**TEMECULA PUBLIC CEMETERY DISTRICT**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**41911 C Street**

 **Temecula, California 92592**

**January 19, 2017**

**8:00 a.m.**

**MINUTES**

1. **Call To Order :** 8:01 AM
2. **Pledge of Allegiance,** Led by Trustee Qualm
3. **Roll Call**
* Chair Dugan, Vice Chair Vanderhaak, Trustee Qualm, General Manager, Cindi Beaudet, Foreman, Joe Sands. All present
* **Motions To Excuse:** Trustee Qualm had to leave the meeting at 10:15 am. For a Dr. Appointment.
* **Visitors:** Don Turcotte, Southwest Construction, Rancon Real Estate, Nancy Hughes, Legal Counsel, Steve Quintanilla
* **Public Comments** 8:01-8:05 am, no one present

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

**C. Closed session announcements:** No Reportable Action

1. **Consent Calendar** Motion was made by Trustee Dugan to accept the consent calendar as presented, seconded by Trustee Vanderhaak 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 November 17, 2016.

1. **Approval of Check Registers**

*Recommendation:* That the Board approves the November and December 2016 Check Register Nos. 101100, 101200 and 101300.

 C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the November and December 2016 Bookkeeper Report.

1. **Action Items**
2. **Election of Officers,**

Trustee Dugan nominated Trustee Vanderhaak for Chair

Trustee Dugan nominated Trustee Qualm for Vice Chair

Trustee Qualm nominated Trustee Dugan for Secretary

Nominations accepted, passed 3/0

*Recommendation:* That the Board of Trustees accepts nominations from the floor for new officers of the 2017-2018 calendar year.

 B. **Employee Loan Policy,** Table to February meeting

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

C. **Linda Glau, engagement letter** Motion was made by Trustee Vanderhaak to accept Linda Glau’s engagement letter, seconded by Trustee Dugan and passed 3/0

*Recommendation:* That the Board of Trustees reviews the engagement letter for 2017, the general managers recommendation is to keep Linda Glau as an independent contractor for the district.

D. **Purchase of boots for grounds workers**: Motion was made by Trustee Qualm to provide a stipend of $200.00 dollars yearly for work boots, employees to provide manager with receipt for reimbursement. Boots are to have protective toes to receive reimbursement from the District, seconded by trustee Vanderhaak and passed 3/0

*Recommendation:* That the Board of Trustees discusses the purchase or monies toward work boots (yearly) for the grounds men.

E. **Complaint from a constituent :** Vice Chair Vanderhaak to send ackowlegment letter to Danielle Harrison, Legal Counsel to send letter to Mr. Bartolotta.

*Recommendation:* That the Chair writes a letter to Danielle Harrison acknowledging her complaint.

F**. Endowment Allocation- General Fund Allocation:** Motion was made by Trustee Vanderhaak to move $205,910.00 from principle endowment and $724.86 from Interest endowment to Wells Fargo investments. Total $ 206,634.86. Seconded by Trustee Dugan and passed 3/0

Motion was made by Trustee Dugan to move $545,500.46 from General Fund #51425 over to ACO Fund #51440, seconded by Trustee Vanderhaak and passed 3/0.

*Recommendation:* That the Board of Trustees directs the General Manager as to where they want to move the Endowment fund money to and how much and where to move the General fund money to and how much. Aco fund with the county, easy accessibility for land development or Wells Fargo investments.

1. **Financial Report;** Motion was made by Trustee Dugan to receive and file the November-December financials, seconded by Trustee Vanderhaak and passed 3/0

A. November-December 2016-2017 Balance Sheet

B. November-December 2016-2017 Profit and Loss

Motion was made by Trustee Dugan to receive and File the Wells Fargo Investments reports for November-December, seconded by Trustee Vanderhaak and passed 3/0.

C. November –December 2016 Wells Fargo Investments; principle and interest

**8. General Managers Reports:** Motion was made by Trustee Dugan to accept the Manages report as presented, seconded by Trustee Vanderhaak and passed 2/0

1. November-December 2015-2016 Revenues

B November-December 2016-2017 Revenues

C. November-December 2016-2017 Plot Inventories

D. November-December 2016 Depletion

E. December 2016 Calendar

F. CAPC, February 23 – 25, 2016

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

G. Bios for Trustee seats

H. Attorneys response letter for critique complaint.

I. New hire, front office Michele Hesselgesser

9**. Foreman Reports**

1. Upright Monuments: Motion was made by Trustee Vanderhaak to hire Honor life to work with the staff in securing the large headstones, seconded by Trustee Dugan and passed 2/0.
2. Cemetery Ground Maps
3. Constituents Headstones
4. Stipend for work boots
5. Cully Repair invoices
6. Repair of rear steps

10**. General Counsel Reports**

Updated Cemetery Law for the Cemetery

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 (Vanderhaak) Need additional Trustee

F. Policies (Dugan/ Qualm)

G. General Price List (Vanderhaak / Beaudet)

 12. **Future Trustee Agenda Items**

Solar

13. **Board Comments**

14. **Announcements:**

Received a letter from the Riverside Catholic Diocese, inquiring about purchasing some of our land in wine country for their cemetery. Tabled until the February meeting.

1. Next Regular Board Meeting –February 16 , 2017

15. **Adjournment:** Motion was made by Trustee Vanderhaak to adjourn the meeting at 10:52 am, seconded by Trustee Dugan and passed 2/0.