @ 8:00 a.m.**

**Teleconferenced**

**MINUTES**

1. **Call To Order:**@8:01 a.m. by Trustee Vanderhaak
2. **Pledge of Allegiance:**
3. **Roll Call**

Chair Vanderhaak, Vice-Chair Qualm, Trustee Reese, Trustee Davis, General Manager, Cindi Beaudet , Legal Counsel, Steve Q.

 Trustee Dugan logged on at 8:06a.m.

**Motions To Excuse:**

**Visitors:** Kathleen Tremble aka Kathleen Crook: Re: Non-Resident Fee for son to be interred within father’s grave. MS. Tremble aka Ms. Crook did not make an appearance.

**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. **CLOSED SESSION ITEMS:**
2. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**

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

C. **Closed Session Announcement: Nothing to report out**

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.

**A motion was made by Trustee Davis to receive the Consent Calendar as presented, seconded by Trustee Reese and passed by a 5/0 vote.**

1. **Approval of Minutes**

R*ecommendation:* That the Board approve the minutes of the Regular Board Meeting of May 21, 2020

1. **Approval of Check Registers**

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

1. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receives and files the May Bookkeeper Reports.

1. **Action Items**
2. **Kathleen Tremble, AKA Kathleen Crook**

*Recommendation:* The Trustees should read the letter dated May 29th, 2020 regarding the concern of having to pay a Non-Resident fee for an adult child out of District, to place him into the same grave with his father. Trustees to have legal counsel respond to Ms. Tremble aka Crook with their decision.

A motion was made by Trustee Qualm to have Legal Counsel forward a letter on behalf of the Board explain how the Special District operates and why a Non-Resident fee is essential. Seconded by Trustee Dugan and passed with a 5/0 vote.

1. **Ratify the Emergency Order date May 21,2020**

*Recommendation:* That the BOT reviews the changes to the Emergency Order, see Now Therefore- changes

A motion was made by Trustee Reese to except the deletions and additions to the emergency order, Seconded by Trustee Dugan that the Orders be ratified, passed with a 5/0 vote.

C. **Stifel Re-Investments**

*Recommendation:* That the BOT make a motion to reinvest dividends that have come due with Stifel, based on the committee’s presentations.

Motion was made by Trustee Reese to accept and file the reinvestment report from the Financial committee, seconded by Trustee Davis and passed with a 5/0 vote.

**D.CSDA Board Elections**

*Recommendation:* That the BOT reviews the bios submitted by nominees for the election of Seat C on the CSDA Board. Direct manager to submit the nominee of choice on or before July 10, 2020.

Motion was made by Trustee Dugan to nominate Greg Mills, seconded by Trustee Qualm and passed with a 5/0 vote.

**E. Draft Budget for Fiscal Year 2020-2021**

*Recommendation:* That the BOT reviews the first draft of the upcoming fiscal year budget. Notes are included with any major changes proposed.

Direct the manager as to how you would like to proceed.

Questions concerning, property taxes, computers, and capitol expenses, bring back to July board meeting.

**F.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 March 19,2020 ending June 19, 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 June 19, 2020

(July 10, 2020)

Motion was made by Trustee Davis to approve the hazard pay for the staff presently working at the District, seconded by Trustee Reese and passed with a 5/0 vote.

**G.Election of Officers, January 01, 2021- December 31,2022**

*Recommendation:* That the Trustees nominate a Board President,

Vice President and Secretary for the Calendar year commencing

 January 01, 2021 term ending December 31, 2022.

Motion was made by Trustee Davis to nominate Trustee Qualm as incoming Chair, seconded by Trustee Dugan and passed with a 4/0 vote.

Motion was made by Trustee Qualm to nominate Trustee Reese as in coming Vice Chair, seconded by Trustee Davis and passed with a 4/0 vote.

Trustee Vanderhaak requested to keep General Manager as the secretary for the District.

**H.Investment Policy # 1010- Draft**

*Recommendation:* That the Trustees see 2 (two) additions to the originally approved policy. First addition; a suggestion from Sandra Wheeler to add per Government Code. Second addition; Trustees feel it is prudent to protect the Districts funds.

The Trustees would like to see if the 30% threshold on CDs could be raised and kept at short term investments during this year of uncertainty.

Motion was made by Trustee Qualm after legal counsel announced it was ok if it was temporary and only while the emergency orders are in place, seconded by Trustee Reese and passed with a 5/0 vote.

**7. Financial Reports:**

A. May 2020 Balance Sheet

B. May 2020 Profit and Loss

C. May 2020 Stifel Investments; principle and interest

D. Re-investments made per Board Discussion on May 21, 2020

Motion was made by Trustee Davis to receive and file the May financials, seconded by Trustee Reese and passed with a 5/0 vote.

**8. General Managers Reports**

1. May 2020 Revenues

B. May 2020 Plot Inventories

C. May 2020 Depletion

D. May 2020 Calendar

E. CAPC Conference’s

F. Employee termination

Discussed

**9. General Counsel Reports**

**10. Fiscal Year 2019-2020 Subcommittees**

1. 52-acre Cemetery Property (Dugan, Qualm**)** G.M. to report
2. Landscape Plan (Vanderhaak, Reese) Nothing to report

C. Cenotaph/ Ossuary (Reese, Davis) Nothing to report

D. Investment (Davis, Dugan) Report given in Financial section

E. Conference Liaison (Vanderhaak, Reese)

F. Policies (Dugan, Reese) Investment policy being revised to bring us current with investment options. Provided at June meeting

H. General Price List (Vanderhaak, Davis) Nothing to report

  **11.** **Future Trustee Agenda Items:**

General Contractors

Dry Utilities

RCWD

Transportation

Stewart Title

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

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

**14**. **Adjournment Time: 9:39 a.m**

**1st Motion: Trustee Qualm**

**2nd Motion: Trustee Reese**

**All in Favor:5/0.**

**Motion was made to change the July meeting date to July 23, 2020**

**Passed with a 5/0 vote.**

Next Regular Board Meeting – July ~~16~~ 23, 2020