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

**July 18, 2024 @ 8:00 a.m.**

**MINUTES**

**TEMECULA PUBLIC CEMETERY DISTRICT**

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

**951-699-1630**

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

Chair Davis, Vice Chair Dugan, Trustee Vanderhaak,

Trustee Kelleher, ~~Trustee Qualm,~~ General Manager, Beaudet, Administration, Santos

1. **MOTIONS TO EXCUSE-** A motion was made by Trustee Dugan to excuse Trustee Qualm due to Jury Duty; the motion was seconded by Trustee Vanderhaak. Motion passed with a 4/0 vote.
2. **VISITORS-** None

**6. 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.

**7.** **CLOSED SESSION ITEMS-**

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

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

 **8. CONSENT CALENDAR- A motion was made by Trustee Dugan to accept the consent calendar as presented; the motion was seconded by Trustee Vanderhaak. Motion passed with a 4/0 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 dated June 20, 2024.

1. **APPROVAL OF CHECK REGISTERS**

*Recommendation:* That the Board approves the June2024 Check Registers, Nos. 101100, 101200 and 101300.

1. **APPROVAL OF BOOKKEEPER REPORT-**

*Recommendation:* That the Board receives and files the

June 2024 Bookkeeper Report.

**9. ACTION ITEMS-**

1. **CALENDAR YEAR 2025-2026 APPOINTMENT FOR OFFICERS:**

**A nomination of Chair for Patricia Kelleher was made By Trustee Vanderhaak and seconded by Trustee Dugan,**

**A nomination of Vice Chair for Rosie Vanderhaak was made by Trustee Dugan and seconded by Trustee Davis,**

**A nomination of Treasurer for Trustee Qualm was made by Trustee Dugan and seconded by Trustee Vanderhaak.**

**All nominees accepted the nomination for an officer position beginning January 2025 a motion was made to accept the slate of officers. Motion passed with a 4/0 vote.**

*Recommendation:* Consideration of appointments for the Temecula Cemetery Board of Directors. A- Election of President of the Board,

B- Election of Vice President of the Board, C-Election of Treasurer of the Board

1. **STIFEL RE-INVESTMENTS: Trustee Dugan motioned to move the investments from Stifel when they come due to California Class, the motion was seconded by Trustee Kelleher. Motion passed with a 4/0 vote.**

*Recommendation:* That the Trustees see the re-investments coming forward and direct the manager as to where the money should be moved to.

1. **FISCAL YEAR 2025-2026 SECOND DRAFT BUDGET: A motion was made by Trustee Kelleher to accept the 2nd draft budget as presented, seconded by Trustee Vanderhaak. Motion passed with a 4/0 vote.**

*Recommendation:* That the Trustees review the second draft budget

1. **CAPC ANNUAL EDUCATION SEMINAR- FRIDAY, OCTOBER 11-12, 2024:**

**There will be no attendance from the cemetery.**

*Recommendation:* That the Trustees let the manager know who will be in attendance so she can register them and their guest.

1. **CSDA ANNUAL ELECTION BALLOT: A motion was made by Trustee Kelleher to nominate Jo MacKenzie, seconded by Trustee Vanderhaak. Motion passed with a 4/0 vote.**

*Recommendation:* That the Trustees choose one of the following for Seat A, Southern Network.

1. Jo MacKenzie
2. Jason Daffron
3. Ross Leja

 **10. FINANCIAL REPORTS- Trustee Vanderhaak motioned to receive and file the June financials, seconded by Trustee Kelleher. Motion passed with a 4/0 vote.**

A. June 2024 Balance Sheet

B. June 2024 Profit and Loss

C. June 2024 Stifel Investments; Summary Statements

D. June 2024 California Class Summary Statement

**11. GENERAL MANAGERS REPORTS: Received, no action**

A. June 2024 Revenues

B. June 2024 Inventory

C. June 2024 Burial Calendar

D. Four Parcels East of ours listed on MLS

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

1. 52-acre Cemetery Property (**Qualm, Dugan)**
2. Landscape Plan (**Vanderhaak, Davis**) Pearls Premium- received seed, will plant in October
3. Cenotaph/ Ossuary (**Dugan, Qualm**)
4. Conference Liaison (**Kelleher, Vanderhaak**) Booked for CSDA in September
5. Polices (**Dugan, Kelleher**)
6. General Price List (**Davis-Vanderhaak**)
7. Investments (**Qualm-Dugan**)

**13**. **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.

* **GENERAL MANAGER REVIEW**
* **2024-2025 GENERAL PRICE LIST**

**14. BOARD COMMENTS-**

* Lake Elsinore Storm Outing - 08/16/2024
* CSDA Annual Conference- 09/12/2024- Indian Wells
* CAPC Education Conference- 10/11/2024- San Luis Obispo
* Annual Dinner 01/2025- Pending

**15**. **ADJOURNMENT- 9:17 a.m.**

**1st Motion: Trustee Vanderhaak**

**2nd Motion: Trustee Kelleher**

**All in Favor: 4/0**

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, August 15, 2024, at 8:00 a.m.