In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 699-1630. Notification 72-hours prior to the meeting will generally enable District staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

**MINUTES**

**April 20, 2023 @ 8:00 a.m.**

**REGULAR BOARD MEETING**

**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 :01 am
3. **ROLL CALL:**-8:03 am

Chair- Davis, Vice Chair- Dugan, Trustee Qualm,

Trustee Vanderhaak, Trustee Kelleher, General Manager, Beaudet,

Administration, Santos

1. **MOTIONS TO EXCUSE:** None
2. **VISITORS:** None
3. **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 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.

**7.CONSENT CALENDAR: A motion was made by Trustee Dugan to accept the consent calendar as presented, seconded by Trustee Vanderhaak and passed with a 5/0 vote.**

All matters listed under 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 may 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 March 16, 2023

1. **APPROVAL OF CHECK REGISTERS**

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

1. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the

March 2023 Bookkeeper Report

1. **ACTION ITEMS:**
2. **RESOLUTION 2022-2023-1- A motion was made by Trustee Kelleher to move the Endowment principal and interest from the Riverside County Controllers office over to Stifel, seconded by Trustee Dugan and passed with a 5/0 vote.**

*Recommendation:* The Board approves the transfer of endowment funds from the county auditor controller’s office to our investment firm Stifel.

*Endowment Principle-*$173,618.46

*Endowment Interest-* $877.12

1. **RESOLUTION 2023-2- A motion was made by Trustee Kelleher to move the money held in our General fund at the Riverside Auditor Controller office to our in house ACO fund, the motion was seconded by Trustee Qualm and passed with a 5/0 vote.**

The Board approves the transfer of money from our General Fund 51425 held at the auditor controller office to our dedicated ACO fund 51440.

*Transfer-* 1,000,000.00

1. **RESPONSE LETTER TO MRS. CAROLE PHILLIP**

1. **FINANCIAL REPORTS: A motion was made by Trustee Vanderhaak to receive and file the March financials, seconded by Trustee Qualm and passed with a 5/0 vote.**

A. March 2023 Balance Sheet

B. March 2023 Profit and Loss

C.March 2023 Stifel Investments; principal and interest

**10. GENERAL MANAGERS REPORTS: RECEIVED**

1. February 2023 Revenues
2. February 2023 Inventory
3. February Burial Calendar
4. Redlines from the county -CUP03606S01
5. Trustees to sign certificate of completion- Harassment Prevention
6. Reports from Trustee Kelleher and Trustee Qualm from Seaside Conference

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

1. 52-acre Cemetery Property (**Qualm, Dugan)**
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.** **GENERAL COUNSEL REPORTS: Nothing to Report**

**14.CLOSED SESSION ITEMS:**

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

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

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

Significant Exposure to Litigation

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

1. **CLOSED SESSION ANNOUNCEMENT:**

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday~~, May 18, 2023~~, at 8:00 a.m. May 25, 2023

**15**. **ADJOURNMENT: 9:19 am**

**1st Motion: Vanderhaak made the motion to move the next meeting of the board to 05/25/2023**

**2nd Motion: Kelleher seconded the motion.**

**All in Favor: 5/0**