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)

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

**June 20, 2024 @ 8:00 a.m.**

**MINUTES**

**TEMECULA PUBLIC CEMETERY DISTRICT**

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

**951-699-1630**

1. **CALL TO ORDER-** **Trustee Dugan @ 8:00AM**
2. **FLAG SALUTE -**Trustee Dugan
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 Davis and seconded by Trustee Kelleher to approve the absence of Chair Davis and Trustee Kelleher motion passed with a 3/0 vote.**
2. **VISITORS- ~~Shelby Burson- Agape Construction~~**

**6. PUBLIC COMMENTS-** None

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 Vanderhaak and seconded by Trustee Qualm to accept the consent calendar as presented, the motion passed with a 3/0 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 May 16, 2024.

1. **APPROVAL OF CHECK REGISTERS AND CREDIT CARD RECEIPTS**

*Recommendation:* That the Board approves the May 2024 Check Registers, Nos. 101100, 101200 and 101300.

1. **APPROVAL OF BOOKKEEPER REPORT-**

*Recommendation:* That the Board receives and files the

May 2024 Bookkeeper Report.

**9. ACTION ITEMS-**

1. **Fiscal Year 2024-2025 Draft Budget**

*Recommendation:* That the Trustees review the first draft budget and approach the manager with any questions or concerns.

**A motion was made by Trustee Dugan and seconded by Trustee Vanderhaak to bring the draft budget back in July with some additions, the motion passed with a 3/0 vote.**

**Response letter from Rancho Highlands HOA**

*Recommendation:* That the Trustees read the response from the HOA President.

**The trustees received and read the letter from Rancho Highlands responding to the manager’s request to see if the HOA wanted to split the cost on a vinyl fence and remove the existing chain-link fence. The HOA shows no support for splitting the cost. The Cemetery BOT feels it will beautify the Cemetery side especially where the HOA has eucalyptus trees planted that have an oil that drops on everything we’ve planted and has caused plants and vines to perish. After lengthy discussion, a motion was made by Trustee Vanderhaak and seconded by Trustee Dugan to go ahead and have the manager place new vinyl fencing on our property line in front of the chain-link fence where the areas of most concern will fully benefit. The motion passed with a 3/0 vote.**

 **10. FINANCIAL REPORTS- A motion was made by Trustee Qualm and seconded by Trustee Vanderhaak to receive and file the May 2024 Financial Reports, the motion passed with a 3/0 vote.**

A. May 2024 Balance Sheet

B. May 2024 Profit and Loss

C. May 2024 Stifel Investments; Summary Statements

D. May 2024 California Class Summary Statement

**11. GENERAL MANAGERS REPORTS- A motion was made by Trustee Vanderhaak and seconded by Trustee Dugan to receive and file the General Managers report, the motion passed with a 3/0 vote.**

1. May 2024 Revenues
2. May2024 Inventory
3. May 2024 Burial Calendar
4. Acknowledgement Email
5. K&A Engineering
6. Critique Letter
7. Pearls Premium

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

1. 52-acre Cemetery Property (**Qualm, Dugan)** Funeral Home and Chapel
2. Landscape Plan (**Vanderhaak, Davis**) Pearls Premium
3. Cenotaph/ Ossuary (**Dugan, Qualm**)
4. Conference Liaison (**Kelleher, Vanderhaak**) Booked for CSDA in September
5. Polices (**Dugan, Kelleher**) Workplace Violence Prevention Plan
6. General Price List (**Davis-Vanderhaak**) Draft GPL attached
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.

* **Look into solar panels**
* **Grass Seed**

**14. BOARD COMMENTS-**

Lake Elsinore Storm Outing - 08/16/2024

CSDA Annual Conference- 09/12/2024

**15**. **ADJOURNMENT- 9:30am**

**1st Motion: Trustee Vanderhaak**

**2nd Motion: Trustee Qualm**

**All in Favor: 3/0**

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

**POSTED June 17, 2024**

All supporting documentation is available for public review after the agenda has been posted and no less than 72 hours prior to the meeting date. The material will be made available at the Temecula Public Cemetery District Office during business hours, or on the website at: [www.temeculacemetery.org](http://www.temeculacemetery.org/)