**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**August 24, 2017**

**8:00 a.m.**

**MINUTES**

1. **Call To Order : 8:00A.M.**
2. **Pledge of Allegiance: Led by Trustee Davis**
3. **Roll Call**
* Chair Vanderhaak, Vice Chair Qualm, Trustee Davis, Trustee Reese General Manager, Cindi Beaudet, Foreman, Joe Sands.
* **Motions To Excuse**: Motion was made by Trustee Reese to **excuse Trustee Dugan, seconded by Trustee Davis and passed 4/0**
* **Visitors:** Don Turcotte, **(came in late)** Southwest Construction,

Legal Counsel, Benjamin Jones, **~~Robert Lee~~**

* **Public Comments:** Daryl Farnbach

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.

**Daryl Farnbach is working with Supervisor Chuck Washington for a grant to help defray the cost of repairs to the upright markers; he also has contracted with Honor Life to do the repairs. Farnbach expects a response regarding the grant in two weeks, September 07, 2017**

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; Riverside County Superior Court Case No. RIC1507434

 **CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case

sent to opposing counsel. 01/23/2017

**C. Closed Session Announcements: No reportable action, Government Code 549.57.1**

1. **Consent Calendar: Motion was made by Trustee Davis to accept the consent calendar as presented, seconded by Trustee Qualm and passed 4/0**

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 July 20, 2017.

1. **Approval of Check Registers**

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

 C. **Approval of Bookkeeper Report**

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

1. **Action Items**

A**. 2017 Draft Policies for approval**

*Recommendation:* That the Trustees review policy numbers:

1005-1037-1075-3010-3012-3020-3055-3065-4080

**Draft policies #1005 and # 3010 need to be adjusted and brought back to the 09/22/2017 board meeting for review. #1037,1075,3012,3020,3055,3065,4080 will be presented at the next board meeting with staff reports and resolutions.**

 B. **CAPC Local Area Meeting: Eight will be in attendance**

*Recommendation:* That the Trustees inform the General Manager no later than August 31, 2017 of their intent to attend and if so number of guest attending.

C. **Legal Counsel response letter to Mr. and Mrs. Farnbach**

*Recommendation:* That the Trustees review the response letter prior to the Board meeting. Have any of your questions or concerns ready for legal counsel

**A follow up letter will be sent to Mr. Farnbach from our legal counsel outlining the timeframe and documents needed to proceed with work on the cemetery grounds.**

D. **Storm Damage/ SDRMA**

*Recommendation:* That the Trustees review the damages and cost to be reimbursed. Manager request Trustees approval for filing a claim with SDRMA for reimbursement.

**A motion was made by Trustee Reese to direct the General Manager in supplying SDRMA with all necessary documents to start a claim on the storm damages incurred August 1, 2017, seconded by Trustee Qualm and passed 4/0**

E. **Constitieunt Letter regarding cemetery landscaping**

*Recommendation:* That the Trustees review the letter and discuss.

**Trustee Vanderhaak to respond to the constituent by letter, have letter reviewed by legal counsel before it’s sent.**

F. **Surplus electronics**

*Recommendation:* That the Trustees direct manager as of how to dispose of the property.

**Motion was made by Trustee Qualm to deem the old electronics pictured as surplus, seconded by Trustee Reese and passed 4/0**

1. **Financial Report**

A. July 2017 Balance Sheet

B. July 2017 Profit and Loss

C. July 2017 Wells Fargo Investments; principle and interest

**Motion was made by Trustee Davis to receive and file the July financials, seconded by Trustee Qualm and passed 3/0. Trustee Dugan absent, Trustee Reese stepped away from the meeting.**

1. **General Managers Reports**
2. July 2017 Revenues

B. July 2017 Plot Inventories

C. July Depletion

D. July Calendar

E. Ricky Eufers last day 08/04/2017

1. **Foreman Reports**
2. Headstones
3. Storm report

 **10. General Counsel Reports**

**11. Fiscal Year 2017-2018 Subcommittee’s**

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

C. Cenotaph/ Ossuary (Dugan, Davis Beaudet)

D. Investment (Qualm, Vanderhaak, Beaudet)

E. Conference Liaison (Qualm, Vanderhaak, Beaudet)

F. Policies (Dugan, Reese, Beaudet)

G. General Price List (Vanderhaak, Davis, Beaudet)

 **12.** **Future Trustee Agenda Items:**

Solar

Medical Resolution Act, actuarial completed by CSBA

 Manager’s evaluation

**13**. **Board Comment:**

**Manager has been summoned to jury duty 08/28/2017**

**14**. **Announcements:**

General Manager makes a recommendation to change the Board meeting to accommodate the local area meeting and CSDA Conference. General Manager suggests September 14th, or September 22nd.

1. Next Regular Board Meeting –August 24, 2017

**Motion was made by Trustee Qualm to reschedule the next board meeting to September 22, 2017, seconded by Trustee Reese and passed 4/0**

15. **Adjournment:**

**With no further business to be heard a motion was made by Trustee Davis to adjourn the board meeting at 10:25 a.m., seconded by Trustee Reese and passed 4/0**