**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**March 23, 2017**

**8:00 a.m.**

**MINUTES**

1. **Call To Order : 8:00 A.M.**
2. **Pledge of Allegiance,** Led by Chair Vanderhaak
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, **(Via phone call)** Legal Counsel, ~~Steve Quintanilla and or~~ Robert Lee.(Via phone call)
* **Public Comments: 8:02-8:03, closed**

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 the Consent calendar 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 February 16, 2017.

1. **Approval of Check Registers**

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

 C. **Approval of Bookkeeper Report**

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

1. **Action Items**

A**. Statement of Economic Interests**

*Recommendation:* That the Board of Trustees complete their 700 forms and have them returned to G.M. no later than April 1st

B. **Employee Loan Policy: Motion was made by Trustee Dugan to decline the Employee loan policy all together, seconded by Trustee Qualm and passed 3/0**

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

C. **Indigent Burial Resolution: Policy: Motion was made by Trustee Dugan to accept the indigent policy with corrections, seconded by Trustee Qualm and passed 3/0**

*Recommendation:* That the Board of Trustees reviews the Policy and approves with the changes.

D. **CAPC, Special District Cemetery Mentor: Motion was made by Trustee Qualm to submit General Managers name to CAPC as a cemetery mentor, seconded by Trustee Dugan and passed 3/0**

*Recommendation:* That the BOT reads the email from outgoing President Dennis Shepard regarding nominating Cindi as a Cemetery mentor, if the BOT supports Cindi then motion to approve.

E. **Temecula Cemetery stolen lawn Blower: Motion was made by Trustee Dugan to reimburse Joe Sands for half the cost of the replacement blower, seconded by Trustee Qualm and passed 3/0**

*Recommendation:* That the BOT reviews the last board meeting information and makes a motion.

F. **Davis Marker: Motion was made by Trustee Dugan to give General manager approval for replacing stone at the Districts cost if necessary, seconded by Trustee Qualm and passed 3/0**

*Recommendation:* That the Board approves the G.M to arrange for a new marker for the Davis family. To be paid for if necessary by the District.

1. **Financial Report: Motion was made by Trustee Dugan to receive and file the February 2017 financials as presented, seconded by Trustee Qualm passed 3/0**

A. February 2017 Balance Sheet

B. February 2017 Profit and Loss

C. February 2017 Wells Fargo Investments; principle and interest

**8. General Managers Reports**

1. February 2017 Revenues

B. February 2017 Plot Inventories

C. February Depletion

D. February Calendar

E. Storm Game Schedule

F. Supreme Court and Email Accounts

9**. Foreman Reports**

1. Upright monuments
2. Painting of buildings
3. Hogan burial

10**. General Counsel Reports**

Steve Quintanilla suggested that the TPCD has a “no borrow policy.”

**General Manager will create two policies for the Boards review**

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)CAPC, SDLA, Local Area Meeting

F. Policies (Dugan, Qualm)

G. General Price List (Vanderhaak,Beaudet)

 12. **Future Trustee Agenda Items**

Solar

13. **Board Comment**

**Storm game to be scheduled for either May 28th or May 29th, 2017**

14. **Announcements:**

**Medical Act Resolution to be looked at closer with auditors and actuarial**

**Annual Board Meeting to be Friday, June 02, 2017**

**Two new appointed Board Members to begin on Thursday, April 20, 2017**

1. Next Regular Board Meeting –April 20 , 2017

15. **Adjournment: With no other business to hear, a motion was made by Trustee Dugan to adjourn the regular board meeting at 10:59 a.m., seconded by Trustee Qualm and passed 3/0**