**AGENDA- Estimated Time: 2 Hrs.**

**November 16, 2023 @ 8:00 a.m.**

**MINUTES**

**TEMECULA PUBLIC CEMETERY DISTRICT**

 **41911 C St, Temecula, Ca 92592**

**951-699-1630**

1. **CALL TO ORDER:** Trustee Davis @ 8:00 AM
2. **FLAG SALUTE :** Trustee Davis@ 8 :01AM
3. **ROLL CALL:** All Present

Chair Davis, Vice Chair Dugan, Trustee Qualm, Trustee Vanderhaak,

Trustee Kelleher, General Manager, Beaudet, Administration, Santos, Legal Counsel Quintanilla

1. **MOTIONS TO EXCUSE:** None
2. **VISITORS:** Angelica Gonzalez, Hector Perez- Did not appear, 2nd request to come before the BOT, no call to cancel and did not appear both October and November. The Board Chair will send them a response to their request in writing.

A motion was made by Trustee Qualm to move the closed Session to 8:12am, the motion was seconded by Trustee Vanderhaak and passed with a 5/0 vote.

1. **PUBLIC COMMENTS:**

Currently, 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. Requests must be submitted in writing or 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. **CONSENT CALENDAR:** A motion was made by Trustee Dugan to accept the consent calendar as presented, the motion was seconded by Trustee Kelleher and passed with a 5/0 vote.

All matters listed under the Consent Calendar are considered routine and may all be approved by one motion. There will be no discussion of these items unless members of the Board or the public request an item be removed from the Consent Calendar for separate action. A total of five minutes is provided for members of the public to address the Trustees on items that appear on the consent calendar. 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 October 19, 2023

1. **APPROVAL OF CHECK REGISTERS**

*Recommendation:* That the Board approves the October 2023 Check Register Nos. 101100, 101200 and 101300.

1. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the

October 2023 Bookkeeper Report

1. **ACTION ITEMS:**
2. **December Board Meeting**: A motion was made by Trustee Vanderhaak to go dark in December and resume January 18, 2024, the motion was seconded by Trustee Keller and passed with a 5/0 vote

*Recommendation:* That the Trustees make a motion to go dark in December unless there is business to be acted on.

1. **California Class:**A motion was made by Trustee Dugan to move 2,435,983.59 from our ACO fund with the Riverside County Controllers office to California Class Money Market, The motion was seconded by Trustee Qualm and passed with a 5/0 vote.

*Recommendation:* That the Trustees review and consider placing our ACO income with this investment firm.

1. **California Association of Public Cemeteries- Annual Conference:** A motion was made by Trustee Vanderhaak to register for the CAPC conference, but not pay the guest meal charges rather go out to eat somewhere less expensive, the motion was seconded by Trustee Qualm and passed with a 5/0 vote.

*Recommendation:* That the Trustees let the manager know who will be attending along with their guest. Discuss meals.

1. **Temecula Chamber of Commerce- Member Appreciation Night**: Trustee Davis, Trustee Kelleher and General Manager Beaudet will be representing the District.

*Recommendation:* That the Trustees let the manager know who will be attending along with their guest.

**9. FINANCIAL REPORTS:** A motion was made by Trustee Kelleher to receive and file the October Finances, the motion was seconded by Trustee Vanderhaak and passed with a 5/0 vote.

A. October 2023 Balance Sheet

B. October 2023 Profit and Loss- Budget not entered.

C. October 2023 Stifel Investments; principal and interest

**10. GENERAL MANAGERS REPORTS:** Received

1. October 2023 Revenues
2. October 2023 Inventory
3. October Burial Calendar

**11. FISCAL YEAR 2023-2024 SUBCOMMITTEES-**

1. 52-acre Cemetery Property (**Qualm, Dugan)** GM to report out
2. Landscape Plan (**Vanderhaak, Davis**)
3. Cenotaph/ Ossuary (**Dugan, Qualm**)
4. Conférence Liaison (**Kelleher, Vanderhaak**)
5. Polices (**Dugan, Kelleher**)
6. General Price List (**Davis-Vanderhaak**)
7. Investments (**Qualm-Dugan**)

**12**. **ITEMS FOR FUTURE TRUSTEE AGENDAS**

Any Trustee may request an item to be placed on a future agenda. Any such request will be discussed only under this section. In making the request, a Trustee may briefly describe the topic of the proposed agenda item. This description shall not exceed 5 minutes. No substantive discussion on the subject or a motion may occur.

**13.** **CLOSED SESSION ITEMS: Steve Quintanilla, Conference Call**

1. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**

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

**B**.  **Public Employee Performance Evaluation**

 **(Pursuant to Government Code Section #54957)**

Title: District Manager

A motion was made by Trustee Vanderhaak to exit the closed session at 9:07 am, the motion was seconded by Trustee Dugan and passed with a 5/0 vote.

**Closed Session Reports:** Nothing to report.

**14**. **ADJOURNMENT:** 9:44 am

**1st Motion:** Trustee Dugan

**2nd Motion:** Trustee Kelleher

**All in Favor:** 5/0

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, January 18, 2024, at 8:00 a.m.