**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C street**

**Temecula, Ca 92592**

**July 18, 2019**

**8:00 a.m.**

**MINUTES**

1. **Call To Order : 8:04 A.M.**
2. **Pledge of Allegiance:** Led by Trustee Davis
3. **Roll Call**

Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet

Legal Counsel, Steve Quintanilla, (Robert Lee by phone)

**Motions To Excuse:** None

**Visitors:** Sandra Wheeler, Vice President, Wells Fargo Advisors

**Public Comments: Sandra Wheeler gave a brief review of our investments and discussed how the interest rates are starting to drop again.**

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:**
2. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9: (One potential case)

1. **Public Employee Performance Evaluation**

Pursuant to Government Code Section #54957

Title: District Manager

1. **Conference with Labor Negotiator**

Pursuant to Government Code Section 54957.6

District’s Designated Representative: Steven B. Quintanilla, General Counsel

Unrepresented Employee: District Manager

**Closed session ended at 10:14 a.m.**

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

1. **Consent Calendar: Trustee Davis moved to approve the consent calendar as presented, which was seconded by Trustee Dugan and approved 5/0.**

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 June 20, 2019.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the June 2019 Check Register Nos. 101100, 101200 and 101300.

1. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the June 2019 Bookkeeper Reports.

1. **Action Items**
2. **~~Managers Review~~ Bring back to August meeting.**

*~~Recommendation:~~* ~~That the Trustees report out in the open session the outcome of the managers review.~~

1. **SDRMA Election Ballot Trustee Reese moved to approve the nomination Sandy Seifert-Raffelson, which was seconded by Trustee Dugan and approved 5/0.**

*Recommendation:* That the trustees review the candidate’s and select up to 3 nominees.

1. **Public Cemetery Alliance Conference, August 15-18, 2019 No action.**

*Recommendation:* That the BOT consider changing the August board meeting date to accommodate those that would like to attend the conference.

1. **Updated Policy Manual: Trustee Reese moved to approve the 2019-2020 policy manual, which was seconded by Trustee Davis and approved 5/0.**

*Recommendation:* That the BOT approve the updated

Fiscal Year 2019-2020 policies.

7**. Financial Report: Trustee Davis moved to receive and file the June 2019 financials, which was seconded by Trustee Dugan and approved 5/0.**

A. June 2019 Balance Sheet

B. June 2019 Profit and Loss

C. June 2019 Wells Fargo Investments; principle and interest

8**. General Managers Reports: Trustee Dugan moved to receive and file the managers’ report, which was seconded by Trustee Reese and approved 4/0. Trustee Qualm absent for vote.**

1. June 2019 Revenues

B. June 2019 Plot Inventories

C. June Depletion

D. June Calendar

E. CAPC Conference, October 12, 2019

F. Updated Strategic Plan F.Y. 2019-2020

G. Updated Sub-Committees F.Y. 2019-2020

H. Correspondence from Pechanga

I. Incidence report-07-05-2019

J. Projected Depletion

K. Response letter to Ms. Liz Rubin

9**. General Counsel Reports**

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

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

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

D. Investment (Davis, Dugan)

E. Conference Liaison (Vanderhaak, Reese) Nothing to report

F. Policies (Dugan, Reese) Board to approve

G. **Trustee Davis to review with BOT**

**Approved policy # 1047, Surplus Personal Property Waiver**

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

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

Interview General Contractors

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

**CSDA in Anaheim in September**

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

**Christmas Dinner, December 07, 2019 @ Luke’s on Front St**

**14**. **Adjournment Time:** 10:59 a.m.

Trustee Qualm moved to adjourn the regular meeting of the Board which was seconded by Trustee Dugan and approved 5/0.

Next Regular Board Meeting – August, 15, 2019