

**TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING**

**41911 C STREET
TEMECULA, CA 92592**

July 18, 2019

8:00 a.m.

AGENDA- Estimated Time: 3 Hrs.

1. **Call To Order** :
2. **Pledge of Allegiance**: Led by Trustee Davis
3. **Roll Call**
Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet
Legal Counsel, Steve Quintanilla, (Robert Lee by phone)

Motions To Excuse:

Visitors: Sandra Wheeler, Vice President, Wells Fargo Advisors

Public Comments:

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.

4. CLOSED SESSION ITEMS:

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9:

(One potential case)

B. Public Employee Performance Evaluation

Pursuant to Government Code Section #54957

Title: District Manager

C. Conference with Labor Negotiator

Pursuant to Government Code Section 54957.6

District's Designated Representative: Steven B. Quintanilla, General Counsel

Unrepresented Employee: District Manager

C. Closed Session Announcement

5. **Consent Calendar**

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.

A. **Approval of Minutes**

Recommendation: That the Board approve the minutes of the Regular Board Meeting of June 20, 2019.

B. **Approval of Check Registers**

Recommendation: That the Board approves the June 2019 Check Register Nos. 101100, 101200 and 101300.

C. **Approval of Bookkeeper Report**

Recommendation: That the Board receive and file the June 2019 Bookkeeper Reports.

6. Action Items

A. Managers Review

Recommendation: That the Trustees report out in the open session the outcome of the managers review.

B. SDRMA Election Ballot

Recommendation: That the trustees review the candidate's and select up to 3 nominees.

C. Public Cemetery Alliance Conference, August 15-18, 2019

Recommendation: That the BOT consider changing the August board meeting date to accommodate those that would like to attend the conference.

D. Updated Policy Manual

Recommendation: That the BOT approve the updated Fiscal Year 2019-2020 policies.

7. Financial Report

- A. June 2019 Balance Sheet
- B. June 2019 Profit and Loss
- C. June 2019 Wells Fargo Investments; principle and interest

8. General Managers Reports

- A. June 2019 Revenues
- B. June 2019 Plot Inventories
- C. June Depletion
- D. June Calendar
- E. CAPC Conference, October 12, 2019
- F. Updated Strategic Plan F.Y. 2019-2020
- G. Updated Sub-Committees F.Y. 2019-2020
- H. Correspondence from Pechanga
- I. Incidence report-07-05-2019
- J. Projected Depletion
- K. Response letter to Ms. Liz Rubin

9. General Counsel Reports

10. Fiscal Year 2019-2020 Subcommittees

- A. 52 acre Cemetery Property (Dugan, Qualm)
- B. Landscape Plan (Vanderhaak, Reese) Nothing to report
- C. Cenotaph/ Ossuary (Reese, Davis) Nothing to report
- D. Investment (Davis, Dugan)
- E. Conference Liaison (Vanderhaak, Reese) Nothing to report
- F. Policies (Dugan, Reese) Board to approve
- G. **Trustee Davis to review with BOT**
Approved policy # 1047, Surplus Personal Property Waiver
- H. General Price List (Vanderhaak, Davis) Nothing to report

11. Future Trustee Agenda Items:
Interview General Contractors

12. Board Comment:

13. Announcements:

Christmas Dinner, December 07, 2019 @ Luke's on Front St

14. Adjournment Time:

1st Motion

2nd Motion

Time:

Next Regular Board Meeting – August, __2019

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)

All supporting documentation is available for public review at the Temecula Public Cemetery District Office located at 41911 C Street, Temecula, California during regular business hours, 8:00 a.m. – 4:30 p.m., Monday through Friday. Or at www.temeculacemetery.org

Posted July 15, 2019

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

RONALD H ROBERTS
TEMECULA PUBLIC LIBRARY
30600 PAUBA RD
TEMECULA, CA
COMMUNITY ROOM A
AND HERITAGE ROOM

June 20, 2019

8:00 a.m.

MINUTES

1. Call To Order : 8:00a.m.
2. Pledge of Allegiance: Led by Trustee Dugan
3. Roll Call
Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet
Legal Counsel, Steve Quintanilla, (~~Robert Lee by phone~~)

Motions To Excuse: None

Visitors: Don Turcotte, Joe Sands, Michelle Hesselgesser

Public Comments:

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.

4. **CLOSED SESSION ITEMS:**

- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9: (One potential case)

- B. **Closed Session Announcement:** No reportable action

- A. **Consent Calendar:** Motion was made by Trustee Reese to accept the Consent calendar as presented, seconded by Trustee Qualm and passed 5/0.

5.

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.

B. **Approval of Minutes**

Recommendation: That the Board approve the minutes of the Regular Board Meeting of May 23, 2019.

C. **Approval of Check Registers**

Recommendation: That the Board approves the May 2019 Check Register Nos. 101100, 101200 and 101300.

D. **Approval of Bookkeeper Report**

Recommendation: That the Board receive and file the May 2019 Bookkeeper Reports.

6. Action Items

- A. **Proposed Budget 06/30/20:** Motion was made by Trustee Reese to accept the final proposed budget, seconded by Trustee Dugan and passed 5/0.

Recommendation: That the trustees review the second draft of the proposed budget.

- B. **CSDA- 2019 Election- Seat B:** Motion was made by Trustee Davis to nominate one candidate for Seat B, the candidate of choice was Michael Mack from Rainbow water district, seconded by Trustee Dugan and passed 5/0.

Recommendation: That the trustees read the bio's of: Patrick O'Rourke, Greg Mills, Dennis LaMoreaux, Kathleen Tiegs and Michael Mack. Direct General Manager as to which 3 candidates (up to 3) you would like to nominate.

- C. **Public Cemetery Alliance Annual Conference:** Discussed; only one Trustee seemed interested.

Recommendation: Show of hands who would like to represent our District and attend their annual conference located in Lake Tahoe August 15 through the 18th 2019.

- D. **Niche Engraving Policy:** Motion was made by Trustee Davis to contact Ms. Rubin and let her know she needs to follow the policy, seconded by Trustee Qualm and passed 5/0.

Recommendation: That the BOT discuss the concerns of Elizabeth Rubin regarding layout of niche engraving.

7. Financial Report: Motion was made by Trustee Davis to receive and file the May financials, seconded by Trustee Qualm and passed 5/0.

- A. May 2019 Balance Sheet
- B. May 2019 Profit and Loss
- C. May 2019 Wells Fargo Investments; principle and interest

8. General Managers Reports: Discussed

- A. May 2019 Revenues
- B. May 2019 Plot Inventories
- C. May Depletion
- D. May Calendar
- E. Response letter to Susan McMichael

9. General Counsel Reports

10. Fiscal Year 2018-2019 Subcommittees

- A. 52 acre Cemetery Property (Dugan, Qualm)
- B. Landscape Plan (Vanderhaak, Reese)
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Vanderhaak, Dugan)
- E. Conference Liaison (**Vanderhaak, Qualm**)
- Sacramento Legislation May 23, 2019**
- F. Policies (Dugan, Reese)
- G. **Trustee Reese to review with BOT**
Approved policy # 1040, Reserve and Fund Balance
Motion was made by Trustee Qualm to accept the policy as read with no corrections needed, seconded by Trustee Dugan and passed 5/0.
- H. General Price List (Vanderhaak, Davis)

11. Future Trustee Agenda Items:

Interview General Contractors
Sandra Wheeler to attend July Board meeting

12. Board Comment:

Managers Review

13. Announcements:

Christmas Dinner, December 07, 2019 @ Luke's on Front St

14. Adjournment Time: 10:23 a.m.

**1st Motion: Trustee Davis
Passed 5/0.**

2nd Motion: Trustee Reese

Next Regular Board Meeting – July 18, 2019

Temecula Public Cemetery District

7/8/2019 12:00 PM

Register: 101100 · US Bank Checking

From 06/01/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/04/2019	7477	Cindi Beaudet	201100 · Accounts Pay...		159.91	X		28,210.41
06/04/2019	7490	Dale Qualm.	528140 · Conferences ...		40.54			28,169.87
06/04/2019	AJE591		1011004 · Cash - Retir...	Refund check f...			28.53	28,198.40
06/08/2019	AJE578		515100 · Life Insuranc...	Automatic with...	35.64	X		28,162.76
06/10/2019	06/14	CalPers 457 Plan	201100 · Accounts Pay...		1,159.28	X		27,003.48
06/10/2019	0531	Downs Energy	201100 · Accounts Pay...	CLO2161	199.00	X		26,804.48
06/10/2019	7478	County of Riverside L...	201100 · Accounts Pay...	IT 2916	180.38	X		26,624.10
06/10/2019	7479	CR&R Incorporated	201100 · Accounts Pay...	1116156	258.12	X		26,365.98
06/10/2019	7480	DeAnza Termite	201100 · Accounts Pay...		195.00	X		26,170.98
06/10/2019	7481	EcoFert Inc	201100 · Accounts Pay...	4191	490.00	X		25,680.98
06/10/2019	7482	Hank's Hardware & ...	201100 · Accounts Pay...		157.69	X		25,523.29
06/10/2019	7483	Linda Glau CPA	201100 · Accounts Pay...		450.00	X		25,073.29
06/10/2019	7484	Nutrien Ag Solutions	201100 · Accounts Pay...	IN 39171430 /j...	155.95	X		24,917.34
06/10/2019	7485	Protection One (corp)	201100 · Accounts Pay...	128900816	296.74	X		24,620.60
06/10/2019	7486	Prudential Overall Su...	201100 · Accounts Pay...		262.75	X		24,357.85
06/10/2019	7487	Southern California ...	201100 · Accounts Pay...		760.00	X		23,597.85
06/10/2019	7488	Wildlife Control Ser...	201100 · Accounts Pay...	WL2919	450.00	X		23,147.85
06/10/2019	7489	Kyle Means	201100 · Accounts Pay...		40.72	X		23,107.13
06/10/2019			101200 · US Bank Pay...	Funds Transfer ...	10,005.40	X		13,101.73
06/11/2019			101100G · Cash - Gen...	Deposit		X	68,856.18	81,957.91
06/11/2019	AJE587		101200 · US Bank Pay...	Monthly autom...	411.30	X		81,546.61
06/12/2019			523290 · Bank Charges	Service Charge	21.00	X		81,525.61
06/20/2019	7491	Crowne Hill Consulti...	201100 · Accounts Pay...	12064/12063/1...	348.07	X		81,177.54
06/20/2019	7492	Don Turcotte	201100 · Accounts Pay...		800.00	X		80,377.54
06/20/2019	7493	Jim Monte	201100 · Accounts Pay...	MAPPING RE...	300.00	X		80,077.54
06/20/2019	7494	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	324.23	X		79,753.31
06/20/2019	7495	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	429.76	X		79,323.55
06/20/2019	7496	Streamline	201100 · Accounts Pay...	100777	50.00	X		79,273.55
06/23/2019			101200 · US Bank Pay...	Funds Transfer	8,626.53	X		70,647.02
06/28/2019			-split-	Deposit		X	277.27	70,924.29

Temecula Public Cemetery District

7/8/2019 12:00 PM

Register: 101200 · US Bank Payroll
 From 06/01/2019 through 06/30/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/10/2019			101100 · US Bank Che...	Funds Transfer		X	10,005.40	12,089.86
06/11/2019	AJE587		101100 · US Bank Che...	Monthly autom...		X	411.30	12,501.16
06/14/2019	AJE586		510040 · Regular Salar...	Green Cash Re...	7,026.24	X		5,474.92
06/14/2019	AJE586		510040 · Regular Salar...	Green Cash Re...	2,819.82	X		2,655.10
06/14/2019	AJE586		510040 · Regular Salar...	Monthly charg...	159.34	X		2,495.76
06/15/2019	AJE588		525030 · Paychex HR ...		414.15	X		2,081.61
06/23/2019			101100 · US Bank Che...	Funds Transfer		X	8,626.53	10,708.14
06/28/2019	AJE589		510040 · Regular Salar...	Green Cash Re...	5,986.94	X		4,721.20
06/28/2019	AJE589		510040 · Regular Salar...	Green Cash Re...	2,501.65	X		2,219.55
06/28/2019	AJE589		510040 · Regular Salar...	Monthly charg...	137.94	X		2,081.61

Temecula Public Cemetery District

7/8/2019 12:01 PM

Register: 101300 · US Wash Account

From 06/01/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/04/2019	AJE592		116137 · Miscellaneou...	Check from En...	1,175.00	X		7,713.01
06/28/2019			-split-	Deposit		X	11,250.00	18,963.01
06/28/2019			-split-	Deposit		X	10,300.00	29,263.01
06/28/2019			-split-	Deposit		X	1,210.00	30,473.01
06/28/2019	2224	County of Riverside ...	-split-	VOID:		X		30,473.01
06/28/2019	2225	County of Riverside ...	-split-		20,900.00			9,573.01

Date: 07/03/2019



On-Site Tasks Performed:

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts X Enter Property Tax Deposits as Necessary
- X Balance Voucher to County

X Journal activity and Reconcile two Wells Fargo Advisors Accounts using WFA Balancing spreadsheet.

- X Save the WFA Account Statements for the auditor
- X Reconcile two WFA interest receivable accounts
- X Print WFA Snapshot– for Board Packets

X Verify check sequence is intact.

7477-7506

X Verify each check over \$2500 from the US Bank General account has two signatures. Note: US Bank Wash account checks to the county are exempt from this requirement.

#7498 Dated 07/01/2019 Law Offices of Quintanilla & Associates Legal February – May OK

#7503 Dated 07/01/2019 US Bank Credit Card OK

X Verify all checks to the GM have two signatures.

#7477 dated 06/04/2019 \$159.91 Mileage May 2019 OK

#7505 dated 07/01/2019 \$197.93 Mileage June 2019 OK

X Check monthly credit card statements for receipts and reasonableness. Initial credit card. Note that receipts are attached and expenses are reasonable.

X Discuss Management Use Only financial statements with the GM - Profit and loss two month, Balance sheet with prior year figures, and Profit and Loss Budget Performance.

X For the GM – Add Difference to Balance Sheet. In Excel, change the difference column text to white. Then for all reasonable totals/subtotals, change it to black.

X Update Endowment Allocation Schedule.

X Update Wash Account Analysis.

X Update Prepaid subledger and validate QB information.

X Read Agenda and Minutes of the previous Board Meeting.

Items to note:

Complete work on 2019-2020 Budget

Continue work on 2018-2019 Audit

Open items:

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot MUST be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below. A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.
5. Important balloting and election dates are:

August 21, 2019:	Deadline for members to return the signed Official Election Ballot
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan

District/Agency Groveland Community Services District (GCSD) ■

Work Address P.O. Box 350, Groveland, CA 95321

Work Phone (209) 962-7161

Home Phone (408) 398-4731

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member. I would like to be elected to a second term because:

1. As a board member of Groveland CSD, I am particularly aware of the great value that smaller districts get from SDRMA, and I'd like to continue to do my part to make sure that this important agency continues to operate smoothly and stably into the indefinite future.
2. The insurance market in California (and nationwide) is going through a period of rapid change. The Board and staff are engaged in a major re-evaluation of SDRMA's approach to fulfilling its mission of providing cost-effective risk management services to its members. I believe that it is important to maintain Board continuity in this effort.
3. SDRMA Board members are either board members ("electeds") or employees of a member agency. I think there is value in having a balance between elected and employee Board members. The Board seats that are NOT up for election are currently 3 employees / 1 elected. I'd like to make sure the new Board has at least 2 elected members.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board Member since 2016. This year (2019), I serve as Secretary. During our "no CEO" period in late 2017 - early 2018, I was a member of the ad hoc Personnel Committee. I am also a member of the Alliance Executive Council, and a backup member of the Legislative Committee.
2. Groveland CSD Board Member since I was appointed in June 2013. For the years 2014-2018, I served as Board President. (We finally implemented mandatory rotation of the office in 2019).
3. Member of the Board of Southside Community Connections, a local nonprofit in Groveland that provides educational, social, and recreational services to seniors, as well as free transportation to those who cannot drive.
4. Board Member (currently Treasurer) of Pine Cone Performers, a local choral and acting group, since 2010.
5. Back during my work life, I was a corporate representative on an IEEE standards committee concerned with wireless networking. It was very educational being on a committee where the members had widely differing (competing) goals.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to \$120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).

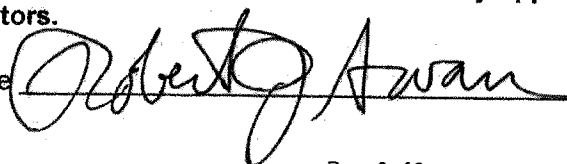
What is your overall vision for SDRMA? (Response Required)

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.
2. Continue to retain / acquire highly qualified staff, and ensure that this is a desirable place to work.
3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.
4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.
5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

 Date 4-24-2019

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Jesse D. Claypool

District/Agency Honey Lake Valley Resource Conservation District

Work Address USDA Service Center 170 Russell Avenue, Suite C Susanville, CA 96130

Work Phone 530-257-7271 ext 100

Home Phone 530-310-0232

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district, working together with the other SDRMA Board Members, to ensure relevant—affordable solutions are available to all size special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I am currently serving my fifth (5th) consecutive term as Chairman of the Board of a special district. I served two (2) yrs. on a Technical Advisory Committee for the prevention of violence against schools K-12. I served one (1) term on an elementary school board. I am currently serving my second (2nd) consecutive term on CSDA's committee for Professional Development. I am currently serving my sixth (6th) consecutive term on the board of a Regional Water Management Group. I am currently serving my second (2nd) consecutive term on CSDA's committee for Member Services. I am currently serving as a member of the County's Civil Grand Jury.

I have attended and completed the California School Board Association's New Board Member Training. I have Certificates of Completion from CSDA for General Manager Evaluation, Exercising Legislative Authority and Achieving Transparency. I attended and completed CSDA's Extraordinary Leader training. I attended and completed CSDA's Special District Leadership Academy and I have received CSDA's Recognition in Special District Governance certificate.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-26-19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Patrick K. O'Rourke, MPA/CFRM
District/Agency Redwood Region Economic Development Commission (RREDC)
Work Address 520 E Street Eureka, CA 95501
Work Phone 707-445-9651 Home Phone 707-726-6700

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____

Date

3/25/1959 2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson

District/Agency Herlong Public Utility District

Work Address 447-855 Plumas St., P o Box 115, Herlong, CA 96113

Work Phone (530) 827-3150 Cell Phone (530) 310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.

As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Sandy Seifert-Raffelson Date 4/16/19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
– no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* James (Jim) M. Hamlin
District/Agency Burney Water District
Work Address 20222 Hudson St. Burney, Ca. 96013
Work Phone (530) 335-3582 Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Hope to serve and help with decisions being made to both strengthen SDRMA and
move into new areas. Our districts are facing new challenges constantly.

**What Board or committee experience do you have that would help you to be an effective Board Member?
(SDRMA or any other organization) (Response Required)**

See Next

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

September 1972 until January 2014, owned and operated a Insurance brokerage
Sold business and retired.

Board Member of Mayers Memorial Hospital District From 1990 until 2014
Served on the Associal of Hospital Districts for six years.

Served on the board of Burney Water District the previous six years. Current
Serving on Mayers Memorial Hospital Financial Board.

What is your overall vision for SDRMA? (Response Required)

SDRMA Board must be strong and protect the concerns of their members. Need
to have a listening ear for the districts that are represented. Need to
use caution when jumping into new areas, not jepordise their strong programs
and beliefs for new programs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hamble Date 3-27-2019

**PUBLIC CEMETERY
ALLIANCE**

Update

ANNUAL CONFERENCE

The Board of Directors is excited to announce that the 2019 PCA Annual Conference will be held August 15 – 17 in beautiful Tahoe City, California. This Annual Conference is also PCA’s 25th Anniversary celebration and we hope you will all join us to help celebrate. We are being hosted by Granlibakken, a full-service resort and conference center.

[Look for a full registration package coming to you in the next few days!]

There is a full schedule of events and programs starting Thursday afternoon, and continuing through Saturday. Space is limited so register and reserve early. There are a variety of room-types to choose from, including apartment-like units with two or more private bedrooms.

The conference is structured a bit differently this year. Granlibakken is an all-inclusive resort so conference facilities are provided and all meals are included in the room charge. If you bring a guest, or choose to stay at one of the many other hotels or condos in Tahoe City or

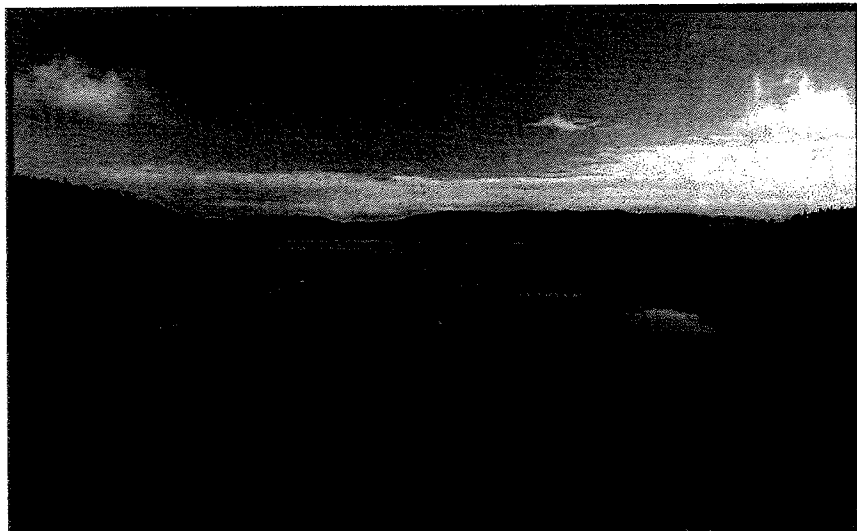


Truckee, there is a supplemental charge to cover your meals at the conference.

In addition, PCA is waiving the usual conference registration fee for members

this year, so the lodging charge really is ALL-INCLUSIVE!

Space is limited, so register with PCA and reserve your room(s) quickly.



Please note the PCA’s new address:

Public Cemetery Alliance
5646 Lincoln Blvd.
Oroville, CA 95966
(530) 533-2920
Oroville.district@att.net



**TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL**

TABLE OF CONTENTS

SERIES 1000 – BOARD OF TRUSTEES

1000	General Provisions and Government
1001	Job Description - Trustee
1005	Compensation and Reimbursement
1010	Investment of District Funds
1015	Purchasing Contract
1020	Rules of Decorum
1025	Purpose of Board Policies
1030	Adoption/Amendment of Policies
1035	Conflict of Interest Policy for Staff and Trustees
1037	Contractors Conflict of Interest Policy
1040	Reserve Fund Balance
1045	Record Retention and Destruction
1047	Surplus Personal Property
1050	Copying of Public Documents
1055	Tickets and Passes
1060	Electronic Data Policy
1065	Request for Public Records
1075	Trustees Driver's License and Proof of Auto Insurance
1080	Brown Act Compliance

SERIES 2000 – GENERAL

2300	Job Description - General Manager
2310	Job Description - Administrative Assistant
2320	Job Description - Groundskeeper I
2330	Job Description - District Foreman
2340	Staff Compensation

SERIES 3000 – PERSONNEL

- 3001 Employee Standards of Conduct
- 3005 Hours of Work, Overtime and Breaks
- 3010 Vacations
- 3012 Birthday Time Off
- 3013 Health and Welfare Benefits
- 3015 Holidays
- 3020 Sick Leave
- 3025 Family and Medical Leave
- 3030 Pregnancy Disability Leave
- 3035 Bereavement Leave
- 3037 Workers' Comp for Governing Body Members & Volunteers
- 3040 Jury Duty
- 3045 Military Leave
- 3050 Employee Status
- 3055 Uniforms and Protective Footwear
- 3060 District Smoking Policy
- 3065 Substance Abuse Policy
- 3067 Medical Resolution
- 3070 Unauthorized Voluntary Absence
- 3075 Harassment
- 3080 Pre-Employment Physical Examination
- 3085 Time Card Policy
- 3090 Disciplinary and Discharge Procedures
- 3095 Compensatory Time Off

SERIES 4000 – OPERATIONS

- 4010 Illness and Injury Prevention Program
- 4020 Hazardous Materials
- 4030 Anti-Fraud
- 4040 Vehicle Use
- 4050 Accident Report
- 4060 Donations to District
- 4070 Employee Confidentiality
- 4080 Credit and Debit Card Policy

SERIES 5000 – CEMETERY LAW AND POLICY

- 5009 Endowment Fee
- 5010 Service Animals/Pets
- 5030 Marker Regulations and Fees
- 5035 Nonconforming Markers
- 5040 Rules and Regulations
- 5051 Interment Rights Acknowledgement & Assignment
- 5060 Indigent Burial Policy
- 5065 Religious Interment Practices
- 5070 Flower Policy
- 5085 Cemetery Use
- 5090 Non-Resident Fee Waiver

APPROVED AND ADOPTED AT THE TEMECULA PUBLIC CEMETERY DISTRICT ANNUAL BOARD MEETING JUNE 20, 2019

AYES

NOES

ABSENT

Rosie Vanderhaak, Chair

July 18, 2019

Temecula Public Cemetery District
Balance Sheet
As of June 30, 2019

	Jun 30, 19	Jun 30, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	70,924.29	28,329.47	
101200 · US Bank Payroll	2,081.61	659.70	
101300 · US Wash Account	9,573.01	24,385.64	
101100C · Cash -Accumulative Outlay Fund	1,953,407.83	1,588,438.09	
101100E · Cash - Endowment Fund	142,506.23	277,468.17	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	1,048,143.69	1,159,543.49	
Total Checking/Savings	3,226,816.66	3,079,004.56	147,812.10
Other Current Assets			
102000 · Wells Fargo Investments			
102010 · Wells Fargo Endowment Care	2,096,705.50	1,728,222.42	
102020 · Wells Fargo Endowment Interest	720,494.00	647,365.46	
Total 102000 · Wells Fargo Investments	2,817,199.50	2,375,587.88	441,611.62
112011 · Inventory Asset	33,999.00	30,961.00	
102100 · Taxes Receivable	0.00	29,800.33	
100499 · Revenues to Deposit with County	0.00	20,655.00	
116100 · Interest Receivable			
116100P · Interest Receivable - End Prin	10,576.98	8,655.99	
116100I · Interest Receivable - End Int	3,243.63	3,218.72	
116100C · Interest Receivable - County	0.00	2,014.95	
Total 116100 · Interest Receivable	13,820.61	13,889.66	-69.05
116137 · Miscellaneous Receivable	0.00	5.40	
117000 · PrePaid Expenses	35,185.73	28,707.87	
Total Other Current Assets	2,900,204.84	2,499,607.14	400,597.70
Total Current Assets	6,127,021.50	5,578,611.70	548,409.80
Fixed Assets			
191650 · Intangible Assets	8,970.00	8,970.00	
191000 · Future Cemetery Property	2,606,068.20	2,603,146.20	
191100 · Buildings and Improvements	285,226.07	265,726.07	
191400 · Structures and Improvements	382,158.03	382,158.03	
191500 · Equipment	178,147.49	178,031.48	
191600 · Construction in Process	48,300.00	11,206.50	

Temecula Public Cemetery District
Balance Sheet
 As of June 30, 2019

	Jun 30, 19	Jun 30, 18	\$ Change
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	12,379.50	9,190.00	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-100,577.10	-100,577.10	
198400 · Accumulated Depr - Struct/Imp	-195,727.62	-195,727.62	
198500 · Accum Depr - Equipment	-158,862.47	-158,862.47	
198800 · Accum Depr- Grnd Imp	-1,608.25	-1,608.25	
198900 · Accum Depr-Pav 15	-22,526.02	-22,526.02	
Total Fixed Assets	3,263,068.85	3,200,247.84	62,821.01
TOTAL ASSETS	9,390,090.35	8,778,859.54	611,230.81
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	11,918.85	20,417.83	
Total Accounts Payable	11,918.85	20,417.83	
Other Current Liabilities			
201200 · Miscellaneous Short Term Liabil	0.00	1,169.02	
212200 · Accrued Vacation Pay	10,950.70	10,950.70	
202100 · Accrued Payroll	0.00	6,841.78	
Total Other Current Liabilities	10,950.70	18,961.50	
Total Current Liabilities	22,869.55	39,379.33	
Total Liabilities	22,869.55	39,379.33	-16,509.78
Equity			
308100 · General Reserve	180.00	180.00	
308135 · Reserve for Endowments	1,706,833.63	1,706,833.63	
325100E · Unreserved Fund Balance - End	605,632.04	605,632.04	
325100G · Unreserved Fund Balance - Gen	662,188.92	662,188.92	
325100O · Unreserved Fund Balance - ACo	993,886.59	993,886.59	
350000 · Investment in Capital Assets	3,627,912.57	3,627,912.57	
350001 · Investment In Cap Assets - GASB	-379,361.69	-379,361.69	
390000 · Retained Earnings	1,522,208.15	1,010,664.91	
Net Income	627,740.59	511,543.24	
Total Equity	9,367,220.80	8,739,480.21	627,740.59
TOTAL LIABILITIES & EQUITY	9,390,090.35	8,778,859.54	611,230.81

Temecula Public Cemetery District
Profit & Loss Budget Performance
 June 2019

Jul '18 - Jun 19 Annual Budget

Ordinary Income/Expense

Income

700001 · Property Taxes

700020 · Prop Tax Current Secured	567,770.36	583,000.00
701020 · Prop Tax Current Unsecured	25,712.80	23,000.00
703000 · Prop Tax Prior Unsecured	0.00	1,000.00
704000 · Prop Tax Curr Supplemental	4,746.12	3,500.00
705000 · Prop Tax Prior Supplemental	0.00	500.00
706000 · Teeter Settlement	0.00	10,000.00
707000 · RDV Apportionment	80,854.69	0.00
752800 · CA-Homeowners Tax Relief	6,560.47	4,500.00
770100 · Property Tax - SBE	9,302.30	4,500.00
770102 · Other Taxes	116.64	0.00

Total 700001 · Property Taxes 695,063.38 630,000.00

740020 · Interest and Dividend Income

740020G · Interest on General Fnd at Cnty	17,255.92	10,000.00
740020E · Interest on Endow Fnd at County	2,856.23	500.00
740020O · Interest on ACO at County	32,787.31	9,000.00
740021 · Interest - Wells Fargo Advisors	55,179.74	35,000.00
740022 · Dividend Income - WFA	9,178.62	5,500.00

Total 740020 · Interest and Dividend Income 117,257.82 60,000.00

770001 · Other Revenue

770100E · Endowment	162,461.83	150,000.00
777030 · Marker Setting	11,520.00	10,000.00
777040 · Open, Close Fees	33,000.00	36,000.00
777520 · Sale of Lots	56,913.17	60,000.00
777530 · Cremation	24,400.00	11,000.00
777600 · Cenotaph	0.00	500.00
780160 · Vaults, Flower Vases, etc.	11,865.00	11,000.00
781360 · Other Misc. Revenue	25,737.98	200.00

Total 770001 · Other Revenue 325,897.98 278,700.00

Total Income 1,138,219.18 968,700.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 June 2019

	Jul '18 - Jun 19 Annual Budget	
Expense		
510000 · Salaries and Employee Benefits		
510040T · Regular Salaries.		
510040 · Regular Salaries	231,332.44	230,000.00
510330 · Year End Bonuses	4,212.17	5,000.00
515100 · Life Insurance Policy	427.68	450.00
518080 · Auto Allowance	0.00	0.00
Total 510040T · Regular Salaries.	235,972.29	235,450.00
513000T · Retirement - Miscellaneous		
518000 · Employer Contributions-457	12,782.51	15,000.00
551000 · Employee Contributions	-534.72	0.00
Total 513000T · Retirement - Miscellaneous	12,247.79	15,000.00
513120T · Retirement - Social Security		
513120 · Social Security	15,140.09	15,000.00
513140 · Medicare Tax	3,541.04	3,500.00
Total 513120T · Retirement - Social Security	18,681.13	18,500.00
515080T · Health Insurance (eer share)		
515081 · Health Insurance	54,593.45	62,000.00
515082 · Vision Insurance	754.93	1,100.00
515083 · Dental Insurance	4,902.80	4,400.00
Total 515080T · Health Insurance (eer share)	60,251.18	67,500.00
515260T · Unemployment Insurance		
517000 · Workers Comp Insurance	14,380.16	16,000.00
515060 · State Unemployment Ins EDD	0.00	1,000.00
513130 · CA SUI	2,021.65	3,000.00
Total 515260T · Unemployment Insurance	16,401.81	20,000.00
Total 510000 · Salaries and Employee Benefits	343,554.20	356,450.00
520000 · Services and Supplies		
529540T · Utilities		
520320 · Telephone Service	1.79	3,400.00
520845 · Trash	3,097.44	3,300.00
529500 · Electricity	3,902.66	5,000.00
Total 529540T · Utilities	7,001.89	11,700.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 June 2019

	Jul '18 - Jun 19 Annual Budget	
524520T · Administrative Expenses		
518160 · Board Stipend	8,500.00	15,000.00
520115 · Uniforms - Replacement Clothing	3,222.66	1,800.00
520230 · Cellular Phone	2,679.07	4,500.00
520240 · Answering Service	443.30	2,800.00
520705 · Food	528.99	1,200.00
520930 · Insurance - Liability	9,195.95	9,200.00
523100 · Memberships	2,551.00	2,200.00
523290 · Bank Charges	309.00	350.00
523621 · Subscriptions	275.53	400.00
523660 · Computer Service	6,409.12	7,500.00
523700 · Office Supplies	470.79	2,600.00
523720 · Photocopies	2,096.63	2,700.00
523760 · Postage/Mailing	455.50	1,100.00
523840 · Computer Equip/Software/T1	1,987.86	4,000.00
524520 · County Journal Recording	197.37	2,400.00
524530 · Storage Fees	0.00	0.00
524540 · Payroll Processing Services	4,064.91	3,800.00
524560 · Auditing	11,620.00	12,000.00
524561 · Accounting	7,006.25	7,400.00
524566 · Temp for e-File	0.00	10,000.00
524800 · Drug Testing/Pre-Employment	0.00	600.00
525025 · Legal - General Counsel	18,952.83	50,000.00
525030 · Paychex HR Support	4,969.80	5,000.00
526420 · Advertising	1,906.35	1,500.00
527280 · Awards/Recognition	25.00	900.00
527880 · Training/ Staff	349.50	3,500.00
528140 · Conferences and Meetings	34,477.91	42,000.00
528980 · Meals	1,355.70	2,000.00
528990 · Semi-Annual Team Dinner	2,605.79	3,600.00
529040 · Private Mileage Reimbursement	2,059.05	2,500.00
529050 · Website	600.00	1,000.00
529550 · Water	1,475.81	1,600.00
Total 524520T · Administrative Expenses	130,791.67	205,150.00

Temecula Public Cemetery District Profit & Loss Budget Performance June 2019

	<u>Jul '18 - Jun 19 Annual Budget</u>	
524500T · Operational Expenses.		
521420 · Maint-Field Equipment	4,027.14	10,000.00
522310 · Maint-Building Improvements	1,708.87	2,500.00
522320 · Maint - Grounds	8,618.92	14,000.00
522360 · Maintenance-Extermination	5,871.00	6,000.00
523250 · Repurchase	3,000.00	3,500.00
523800 · Engraving Expense	1,540.00	1,500.00
525320 · Security Guard Services	200.00	250.00
525600 · Security	3,256.12	3,600.00
527100 · Fuel	2,138.80	2,500.00
527180 · Operational Supplies	13,794.96	14,000.00
528020 · Inventory	4,306.56	10,000.00
Total 524500T · Operational Expenses.	48,462.37	67,850.00
Total 520000 · Services and Supplies	186,255.93	284,700.00
530000 · Other Charges		
530100 · Miscellaneous non-operating exp	2,607.02	4,000.00
530100E · Misc Endowment Expense	1,150.00	0.00
Total 530000 · Other Charges	3,757.02	4,000.00
540000 · Capital Assets		
542060T · Cemetery Grounds		
542040 · - Buildings, Capital Projects	0.00	135,000.00
542060 · Improvements -Building	4,800.00	6,000.00
542065 · Tree Renovaton	9,700.00	5,000.00
542075 · Grounds Improvements	0.00	6,000.00
548300 · Office Renovation	0.00	6,000.00
Total 542060T · Cemetery Grounds	14,500.00	158,000.00
540040T · Land, Purchase of Land		
540042 · Future Cemetery Property	17,700.00	200,000.00
Total 540040T · Land, Purchase of Land	17,700.00	200,000.00
546020T · Equipment, etc		
542070 · Well Motor	0.00	75,000.00
546020 · Equipment - Automotive	1,104.48	17,000.00
546240 · Mapping Software	4,760.00	7,000.00
Total 546020T · Equipment, etc	5,864.48	99,000.00
Total 540000 · Capital Assets	38,064.48	457,000.00

Temecula Public Cemetery District Profit & Loss Budget Performance June 2019

	Jul '18 - Jun 19 Annual Budget	
551100G · Contrib to Other Funds - Gen	0.00	173,550.00
551100E · Contrib to Other Funds - Endow	0.00	150,000.00
Total Expense	571,631.63	1,425,700.00
Net Ordinary Income	566,587.55	-457,000.00
Other Income/Expense		
Other Income		
731000 · Realized Gain (Loss) on Invest	0.00	0.00
731100 · Unrealized Gain (Loss) on Invst	61,153.04	0.00
Total Other Income	61,153.04	0.00
Net Other Income	61,153.04	0.00
Net Income	627,740.59	-457,000.00



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL**

JUNE 1, 2019 - JUNE 30, 2019
ACCOUNT NUMBER: 5397-7799

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$2,092,072.21	\$2,051,456.20
Cash deposited	0.00	0.00
Securities deposited	0.00	0.00
Cash withdrawn	-5,015.44	-22,029.73
Securities withdrawn	0.00	0.00
Change in value	9,648.73	67,279.03
Closing value	\$2,096,705.50	\$2,096,705.50

As a Wells Fargo Advisors client, you can upgrade your investment account to add Brokerage Cash Services at no additional cost. Brokerage Cash Services provides access to convenient money movement options including mobile deposit services. It also includes teller deposit services at Wells Fargo branch locations which are provided through a limited purpose Bank account. You'll have access to many more features and benefits to help you manage your finances. It's as simple as talking with Your Financial Advisor. Ask them today about Brokerage Cash Services.

Portfolio summary

ASSET TYPE		PREVIOUS VALUE ON MAY 31	%	CURRENT VALUE ON JUN 30	%	ESTIMATED ANN. INCOME
ASSETS	Cash and sweep balances	5,434.08	0.26	2,109.07	0.10	5
	Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
	Fixed income securities	1,830,152.42	87.48	1,835,500.86	87.54	44,938
	Mutual funds	256,485.71	12.26	259,095.57	12.36	6,340
	Asset value	\$2,092,072.21	100%	\$2,096,705.50	100%	\$51,283



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT INTEREST**

JUNE 1, 2019 - JUNE 30, 2019
ACCOUNT NUMBER: 5559-0516

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$711,414.59	\$677,040.75
Cash deposited	5,015.44	22,029.73
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	4,063.97	21,423.52
Closing value	\$720,494.00	\$720,494.00

As a Wells Fargo Advisors client, you can upgrade your investment account to add Brokerage Cash Services at no additional cost. Brokerage Cash Services provides access to convenient money movement options including mobile deposit services. It also includes teller deposit services at Wells Fargo branch locations which are provided through a limited purpose Bank account. You'll have access to many more features and benefits to help you manage your finances. It's as simple as talking with Your Financial Advisor. Ask them today about Brokerage Cash Services.

Portfolio summary

ASSET TYPE	PREVIOUS VALUE ON MAY 31	%	CURRENT VALUE ON JUN 30	%	ESTIMATED ANN. INCOME
ASSETS					
Cash and sweep balances	207.68	0.03	6,103.92	0.85	15
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	591,688.35	83.17	593,487.45	82.37	14,249
Mutual funds	119,518.56	16.80	120,902.63	16.78	2,954
Asset value	\$711,414.59	100%	\$720,494.00	100%	\$17,218

A1 Monthly Revenues.xls
July 2018-June 2019

FYE 06/30/19	July	August	September	October	November	December	January	February	March	April	May	June
Single	2,000.00	2,000.00	1,000.00	2,000.00	-	5,000.00	2,500.00	2,000.00	4,000.00	1,000.00	2,000.00	1,000.00
Single End	1,500.00	1,500.00	1,500.00	1,500.00	-	7,000.00	3,500.00	1,500.00	3,000.00	1,500.00	3,000.00	1,500.00
Single/Dual	-	-	-	-	-	-	-	-	-	-	1,500.00	-
S/D End	-	-	-	-	-	-	-	-	-	-	2,000.00	-
Dual	6,500.00	3,000.00	5,500.00	2,500.00	2,500.00	5,500.00	2,000.00	5,500.00	3,000.00	1,500.00	-	4,000.00
Dual End	11,500.00	5,000.00	7,500.00	4,500.00	2,500.00	8,000.00	1,500.00	8,000.00	5,000.00	2,500.00	-	5,500.00
Collum	500.00	700.00	-	-	400.00	700.00	1,000.00	900.00	2,600.00	500.00	200.00	500.00
Collum End	1,200.00	1,500.00	-	-	1,200.00	1,000.00	2,400.00	2,400.00	4,600.00	1,200.00	300.00	1,200.00
cenotaph	-	-	-	-	-	-	-	-	-	-	-	-
Ground Crem	-	-	600.00	-	-	-	-	-	-	-	-	200.00
G Crem End	-	-	3,900.00	-	-	-	-	-	-	-	-	1,300.00
O/C -B	2,600.00	1,100.00	1,850.00	2,400.00	1,850.00	4,650.00	1,850.00	2,950.00	1,650.00	550.00	1,500.00	2,050.00
O/C-C	300.00	600.00	800.00	1,000.00	700.00	400.00	800.00	400.00	1,300.00	700.00	300.00	400.00
Vault	182.00	-	182.00	182.00	182.00	728.00	182.00	182.00	-	-	364.00	364.00
Crem Vase	246.08	246.08	-	123.04	123.04	-	-	123.04	246.08	-	123.04	-
Grave Vase	64.50	43.00	107.50	64.50	107.50	129.00	86.00	64.50	21.50	86.00	43.00	64.50
Set Fee	750.00	350.00	1,200.00	1,000.00	1,550.00	1,500.00	1,750.00	750.00	750.00	500.00	600.00	750.00
Niche	-	25.00	-	-	-	-	-	-	-	-	25.00	-
Non-Res	1,500.00	-	1,500.00	6,000.00	1,500.00	4,500.00	4,500.00	3,000.00	3,000.00	3,000.00	1,500.00	1,500.00
Disinter	-	-	-	-	-	-	-	-	-	-	-	-
Graveside	2,000.00	1,500.00	-	2,500.00	1,500.00	3,500.00	1,000.00	1,500.00	1,500.00	1,000.00	500.00	500.00
Engraving	225.00	225.00	-	225.00	225.00	225.00	-	450.00	675.00	-	-	-
2nd End	-	50.00	-	1,500.00	500.00	-	-	2,500.00	1,000.00	1,000.00	1,000.00	-
Handling	250.00	-	-	-	-	-	-	-	-	-	-	-
Taxes	41.24	25.63	25.32	31.40	35.16	74.96	23.44	31.40	21.56	7.52	47.63	37.48
Labor	521.18	250.29	610.18	489.06	642.30	1,368.04	534.36	489.06	140.86	306.48	672.33	684.02
Total	31,880.00	18,115.00	26,275.00	26,015.00	15,515.00	44,275.00	23,625.80	32,740.00	32,505.00	15,350.00	15,675.00	21,550.00
YTD Total	31,880.00	49,995.00	76,270.00	102,285.00	117,800.00	162,075.00	185,700.80	218,440.80	250,945.80	266,295.80	281,970.80	303,520.80

JUNE 2019 Burial Depletion Sales

Pre-Need

Single Lots	1
Dual Lots	1
Wall	1
Cremation Ground	1
Ossuary	
Hexagon	

At Need

Single Lots	
Dual Lots	1
Wall	
Cremation Ground	
Ossuary	
Hexagon	

June 2019

June 2019							July 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	May 26	27	28	29	30	31	Jun 1
5/26 - 31							
	2	3	4	5	6	7	8
6/2 - 7		8:00am 12:00pm Linda in		8:00am 1:00pm Jarren and Kyle at WRP training	Michelle off	11:00am 11:30am Hammersley Burial	
	9	10	11	12	13	14	15
6/9 - 14		10:00am 11:30am Rice Cremation Burial (committal center)			Joe off		
	16	17	18	19	20	21	22
6/16 - 21	Joe off				Board Meeting	Cindi off	
	23	24	25	26	27	28	29
6/23 - 28	Cindi attending GM Summit (Newport Beach)					12:00pm 1:30pm Arellano burial	
		12:00pm 1:30pm Cachuela Burial					
	30	Jul 1	2	3	4	5	6
6/30 - 7/5							

Elections for Board
 February 2020
 5 open positions

California Association of Public Cemeteries
 Annual Education Seminar & Area Meeting
 Crowne Plaza Beach Hotel
 Ventura, California

Education Seminar

Thursday, October 10, 2019

4:30 p.m. Registration
 4:30-6:00 p.m. CAPC Hospitality

Dinner on Your Own

Friday, October 11, 2019

7:00-8:00 a.m. Breakfast Buffet for Registered Attendees

7:00 a.m. Meeting Registration
 8:00 a.m. Welcome and Program Introduction
 8:15 a.m. **Featured Cemetery: Kern County Cemetery District #1**, *Presented By: Tim Unruh, District Manager*
 8:30 a.m. **"The Boards Role in Human Resources"**, *Presented By: Oliver Yee from Liebert Cassidy & Whitmore*
 10:30 a.m. Break
 10:45 a.m. **"The Boards Role in Human Resources"**, *Presented By: Oliver Yee from Liebert Cassidy & Whitmore*
 Noon: Lunch
 1:20 p.m. Drawing
 1:30 p.m. **"The Boards Role in Human Resources"**, *Presented By: Oliver Yee from Liebert Cassidy & Whitmore*
 3:30 p.m. Adjourn
 4:00 p.m. CAPC Board of Directors Meeting

Dinner on Your Own

Area Meeting

Saturday, October 12, 2019

7:00-8:00 a.m. Breakfast Buffet for Registered Attendees
 7:00 a.m. Meeting Registration
 8:30 a.m. Split Sessions:
Trustees Discussion Group, *Facilitated By: Mike Shelton, Riverview Cemetery District*
Managers/Secretaries Discussion Group, *Facilitated By: Kathleen Jurasky, Palm Springs Cemetery District*
 10:30 a.m. Break
 10:50 a.m. Recap of Discussion Groups
 11:00 a.m. **"Legislative updates"**
Presented By: CAPC Legislative Committee
 Noon: Lunch
 1:20 p.m. Drawing
 1:30 p.m. **"Public Cemetery Districts: Local Governance, Revenue Sources and Facility Planning Issues"**, *Presented By: Jerome Keene, Senior Planner for QK Planning*
 3:30 p.m. Adjourn

Dinner on Your Own

Temecula Public Cemetery District Strategic Plan Fiscal Year 2019-2020

Strengths:

- Board development commitment
- Very focused manager/board
- Strong financial revenue stream
- Only cemetery within city limits/County
- Opportunity to gain additional revenue thru lease or sale of property
- Interment price below private cemetery market
- Board involvement in conferences and training
- Established Sub-Committees
- Additional land for future cemetery use
- Several burial options for tax paying constituents
- Ossuary
- Web presence

Threats:

- Possibility of a private cemetery entering our District
- ~~Inability to offer the same as private cemeteries~~
- Reduction in property taxes
- Consolidation with other Special Districts
- Unaffordable water

Weaknesses:

- Substantial cost to develop 2nd cemetery property
- Inability to offer the same as private cemeteries
- Lack of Visibility
- Low endowment interest to maintain cemetery in perpetuity
- Board involvement in Chamber

Opportunities:

- Market area is poised for rapid growth
- Opportunity to include our sphere of influence into our District
- Active and effective sales/ marketing to promote public awareness

Organizational Values:

- Operates in accordance with the highest standards in all relationships pertaining to constituents, suppliers and the community
- Fosters a climate which encourages innovation and diligence amongst staff and compensates accordingly

Business Objectives:

- Expand the business to preserve the financial stability of the cemetery in perpetuity
- Continue to meet the goals that are in our vision and mission statements
- Provide the necessary resources to accomplish the goals of the vision and mission statements
- Continue to review Investments for acceptable performance
- Explore other avenues that will create a revenue stream

Key Strategies:

- Develop 26 acres for future cemetery
- Expand visibility opportunities
- Continue with Board/ Staff education
- Vested CUP
- Seek continued revenue sources
- Pursue strategic alliances with like associations, CAPC, CSDA, PCA, SDRMA, LAFCO, ICCFA

Major Goals:

- Continue to work towards our vision and mission statements
- Employ technically qualified staff as deemed necessary
- Landscape perimeters of proposed cemetery property
- ~~Continue the renovation of current cemetery property~~
- Develop fund for donations
- ~~Seek expansion opportunities~~
- Development of first Phase of the 26 acres
- Water grants

FISCAL YEAR 2019-2020 TPCD Sub-Committees

- **52 acres Trustee Dugan, Trustee Qualm, Manger Beaudet**

Work with manager and other Trustee for the development of the new cemetery. Several hours need to be dedicated to this project between board meetings; Sub-Committee may include some travel and several unpaid meetings.

- **Landscaping Trustee Vanderhaak ,Trustee Reese, Manager Beaudet**

Trustee Vanderhaak and manager Beaudet to continue to beautify the existing cemetery, position to include bids for future construction, landscaping, city planning, several hours and unpaid meetings involved.

- **Cenotaph / Ossuary Trustee Reese, Trustee Davis, Manager Beaudet**

Need to design a brochure that can easily be handed to someone or placed at a location such as the chamber, hospice or Michelle's place. Be able to communicate clearly with Temecula residents, historians and or residents that chose to scatter ashes or keep them at home the importance of having a location to place the name of a loved one for perpetuity.

This committee involves networking hours.

- **Media, Chair, Vice Chair**

This committee is represented by the Chair, Vice Chair and Manager. Press releases, speaking engagements with the County, City or Governmental agencies will be addressed only by these positions.

- **Managers Review, Chair, Vice Chair,**

- **Conference Liaison Trustee Vanderhaak, Trustee ~~Qualm~~ Reese**

Trustees of a legislative body shall provide a brief report on meetings attended at the expense of the District at the next scheduled regular Board meeting.

- **Policies Trustee Dugan, Trustee Reese**

Review the policies and procedures at each annual meeting or whenever deemed necessary.

- **General Price List Trustee Vanderhaak, Trustee Davis, Manager Beaudet**

Annually reviews pricing by comparing to like Special Districts and local private cemeteries.

- **Cemetery Projected Forecast General Manager**

Understand and be able to calculate the number of burial locations throughout the cemetery and make a sound decision based upon burials per year, % of increase each year as to what the timeframe will be and the type of revenues generated by the burials.

- **Investment Trustee ~~Vanderhaak~~-Davis , Trustee Dugan, Manager Beaudet**

California Public Health and Safety Code, Section 9066:

The Trustee may invest and reinvest the principle of the endowment care fund in securities and obligations set forth in Section 53601 of the Government Code.

Trustees work with management to invest principle funds with Wells Fargo Advisory after the audit and budget has been presented to the County, monitor investments, reinvest as deemed necessary.

Cindi Beaudet

From: Kendra Martinez <kemartinez@pechanga-nsn.gov>
Sent: Tuesday, July 02, 2019 5:08 PM
To: Cindi Beaudet
Cc: Andrea Fernandez; Ebru Ozdil; Michele Fahley
Subject: CUP 3606 Temecula Public Cemetery [IWOV-DMS.FID115708]

Hello Ms. Beaudet, this e-mail is in response to our phone conversation on 7/1/19 regarding your request for the Pechanga Band to draft a new treatment agreement for this project. As we discussed, we do not believe that the appointment of a new Cemetery Chair warrants a new treatment agreement. The existing treatment agreement for the project is sufficient to continue.

If you have any questions or concerns, please feel free to contact me.

Kendra Martinez
Associate General Counsel
Pechanga Office of the General Counsel
P.O. Box 1477
Temecula, California 92593
Direct Tel: (951) 770-6176
Fax: (951) 694-0733

CONFIDENTIAL COMMUNICATION: THIS MESSAGE IS A CONFIDENTIAL ATTORNEY COMMUNICATION ONLY FOR USE BY THE INTENDED RECIPIENT. ANY INADVERTENT RECEIPT SHALL NOT CONSTITUTE A WAIVER OF ATTORNEY-CLIENT OR WORK PRODUCT PROTECTION. IF YOU ARE NOT THE INTENDED RECIPIENT OR AUTHORIZED AGENT FOR THE INTENDED RECIPIENT, YOU HAVE RECEIVED THIS MESSAGE AND ATTACHMENTS IN ERROR, AND ANY REVIEW, DISSEMINATION, OR REPRODUCTION IS STRICTLY PROHIBITED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE IMMEDIATELY NOTIFY KENDRA MARTINEZ BY REPLY EMAIL OR BY TELEPHONE AT (951) 770-6176 AND DESTROY THE ORIGINAL TRANSMISSION AND ITS ATTACHMENTS WITHOUT READING THEM OR SAVING THEM. THANK YOU FOR YOUR COOPERATION.

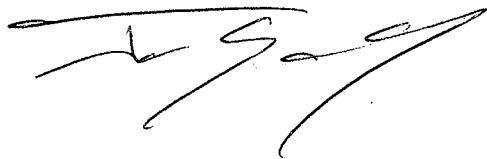
Incident Report -

7/5/2019

2 pm

As we cleaned up the mowers I could hear someone on the other side of the cemetery wall (in association vacant lot) wrestling in the bushes and making weird and ~~an~~ aggressive gestures and noises. I contacted Temecula P.D and they came out. When the officers approached the gentleman I could hear them talking to him and they knew who he was. They escorted him out of the bushes and to the EMS.

JOE SANDS



Historical Sales (Fiscal Year Ending June 30, 2018)

	Duals					Single		
	<u>Manager</u>	<u>Lower</u>	<u>Upper</u>	<u>Singles</u>	<u>Estates</u>	<u>Lower</u>	<u>Upper</u>	<u>Cremation</u>
2017/2018								
Remaining	34	261	357	57			144	30
Projected Annual Sales (Fiscal Year Beginning July 1st)								
Projected Sales								
2016	1	0	18	3			18	
2017	0	0	16	0			23	6
2018	2	3	28	0			19	10
2019	4	6	27	1			20	5
2020	3	6	23	4			16	4
2021	3	9	24	5			19	
2022	4	6	24	7			17	
2023	4	8	20	4			12	
2024	3	10	23	5				
2025	3	12	25	8				
2026	2	21	18	9				
2027	2	20	15	11				
2028	2	18	12					
2029			15					
2030			18					
2031			22					
2032			18					
2033			11					
2034			357					

**TEMECULA PUBIC CEMETERY DISTRICT
POLICY MANUAL**

POLICY TITLE: SURPLUS PERSONAL PROPERTY WAIVER
POLICY NUMBER: 1047

1047.1 DISPOSITION OF SURPLUS PERSONAL PROPERTY

Surplus personal property of Temecula Public Cemetery District (the "District") shall be disposed of in accordance with this Surplus Personal Property Policy (the "Policy"), unless otherwise provided by California law.

1047.2 DETERMINATION OF SURPLUS PERSONAL PROPERTY

If the District Manager determines that any personal property owned by the District is not necessary or suitable for further public use, the District Manager may determine that such personal property is "surplus" and may be disposed of subject to the approval of the District's Board of Trustees (the "Board") in accordance with this Policy. Such surplus personal property must be officially deemed "surplus" by action of the Board prior to its disposal pursuant to this Policy.

1047.3 DISPOSAL OF SURPLUS PERSONAL PROPERTY

A. If personal property has been deemed "surplus" by action of the Board pursuant to this Policy, the District Manager may dispose of such property, if valued at less than \$3000, in any manner the District Manager deems appropriate and in the best interest of the District. If the surplus personal property is valued at more than \$3000, the District Manager shall dispose of such surplus property as directed by the Board.

B. The District may dispose of surplus personal property in any of the following methods:

- Donation to a bona fide non-profit, in good standing with all applicable laws and regulations, that serves the community of Temecula;
- Donation to another public agency;
- Exchange for other personal property;
- Exchange for services;
- Sale;
- Destruction;
- Sealed bid;
- Public Auction;
- Disposal as waste; or
- Recycling.

1047.4 NO WARRANTY; HOLD HARMLESS AND INDEMNIFICATION

All transfers of surplus personal property via the methods set forth in this policy shall be without warranty, express or implied, and the new owner(s) shall agree to defend, indemnify, and hold harmless the District, its officers and employees, from any claim, cause of action, damage, loss or liability arising out of the condition of the surplus personal property or its use by the new owner(s) or subsequent owner(s).

1047.5 CONFIDENTIALITY

Any information contained or stored in any surplus personal property that is deemed confidential or proprietary by the District shall not be subject to transfer of ownership along with the surplus personal property within which the information is contained. The District reserves the right to require such information to be returned to the District, to be destroyed, or not to be duplicated, distributed, or disseminated.

1047.6 RECORD OF DISPOSITION OF PROPERTY

A. The District Manager or her designee shall keep a record of the disposal of all surplus personal property which shall include the following:

- A description of the subject surplus personal property;
- The name of the new owner(s);
- The method of disposition of the subject surplus personal property;
- The date of disposition of the subject surplus personal property; and
- A description of the consideration, if any, received in exchange for the subject surplus personal property.

B. The records described herein shall be kept for a period of AU+4 years from the date of transfer.