

## MINUTES

### TEMECULA PUBLIC CEMETERY DISTRICT NOVEMBER 20, 2025 @ 8:00 a.m.

41911 C St, Temecula, Ca 92592  
951-699-1630

1. CALL TO ORDER- 8:00AM
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL-Chair Kelleher, Vice Chair Vanderhaak, Trustee Davis, Trustee Dugan, Trustee Qualm, General Manager, Beaudet, Admin Santos

**4. PUBLIC COMMENT ON ANY AGENDA ITEM-**

Members of the public are invited to address the Board concerning any items not on the agenda but are within the subject matter jurisdiction of the Board of Trustees.

Members of the public may address the Board on agenda items when those matters come up for discussion for a total of 3 minutes.

**5. CONSENT CALENDAR-A motion was made by Trustee Vanderhaak to receive and file 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 request an item removed from the Consent Calendar for separate action.

- A. APPROVAL OF MINUTES OCTOBER 16, 2025
- B. APPROVAL OF CHECK REGISTERS- OCTOBER 2025
- C. APPROVAL OF BOOKKEEPER REPORT- OCTOBER 2025
- D. RECEIVE AND FILE OCTOBER FINANCIALS
- E. RECEIVE AND FILE OCTOBER INVESTMENTS

## **6. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS-**

### **A. NIGRO & NIGRO AUDIT FISCAL YEAR ENDING 06/30/2025**

**A motion was made by Trustee Kelleher to receive the F.Y.2024-2025 Audit, seconded by Trustee Davis and passed with a 5/0 vote.**

### **B. LINDA GLAU 2026 ENGAGEMENT LETTER**

**A motion was made by Trustee Dugan to accept the engagement letter, seconded by Trustee Vanderhaak and passed with a 5/0 vote.**

### **C. REQUEST FOR DESTRUCTION OF PAPER RECORDS**

**A motion was made by Trustee Davis to shred the paper records as proposed, seconded by Trustee Dugan and passed with a 5/0 vote.**

### **D. REQUEST FOR DONATION OF CEMETERY UNUSED ITEMS**

**A motion was made by Trustee Vanderhaak to dispose of unused items, seconded by Trustee Davis and passed with a 5/0 vote.**

### **E. CALIFORNIA ASSOCIATION ANNUAL CONFERENCE**

**Nobody to attend**

### **F. MOTION TO GO DARK IN DECEMBER**

**A motion was made by Trustee Qualm to go dark in December, seconded by Trustee Dugan and passed with a 5/0 vote.**

**A motion was made to go into closed session by Trustee Vanderhaak at 8:45a.m, seconded by Trustee Dugan and passed with a 5/0 vote.**

**Public employee performance evaluation pursuant to  
Government code Section 54957  
Employee Title: General Manager**

- Trustee Davis left the Board meeting at 9:00am.
- Trustee Qualm left the Board meeting at 10:00a.m.

## **7. DISTRICT MANAGER MONTHLY REPORT-**

- October Revenue \$42,213.00
- October Inventory
- 589 Dual Lots
- 71 Single Lots
- 75 Niches
- 14 Single Ground Cremation
- 49 Dual Ground Cremation
- October Burial Calendar
- 20 year spread sheet for repayment of loan
- Water cost at new property, \$10,000.00-\$12,000.00 monthly
- Trustees Dinner- January 10, 2026

- A. Board of Supervisors Regular Meeting 10/28/2025- APPOINTMENTS
- B. Tree line where rip rap will be set per county
- C. Correspondence from Orange County Cemetery regarding Verkada
- D. Wreaths Across America- December 13 @10:00am

#### **8. TRUSTEE QUESTIONS AND COMMENTS-**

- 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**)

**9. RECESS TO CLOSED SESSION-**

All members of the public, employees and other visitors will be asked to clear the meeting room so that the Board of Trustees, and those employees and consultants invited by the Board, may discuss and/or act on those items listed below.

Public employee performance evaluation pursuant to  
Government code Section 54957  
Employee Title: General Manager

**REPORT OUT- Nothing to Report**

**10. ADJOURNMENT- 10:35a.m**

**1<sup>st</sup> Motion: Trustee Vanderhaak**

**2<sup>nd</sup> Motion: Trustee Dugan**

**All in Favor: 3/0**

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, January 15, 2026, at 8:00 a.m.