

HAPPY NEW YEAR!!!!

January 16, 2025 @ 8:00 a.m.

MINUTES

TEMECULA PUBLIC CEMETERY DISTRICT

41911 C St, Temecula, Ca 92592

951-699-1630

1. CALL TO ORDER- Trustee Kelleher 8:00AM

Congratulations on your new position!

2. FLAG SALUTE -Trustee Kelleher

3. ROLL CALL-

Chair Kelleher, Vice Chair Vanderhaak, Trustee Davis,

Trustee Dugan, Trustee Qualm, General Manager, Beaudet, Administration, Santos

4. MOTIONS TO EXCUSE- None

5. VISITORS- Shelby Burson, Agape Construction

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- No items to discuss

A. 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 to accept the consent calendar as presented, the motion was seconded by Trustee Davis and passed with a 5/0 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 matters unless members of the Board or the public request an item 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 in 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.

A. APPROVAL OF MINUTES-

Recommendation: That the Board approve the minutes of the Regular Board Meeting dated November 21, 2024.

B. APPROVAL OF CHECK REGISTERS

Recommendation: That the Board approves the November- December 2024 Check Registers, Nos. 101100, 101200 and 101300.

C. APPROVAL OF BOOKKEEPER REPORT-

Recommendation: That the Board receives and files the December 2024-January 2025 Bookkeeper Report.

9. ACTION ITEMS-

A. Trustee Davis Reappointment- **Trustee stood before the Board and read his Oath of Office**

Recommendation: That the Trustees note the reappointment of Trustee Davis- January 06, 2025, until January 01, 2029. Trustee Davis to recite the Oath of Allegiance and Oath of Office.

B. Linda S Glau CPA – Annual Engagement Letter- **A motion was made by Trustee Davis to accept the 2025 Engagement letter, the motion was seconded by Trustee Dugan and passed with a 5/0 vote**

Recommendation: That the Trustees review the engagement letter of our CPA.

C. Auditor Controllers Office Authorized Signature List

Recommendation: That the Trustees sign for the new fiscal year 2024-2025

D. Statement of Economic Interests- California Form 700

Recommendation: That the Trustees complete their 700 form and return by the February Board Meeting.

E. Policy Regarding Trustees and Constituents- **A motion was made by Trustee Davis to accept Policy, Resolution 2025-1, the motion was seconded by Trustee Dugan and passed with a 5/0 vote**

Recommendation: That the Trustees read the resolution put in place by the Legal Counsel. Be prepared to approve during this Board Meeting.

- F. **10. FINANCIAL REPORTS-** A motion was made by Trustee Vanderhaak to receive and file the December financials, the motion was seconded by Trustee Dugan and passed with a 5/0 vote

- A. December 2024 Balance Sheet
- B. December 2024 Profit and Loss
- C. December 2024 California Class
- D. December Stifel Reports

11. GENERAL MANAGERS REPORTS-

- A. December 2024 Revenues
- B. December 2024 Inventory
- C. December Burial Calendar

12. FISCAL YEAR 2024-2025 SUBCOMMITTEES-

- A. 52-acre Cemetery Property (Qualm, Dugan)
- B. Landscape Plan (Vanderhaak, Kelleher)
- C. Cenotaph/ Ossuary (Dugan, Davis)
- D. Conference Liaison (Davis, Vanderhaak)
- E. Policies (Dugan, Vanderhaak)
- F. General Price List (Dugan, Kelleher)
- G. Investments (Qualm-Davis)

13. ITEMS FOR FUTURE TRUSTEE AGENDAS-

Any Trustee may request an item placed on a future agenda. Any such request shall 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.

14. BOARD COMMENTS-

Trustee Qualm out 02/20/2025 Board meeting

A motion by Trustee Kelleher and Trustee Davis to excuse him was passed with a 5/0 vote.

15. ADJOURNMENT- 10:10am

1st Motion: Trustee Dugan

2nd Motion: Trustee Vanderhaak

All in Favor: 5/0

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, **February 20, 2025, at 8:00 a.m.**