**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**February 16, 2017**

**8:00 a.m.**

**AGENDA**

1. **Call To Order :**
2. **Pledge of Allegiance,** Led by Trustee Dugan
3. **Roll Call**
* Chair Vanderhaak, Vice Chair Qualm, Trustee Dugan, General Manager, Cindi Beaudet, Foreman, Joe Sands.
* **Motions To Excuse:**
* **Visitors:** Don Turcotte, Southwest Construction, Rancon Real Estate, Nancy Hughes, Legal Counsel, Steve Quintanilla and or Benjamin Jones, Robert Lee.
* **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 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:**

1. **Consent Calendar**

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 January 19, 2017.

1. **Approval of Check Registers**

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

 C. **Approval of Bookkeeper Report**

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

1. **Action Items**

A**. Honorary Membership of CAPC**

*Recommendation:* That the Board of Trustees has Chair Rosie Vanderhaak accept this prestigious award in Stephen Struikmans absence.

 B. **Employee Loan Policy**

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

C. **Indigent Burial Resolution/ Policy**

*Recommendation:* That the Board of Trustees reviews the Policy and approves after removing *“memorial markers and monuments for the indigent”*

D. **Office of Catholic Cemeteries**

*Recommendation:* That the Board of Trustees discusses the letter received from the Diocese realtor for purchase of a part of the 52 acres in wine country. Direct the manager as to how she should respond on behalf of the BOT.

E. **Complaint from a constituent**

*Recommendation:* That the Trustees read and discuss the response letter.

F**. Endowment Allocation/ General Fund Allocation**

*Recommendation:* The Board of Trustees directed the General Manager to move $206,634.86 from our fund 51435 Endowment, held by the County of Riverside to Wells Fargo. The Board of Trustees directed the General Manager to move $545,500.46 from general operating fund 51425 into ACO fund 51440 held by the County of Riverside to Wells Fargo. Transfers complete.

G**. SDRMA Resolution for Nomination**

*Recommendation:* The Board of Trustees makes a motion to nominate their General Manager.

1. **Financial Report**

A. January 2017 Balance Sheet

B. January 2017 Profit and Loss

C. January 2017 Wells Fargo Investments; principle and interest

**8. General Managers Reports**

1. January 2017 Revenues

B. January 2017 Plot Inventories

C. January Depletion

D. January Calendar

E. Storm Game Schedule

F. Local Area Meeting

G. CAPC, February 23 – 25, 2016

59th Annual, Embassy Suites, Mandalay Bay, Oxnard. Ca

9**. Foreman Reports**

1. Recognition to staff
2. Repair of rear steps
3. Constituents Headstones/Davis
4. Upright monuments

10**. General Counsel Reports**

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)

F. Policies (Dugan, Qualm)

G. General Price List (Vanderhaak, Beaudet)

 12. **Future Trustee Agenda Items**

Solar

13. **Board Comment**

14. **Announcements:**

Because of the Local Area Meeting at Coachella Cemetery, March 16, 2017, I would like to get a motion to change the BOT meeting to Thursday, March 23rd.

1. Next Regular Board Meeting –March 16 , 2017

15. **Adjournment:**

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)

All supporting documentation is available for public review at the Temecula Public Cemetery District Office located at 41911 C Street, Temecula, California during regular business hours, 7:00 a.m. – 3:30 p.m., Monday through Friday. Request agendas at rctpcd@verizon.net Posted February 13, 2017