

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MEETING
41911 C St, Temecula, Ca 92592

SEPTEMBER 15, 2022 @ 8:00 a.m.

AGENDA- Estimated Time: 2 Hrs.

1. CALL TO ORDER: @8:00 a.m. by Dale Qualm

2. INVOCATION: Dale Qualm

3. ROLL CALL

Chair- Qualm, Vice Chair- Vanderhaak, Trustee Dugan,
Trustee Davis, Trustee Kelleher, General Manager, Beaudet,
Foreman, Sands

MOTIONS TO EXCUSE:

VISITORS:

4. 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. 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.

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 August 18 ,2022

B. APPROVAL OF CHECK REGISTERS

Recommendation: That the Board approves the August 2022 Check Register Nos. 101100, 101200 and 101300.

C. APPROVAL OF BOOKKEEPER REPORT

Recommendation: That the Board receives and files the August 2022 Bookkeeper Report

6. **ACTION ITEMS:**

A. **License and Insurance Policy**

Recommendation: That the Trustees give the manager their current auto insurance documentation and copy of DL. For the FY 2022-2023.

B. **TPCD Strategic Plan for Fiscal Year 2022-2023**

Recommendation: That the Trustees review the strategic plan and suggest any additions or deletions.

C. **General Managers' Performance Review Template**

Recommendation: That the Trustees complete the managers review template included and return it to the Chair.

7. FINANCIAL REPORTS:

- A. August 2022 Balance Sheet
- B. August 2022 Profit and Loss
- C. August 2022 Stifel Investments; principal and interest

8. GENERAL MANAGERS REPORTS:

- A. August 2022 Revenues
- B. August 2022 Inventory
- C. August 2022 Depletion
- D. Local Area Meeting Cancelled
- E. Rancho California Water- Final Release
- F. Foreman report

9. GENERAL COUNSEL REPORT:

To be discussed in closed Session

10. FISCAL YEAR 2022-2023 SUBCOMMITTEES with GM

- A. 52-acre Cemetery Property (**Vanderhaak-Davis**)
 - **Construction began 02/24/2022**
 - **Constructed completed September 01, 2022**
- B. Landscape Plan (**Dugan-Qualm**)
- C. Cenotaph/ Ossuary (**Vanderhaak-Kelleher**)
- D. Conférence Liaison (**Davis-Dugan**)
 - General Manager Report
- E. Polices (**Qualm-Davis**)
- F. General Price List (**Kelleher-Vanderhaak**)
- G. Investments (**Davis-Dugan**)

11. FUTURE TRUSTEE AGENDA ITEMS:

Stewart Title- Pending
Lender
October 22, 2022, Company Dinner

12. CLOSED SESSION ITEMS: Gustavo Lamanna- Attorney at Law

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant Exposure to Litigation

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

c. Closed Session Announcement:

13. BOARD COMMENTS:

14. ANNOUNCEMENTS:

Next Regular Board Meeting –October 20,2022

15. ADJOURNMENT:

1st Motion:

2nd Motion:

All in Favor:

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. – 4:00 p.m., Monday through Friday. Or at www.temeculacemetery.org posted September 12, 2022

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MEETING
41911 C St, Temecula, Ca 92592

AUGUST 18, 2022 @ 8:00 a.m.

MINUTES

1. CALL TO ORDER: @8:00 a.m. by Rosie Vanderhaak

2. INVOCATION: Rosie Vanderhaak

3. ROLL CALL

Chair- Qualm, Vice Chair- Vanderhaak, Trustee Dugan,
Trustee Davis, Trustee Kelleher, General Manager, Beaudet,
Foreman, Sands

MOTIONS TO EXCUSE: Dale Qualm,(covid positive)
Motion was made by Trustee Dugan to excuse Qualm, seconded by
Trustee Davis and passed with a 4/0 vote.

VISITORS: None

4. 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. 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.

5. CONSENT CALENDAR: Motion was made by Trustee Kelleher to accept the consent calendar as presented, seconded by Trustee Dugan and passed with a 4/0 vote.

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 July 21 ,2022

B. APPROVAL OF CHECK REGISTERS

Recommendation: That the Board approves the July 2022 Check Register Nos. 101100, 101200 and 101300.

C. **APPROVAL OF BOOKKEEPER REPORT**

Recommendation: That the Board receives and files the July 2022 Bookkeeper Report

6. **ACTION ITEMS:**

7. **2023 CAPC Board of Directors Election** After discussion the Trustees show no interest of sitting on the CAPC Board. Motion made by Trustee Davis, seconded by Trustee Dugan and passed with a 4/0 vote.

A.

Recommendation: That the Trustees inform the manager if they would like to be considered for a seat on the CAPC board.

B. **CALIFORNIA ASSOCIATION OF PUBLIC CEMETERIES**

Recommendation: That the Trustees let the manager know who will be attending the conference so she can forward the application and reserve the hotel.

C. **Compensation Meal Reimbursement Policy # 1005**

After discussion, the Trustees decided to make some temporary changes to the policy. Motion was made by Trustee Davis to change the gratuity from 15% to 18%, the meal reimbursements; breakfast \$15.00 to \$25.00, lunch \$25.00 to \$35.00 and dinner \$35.00 to \$50.00. These new adjustments will be reviewed after the Palm Springs Conferences and review of all receipts. Motion was seconded by Trustee Kelleher and passed with a 4/0 vote.

Recommendation: That the Trustees approve the increase in meal allowances due to inflation.

D. Sharon Shafer Request for Cremation Burial:

Motion was made by Trustee Dugan to ratify the original policy, seconded by Trustee Davis and passed with a 4/0 vote.

Recommendation: Legal Counsel added; immediate parent in law to the existing resolution.

8. FINANCIAL REPORTS:

Motion was made by Trustee Kelleher to receive and file the July finances, seconded by Trustee Dugan and passed with a 4/0 vote.

- A. July 2022 Balance Sheet
- B. July 2022 Profit and Loss
- C. July 2022 Stifel Investments; principal and interest

8. GENERAL MANAGERS REPORTS:

- A. July 2022 Revenues
- B. July 2022 Inventory
- C. July 2022 Depletion

- D. Updated General Price List
- E. SDRMA member reception-08-24-22 @5pm
- F. Pre-Conference Tour 08-22-2022 @ 11:30am
- G. Mileage reimbursement June-December 2022 62.5 cents per mile
- H. Foreman report

9. GENERAL COUNSEL REPORT

10. FISCAL YEAR 2022-2023 SUBCOMMITTEES with GM

- A. 52-acre Cemetery Property (Vanderhaak-Davis)
 - **Construction began 02/24/2022**
 - **Concrete drain (100-year flood) installed 06/20/2022**
 - **Asphalt laid**
- B. Landscape Plan (Dugan-Qualm)
- C. Cenotaph/ Ossuary (Vanderhaak-Kelleher)
- D. Conférence Liaison (Davis-Dugan)
 - **CSDA- 08/22/2022**
 - **CAPC- 10/07/2022**
- E. Polices (Qualm-Davis)

F. General Price List (**Kelleher-Vanderhaak**)

G. Investments (**Davis-Dugan**)

11. FUTURE TRUSTEE AGENDA ITEMS:

Stewart Title- Pending
Lender
Local area meeting 09-21-2022
October 22, 2022, Company Dinner

12. CLOSED SESSION ITEMS: Gustavo Lamanna- Attorney at Law

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant Exposure to Litigation

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

c. **Closed Session Announcement:**

13. BOARD COMMENTS:

14. ANNOUNCEMENTS:

Next Regular Board Meeting –September 15,2022

15. ADJOURNMENT: 8:55 am

1st Motion: Trustee Kelleher

2nd Motion: Trustee Dugan

All in Favor: 4/0

Temecula Public Cemetery District

9/8/2022 8:22 AM

Register: 101100 · US Bank Checking

From 08/01/2022 through 08/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/03/2022	8538	American Mini Storage	201100 · Accounts Pay...	AUGUST	115.00	X		55,306.94
08/03/2022	8539	Metlife	201100 · Accounts Pay...	KMO5754030-...	40.33	X		55,266.61
08/03/2022	8540	Prudential Overall Su...	201100 · Accounts Pay...	july	206.56	X		55,060.05
08/03/2022	8541	US Bank	201100 · Accounts Pay...	06/22-07/21	3,496.86	X		51,563.19
08/08/2022	8542	Asco Pacific	201100 · Accounts Pay...	67690	719.83	X		50,843.36
08/08/2022	8543	Crowne Hill Consulti...	201100 · Accounts Pay...	16229-July	372.11	X		50,471.25
08/08/2022	8544	EcoFert Inc	201100 · Accounts Pay...	5335-July	515.00	X		49,956.25
08/08/2022	8545	Lawnscape Systems L...	201100 · Accounts Pay...	428567-July	1,738.00	X		48,218.25
08/08/2022	8546	Linda Glau CPA	201100 · Accounts Pay...	July	1,035.00	X		47,183.25
08/08/2022	8547	SDRMA	201100 · Accounts Pay...	71868	13,260.36	X	W.C.	33,922.89
08/08/2022	8548	South County Pest C...	201100 · Accounts Pay...	0266017-July	46.00	X		33,876.89
08/08/2022	8549	Streamline	201100 · Accounts Pay...	7235D26B-002...	50.00	X		33,826.89
08/08/2022	8550	Wildlife Control Ser...	201100 · Accounts Pay...	WL3429-August	500.00	X		33,326.89
08/08/2022	081522	Downs Energy	201100 · Accounts Pay...	CL-44082-July	194.21	X		33,132.68
08/09/2022	AJE156		515100 · Life Insuranc...	Automatic with...	35.64	X		33,097.04
08/11/2022	AJE165		101200 · US Bank Pay...	Monthly autom...	411.30	X		32,685.74
08/12/2022			523290 · Bank Charges	Service Charge	16.00	X		32,669.74
08/12/2022			101200 · US Bank Pay...	Funds Transfer	10,109.84	X		22,559.90
08/15/2022	081922	CalPers 457 Plan	201100 · Accounts Pay...		1,382.78	X		21,177.12
08/17/2022	8551	CR&R Incorporated	201100 · Accounts Pay...	001-364-461	340.18			20,836.94
08/17/2022	8552	Hank's Hardware & ...	201100 · Accounts Pay...	429802	222.08	X		20,614.86
08/17/2022	8553	Law Offices Of Quin...	201100 · Accounts Pay...	1357-June	15.00			20,599.86
08/17/2022	8554	Protection One (corp)	201100 · Accounts Pay...	146487730-Au...	228.97	X		20,370.89
08/17/2022	8555	RJM	201100 · Accounts Pay...		5,357.45	X	designer	15,013.44
08/17/2022	8556	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	827.58	X		14,185.86
08/17/2022	8557	Sparkletts	201100 · Accounts Pay...	5728175-080722	18.39	X		14,167.47
08/17/2022	8558	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	286.12	X		13,881.35
08/17/2022	8559	Temecula Valley Pip...	201100 · Accounts Pay...	620632	12.09	X		13,869.26
08/17/2022	8560	United States Postal ...	201100 · Accounts Pay...	BRM 252-001	275.00	X		13,594.26
08/22/2022			101100G · Cash - Gen...	Deposit		X	54,862.21	68,456.47
08/26/2022	8561	Metlife	201100 · Accounts Pay...		80.66	X		68,375.81
08/26/2022	082422	CalPers 457 Plan	201100 · Accounts Pay...		1,401.18	X		66,974.63
08/26/2022	090222	California Public Em...	201100 · Accounts Pay...	7490021932 ...	3,382.20	X		63,592.43
08/26/2022			101200 · US Bank Pay...	Funds Transfer	10,991.31	X		52,601.12
08/30/2022	8562	Cem Sites	201100 · Accounts Pay...	21097	2,040.00			50,561.12
08/30/2022	8563	County of Riverside I...	201100 · Accounts Pay...	IT 5338-July	191.40			50,369.72
08/30/2022	8564	Elite Fire Protection	201100 · Accounts Pay...	54803	60.00			50,309.72
08/30/2022	8565	GEO Soils Inc	201100 · Accounts Pay...	1001	2,446.00			47,863.72
08/30/2022	8566	Linda Glau CPA	201100 · Accounts Pay...	August	1,322.50			46,541.22
08/30/2022	8567	Michael Baker Intern...	201100 · Accounts Pay...	1156310	3,171.84			43,369.38

Temecula Public Cemetery District

9/8/2022 8:22 AM

Register: 101100 · US Bank Checking

From 08/01/2022 through 08/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/30/2022	8568	Prudential Overall Su...	201100 · Accounts Pay...	August	216.90			43,152.48
08/30/2022	8569	Sun City Granite	201100 · Accounts Pay...	engraving-23677	155.00			42,997.48
08/30/2022	8570	Verizon Wireless	201100 · Accounts Pay...	9511135031	212.42			42,785.06
08/30/2022	8571	Wells Plumbing Heat...	201100 · Accounts Pay...	WO-21325	1,060.16			41,724.90
08/30/2022	8572	US Bank	201100 · Accounts Pay...	07/22*08/21	1,843.64			39,881.26
08/30/2022	083022	Downs Energy	201100 · Accounts Pay...	CL51345-August	179.62	X		39,701.64

Temecula Public Cemetery District

9/8/2022 8:22 AM

Register: 101200 · US Bank Payroll
 From 08/01/2022 through 08/31/2022
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/05/2022	AJE151		510040 · Regular Salar...	Bank Draft - F...	7,445.16	X		6,279.89
08/05/2022	AJE151		510040 · Regular Salar...	Bank Draft - Se...	3,362.21	X		2,917.68
08/05/2022	AJE151		510040 · Regular Salar...	Monthly charg...	164.37	X		2,753.31
08/11/2022	AJE165		101100 · US Bank Che...	Monthly autom...		X	411.30	3,164.61
08/12/2022			101100 · US Bank Che...	Funds Transfer		X	10,109.84	13,274.45
08/15/2022	AJE164		525030 · Paychex HR ...		445.33	X		12,829.12
08/19/2022	AJE163		510040 · Regular Salar...	Bank Draft Am...	6,787.61	X		6,041.51
08/19/2022	AJE163		510040 · Regular Salar...	Bank Draft Am...	3,191.21	X		2,850.30
08/19/2022	AJE163		510040 · Regular Salar...	Monthly charg...	131.02	X		2,719.28
08/26/2022			101100 · US Bank Che...	Funds Transfer		X	10,991.31	13,710.59

Temecula Public Cemetery District

9/8/2022 8:23 AM

Register: 101300 · US Wash Account

From 08/01/2022 through 08/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/29/2022			-split-	Deposit		X	29,885.00	38,540.77
08/29/2022	5037	County of Riverside ...	-split-	August Revenues	29,885.00			8,655.77

Date: 09/06/2022 *Jinda Glaw*

Remote Tasks Performed:

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

- X Journal activity and Reconcile two Stifel Accounts using Stifel Balancing spreadsheet.
- X Save the Stifel Account Statements for the auditor
- X Reconcile two Stifel interest receivable accounts
- X Print Stifel Snapshot- for Board Packets

X Verify check sequence is intact.
8542-8573

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.

Number	Date	Payee	Amount	Memo	2nd Sig
8547	8/8/2022	SDRMA	13,260.36	Workers' Comp	OK
8555	8/17/2022	RJM Design Group	5,357.45	Cemetery Design	OK
8567	8/30/2022	Michael Baker Internationz	3,171.84	New Cemetery	OK

X Verify all checks to the GM have two signatures. None this pay period.
None this cycle.

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 On the Profit and Loss – Show only the Year to Date and Annual Budget Figures. Check Pagination. **Add in ytd Contrib to and from other funds

- 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, Additional Work:

Continue work to support the 21-22 Audit

Open items:

TEMECULA PUBLIC CEMETERY DISTRICT

TRUSTEE DRIVER'S LICENSE AND AUTO INSURANCE POLICY

Each Trustee of the Temecula Public Cemetery District ("District") who wishes to drive a motor vehicle while performing or acting within the scope of his or her official District duties, including travelling to or from District-related events and conferences and driving directly to another duly noticed Board/committee meeting immediately following a prior Board/committee meeting (excluding driving directly to and from home for Board and committee meetings) (hereinafter referred to as "District driving"), or who wishes to receive expense reimbursement for his or her District driving, shall provide to the District's General Manager, for maintenance in the District's records, proof that such Trustee possesses: (1) a valid California Driver's License; and (2) a current auto insurance policy covering the vehicle(s) that the Trustee will use for District driving.

Each Trustee shall have a continuing obligation to provide the District with new or updated documentation as necessary to reflect changes or renewals to the status of such Trustee's Driver's License or auto insurance coverage. In the event the District's records reflect that a Trustee's Driver's License or auto insurance has expired or is no longer valid for any reason, the Trustee shall be required to present proof to the District's General Manager that the Trustee does indeed possess a valid driver's license and auto insurance prior to engaging in any District driving or receiving expense reimbursement for such driving.

Failure or refusal by any Trustee to provide or update the required documentation as set forth in this Policy will preclude such Trustee from engaging in any District driving or receiving reimbursement for such driving. If a Trustee uses another means of transportation in lieu of District driving, expense reimbursement will be borne by the Trustee to the extent the expense incurred exceeds the amount of reimbursement to which the Trustee would be entitled if he or she had engaged in District driving in compliance with this Policy.

Temecula Public Cemetery District Strategic Plan Fiscal Year 2022-2023

Strengths:

- Board development commitment
- Focused manager/board
- Strong financial revenue stream
- Only cemetery within city limits
- Opportunity to gain additional revenue thru lease or sale of property
- Interment price below private cemetery market
- Board involvement in conferences and training
- Rotating Sub-Committees
- 52 undeveloped acres-mortgage free
- Several burial options
- Web presence
- Tax exempt
- Growing property tax revenues
- Vested CUP

Threats:

- Possibility of a private cemetery entering our District
- Reduction in property taxes
- Consolidation with other Special Districts
- Unaffordable water
- Property taxes being diverted
- High cost in developing 52 acres
- Low interest rates due to pandemic
- Future Pandemics
- Financing new development

Weaknesses:

- Substantial cost to develop 2nd cemetery property
- Inability to offer the same as private cemeteries
- Low endowment interest to maintain cemetery in perpetuity
- Board of Trustees involvement in Chamber representing the cemetery
- The understanding of Special District Cemeteries operations by Trustees

Opportunities:

- Market area is poised for rapid growth
- Opportunity to include sphere of influence into our District
- Active and effective sales/ marketing to promote public awareness
- Cemetery design poised for future burial alternatives
- Ability to offer Pre-Need Sales-52 acres
- Connect with Hot Air balloon companies for final flights

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
- Continuing education for the Board of Trustees
- Continued staff training

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
- Work with the local wineries for presence during memorial services
- Marquee signage recognizing current, local events- for the 52 acres
- Connect with historical society, have a book published on the Old Town Cemetery to sell.
- Look into RV storage as additional income on unused property.
-

Key Strategies:

- Expand visibility opportunities
- Continue with Board/ Staff education
- Pursue strategic alliances with like associations, CAPC, CSDA, PCA, SDRMA, LAFCO, ICCFA

Major Goals:

- Employ technically/emotionally qualified staff as deemed necessary
- Design and develop Lemon Hills Dr
- Develop fund for donations
- Development of first Phase of the 26 acres
- Water grants

- Create a press release for the new cemetery recognizing the ability to donate or be remembered in a will

Manager's Evaluation

July 2022 - June 2023

The following ranking system should be applied as objectively as possible with each area:

1. **OUTSTANDING**: Excellent performance that far exceeds the job's requirement.
2. **VERY GOOD**: Above average performance that exceeds the job's requirements.
3. **AVERAGE**: Acceptable performance that meets the job's requirements.
4. **BELOW AVERAGE**: Minimally acceptable performance that meets some of the job's requirements.
5. **UNSATISFACTORY**: Unacceptable performance that does not meet the job's requirements.

PRIMARY FOCUS AREAS:

OPERATIONS:

EXPECTATIONS: Supervise the “day to day” maintenance, construction, interments, sales and other activities necessary for the efficient operation of the District cemetery. This includes all public relation, customer complaint investigation, and inter-governmental agency interface activities. Understand and execute the statutory duties as defined in the District’s “Cemetery Operations”.

PERFORMANCE:

BUDGET & FINANCIAL:

EXPECTATIONS: Develop for Board approval the annual budget and operate the District within that budget throughout the year. This includes recommending prices as well as being responsible for all expenditures and sales / service activities; track investments, search out and recommend new investments when appropriate. Provide complete budget and financial reports for each monthly board meeting.

PERFORMANCE:

PERSONNEL:

EXPECTATIONS: Supervise all personnel programs including the administration, review and recommend revision of personnel policies and procedures to the BOT. Be responsible for hiring and developing all personnel , successful safety programs, and for conforming to laws related to fair labor practices, discrimination, sexual harassment.

PERFORMANCE:

ADMINISTRATION:

EXPECTATIONS: Provide the Board Meeting agenda and monthly reports as required, and attend all Board meetings unless otherwise excused. Discharge other duties as assigned by the BOT.

PERFORMANCE:

SUMMARY OF PERFORMANCE

CONTRIBUTIONS BY GENERAL MANAGER FOR DISTRICTS SUCCESS:

EXPECTATIONS: The General Manager must have the knowledge of principles, problems and methods of public administration including organization, personnel and fiscal management. She must understand office management principles, methods and procedures as well as state and local laws and regulations relating to the operation of a local government agency. The General Manager must have an understanding of the design and construction, plans, specifications, estimates, reports, and recommendations relating to proposed beautification of the grounds and construction of buildings and other facilities within the boundaries of the district.

PERFORMANCE:

ADDITIONAL CONTRIBUTIONS BY THE GENERAL MANAGER:

EXPECTATIONS: To what extent does the General Manager contribute to the districts success by reducing barriers to performance, organizing to achieve objectives, and facilitating the performance of others? To what extent does the General Manager analyze problems and reach acceptable, workable solutions and to what extent does the General Manager perform with minimum supervision by the BOT? Does the General Manager participate in organizations or activities outside the District that supports and benefits the operation of the District?

PERFORMANCE:

MANAGEMENT GOALS:

TRUSTEE CHAIR: _____

GENERAL MANAGER: _____

LEGAL COUNSEL:

DATE: _____

Temecula Public Cemetery District
Balance Sheet
As of August 31, 2022

	Aug 31, 22	Aug 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	39,701.64	58,940.28	
101200 · US Bank Payroll	13,710.59	10,601.62	
101300 · US Wash Account	8,655.77	7,917.78	
101100C · Cash -Accumulative Outlay Fund	1,684,028.78	2,930,347.97	
101100E · Cash - Endowment Fund	139,862.59	51,978.12	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	1,379,651.20	850,066.54	
Total Checking/Savings	3,265,790.57	3,910,032.31	-644,241.74
Other Current Assets			
102200 · Stifel Investments			
102210 · Stifel Endowment Care	2,351,856.53	2,512,329.45	
102220 · Stifel Endowment Interest	875,444.76	868,557.34	
Total 102200 · Stifel Investments	3,227,301.29	3,380,886.79	-153,585.50
112011 · Inventory Asset	182,608.00	194,527.00	
102100 · Taxes Receivable	0.00	1,558.69	
116100 · Interest Receivable			
116100P · Interest Receivable - End Prin	13,897.28	13,780.37	
116100I · Interest Receivable - End Int	5,232.42	4,113.70	
Total 116100 · Interest Receivable	19,129.70	17,894.07	
117000 · PrePaid Expenses	32,011.83	22,418.95	
Total Other Current Assets	3,461,050.82	3,617,285.50	-156,234.68
Total Current Assets	6,726,841.39	7,527,317.81	-800,476.42
Fixed Assets			
191650 · Intangible Assets	24,470.00	24,470.00	
198950 · Accum Depr - Software	-4,893.99	-3,262.66	
191000 · Future Cemetery Property	3,470,090.98	2,795,379.49	
191100 · Buildings and Improvements	318,605.07	318,605.07	
191400 · Structures and Improvements	363,678.03	363,678.03	
191500 · Equipment	188,322.08	188,322.08	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	22,079.50	22,079.50	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-166,004.34	-147,187.18	
198400 · Accumulated Depr - Struct/Imp	-255,214.97	-237,860.30	
198500 · Accum Depr - Equipment	-161,063.36	-159,171.68	
198800 · Accum Depr- Grnd Imp	-5,274.37	-4,236.84	
198900 · Accum Depr-Pav 15	-51,238.02	-44,060.02	
Total Fixed Assets	3,964,677.63	3,337,876.51	626,801.12
TOTAL ASSETS	10,691,519.02	10,865,194.32	-173,675.30

Temecula Public Cemetery District
Balance Sheet
 As of August 31, 2022

	Aug 31, 22	Aug 31, 21	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	-3,611.64	505.81	
Total Accounts Payable	-3,611.64	505.81	
Other Current Liabilities			
212200 · Accrued Vacation Pay	7,137.16	11,451.14	
Total Other Current Liabilities	7,137.16	11,451.14	
Total Current Liabilities	3,525.52	11,956.95	
Long Term Liabilities			
250100 · OPEB Liability	46,000.00	46,000.00	
Total Long Term Liabilities	46,000.00	46,000.00	
Total Liabilities	49,525.52	57,956.95	-8,431.43
Equity			
36001 · Net Investments in Cap Assets	3,322,836.00	3,322,836.00	
36002 · Endowment Care Corpus	2,454,556.00	2,454,556.00	
36003 · Endowment Care Earnings	807,065.00	807,065.00	
36004 · Unrestricted Earnings ACO Fund	1,874,732.00	1,874,732.00	
36005 · Unrestricted Earnings Gen Fund	882,307.00	882,307.00	
308100 · General Reserve	156,834.00	156,834.00	
325100G · Unreserved Fund Balance - Gen	657,426.04	657,426.04	
390000 · Retained Earnings	1,190,246.07	654,291.83	
Net Income	-704,008.61	-2,810.50	
Total Equity	10,641,993.50	10,807,237.37	-165,243.87
TOTAL LIABILITIES & EQUITY	10,691,519.02	10,865,194.32	-173,675.30

Temecula Public Cemetery District
Profit & Loss Budget Performance
 August 2022

	Jul - Aug 22	Annual Budget
Ordinary Income/Expense		
Income		
700001 · Property Taxes		
700020 · Prop Tax Current Secured	0.00	696,200.00
701020 · Prop Tax Current Unsecured	0.00	25,000.00
703000 · Prop Tax Prior Unsecured	0.00	0.00
704000 · Prop Tax Curr Supplemental	3,412.21	9,600.00
705000 · Prop Tax Prior Supplemental	952.59	4,500.00
706000 · Teeter Settlement	0.00	10,000.00
707000 · RDV Apportionment	0.00	40,000.00
752800 · CA-Homeowners Tax Relief	0.00	4,000.00
770100 · Property Tax - SBE	0.30	10,500.00
770102 · Other Taxes	0.00	200.00
Total 700001 · Property Taxes	4,365.10	800,000.00
740020 · Interest and Dividend Income		
740024 · Dividend Income - Stifel	1,680.08	5,000.00
740023 · Interest - Stifel	12,169.83	68,900.00
740020G · Interest on General Fnd at Cnty	0.00	5,000.00
740020E · Interest on Endow Fnd at County	0.00	100.00
740020O · Interest on ACO at County	0.00	10,000.00
Total 740020 · Interest and Dividend Income	13,849.91	89,000.00
770001 · Other Revenue		
770100E · Endowment	20,002.00	145,000.00
777030 · Marker Setting	2,300.00	18,000.00
777031 · Niche Engraving	480.00	3,000.00
777040 · Open, Close Fees	6,500.00	37,000.00
777520 · Sale of Lots	1,798.00	56,800.00
777530 · Cremation	7,200.00	17,000.00
777600 · Cenotaph	0.00	300.00
777650 · Graveside Service	3,700.00	16,000.00
780160 · Vaults, Flower Vases, etc.	3,610.00	16,000.00
781360 · Other Misc. Revenue	0.00	400.00
Total 770001 · Other Revenue	45,590.00	309,500.00
Total Income	63,805.01	1,198,500.00
Gross Profit	63,805.01	1,198,500.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 August 2022

	Jul - Aug 22	Annual Budget
Expense		
510000 · Salaries and Employee Benefits		
510040T · Regular Salaries.		
510040 · Regular Salaries	28,655.60	319,000.00
510330 · Year End Bonuses	0.00	6,500.00
510335 · Hazard Pay	0.00	0.00
515100 · Life Insurance Policy	71.28	450.00
Total 510040T · Regular Salaries.	28,726.88	325,950.00
510320T · Temporary Salaries.		
510320 · Temporary Salaries	0.00	0.00
510320T · Temporary Salaries. - Other	0.00	0.00
Total 510320T · Temporary Salaries.	0.00	0.00
513000T · Retirement - Miscellaneous		
518000 · Employer Contributions-457	2,714.72	23,500.00
551000 · Employee Contributions	700.59	
Total 513000T · Retirement - Miscellaneous	3,415.31	23,500.00
513120T · Retirement - Social Security		
513120 · Social Security	1,823.14	21,500.00
513140 · Medicare Tax	426.39	5,000.00
Total 513120T · Retirement - Social Security	2,249.53	26,500.00
515080T · Health Insurance (eer share)		
515081 · Health Insurance	6,761.71	52,000.00
515082 · Vision Insurance	120.99	800.00
515083 · Dental Insurance	572.24	3,200.00
Total 515080T · Health Insurance (eer share)	7,454.94	56,000.00
515260T · Unemployment Insurance		
517000 · Workers Comp Insurance	2,210.06	22,000.00
515060 · State Unemployment Ins EDD	0.00	1,500.00
513130 · CA SUI	-128.61	2,000.00
515260T · Unemployment Insurance - Other	0.00	0.00
Total 515260T · Unemployment Insurance	2,081.45	25,500.00
Total 510000 · Salaries and Employee Benefits	43,928.11	457,450.00
520000 · Services and Supplies		
529540T · Utilities		
520845 · Trash	680.36	4,400.00
529500 · Electricity	827.58	6,000.00
Total 529540T · Utilities	1,507.94	10,400.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 August 2022

	Jul - Aug 22	Annual Budget
524520T · Administrative Expenses		
518160 · Board Stipend	750.00	11,250.00
520115 · Uniforms - Replacement Clothing	423.46	3,600.00
520230 · Cellular Phone	212.42	3,300.00
520705 · Food	15.00	1,200.00
520930 · Insurance - Liability	3,412.30	20,500.00
523100 · Memberships	65.00	3,600.00
523290 · Bank Charges	56.00	300.00
523621 · Subscriptions	0.00	500.00
523660 · Computer Service	375.10	7,000.00
523700 · Office Supplies	0.00	1,000.00
523720 · Photocopies	192.38	3,000.00
523760 · Postage/Mailing	275.00	1,000.00
523840 · Computer Equip/Software/T1	24.16	2,500.00
524520 · County Journal Recording	216.84	2,400.00
524530 · Storage Fees	230.00	1,400.00
524540 · Payroll Processing Services	596.19	4,100.00
524560 · Auditing	5,000.00	10,500.00
524561 · Accounting	2,357.50	9,500.00
524566 · Temp for e-File	0.00	9,000.00
524800 · Drug Testing/Pre-Employment	0.00	400.00
525025 · Legal - General Counsel	0.00	30,000.00
525030 · Paychex HR Support	890.66	5,400.00
526420 · Advertising	0.00	1,800.00
527280 · Awards/Recognition	0.00	300.00
527880 · Training/ Staff	250.00	2,500.00
528140 · Conferences and Meetings	1,162.24	30,000.00
528980 · Meals	134.09	2,000.00
528990 · Semi-Annual Team Dinner	0.00	5,000.00
529040 · Private Mileage Reimbursement	0.00	2,500.00
529050 · Website	100.00	800.00
529550 · Water	18.39	1,600.00
Total 524520T · Administrative Expenses	16,756.73	177,950.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 August 2022

	<u>Jul - Aug 22</u>	<u>Annual Budget</u>
524500T · Operational Expenses.		
521420 · Maint-Field Equipment	0.00	15,000.00
522310 · Maint-Building improvements	0.00	2,500.00
522320 · Maint - Grounds	4,250.45	18,000.00
522360 · Maintenance-Extermination	1,046.00	6,800.00
523250 · Repurchase	0.00	2,650.00
523800 · Engraving Expense	465.00	3,000.00
525320 · Security Guard Services	0.00	400.00
525600 · Security	457.94	7,500.00
527100 · Fuel	373.83	4,800.00
527180 · Operational Supplies	1,961.34	13,000.00
528020 · Inventory	1,088.23	8,500.00
Total 524500T · Operational Expenses.	<u>9,642.79</u>	<u>82,150.00</u>
Total 520000 · Services and Supplies	27,907.46	270,500.00
530000 · Other Charges		
530100 · Miscellaneous non-operating exp	361.84	4,000.00
Total 530000 · Other Charges	<u>361.84</u>	<u>4,000.00</u>
540000 · Capital Assets		
542060T · Cemetery Grounds		
542040 · - Buildings, Capital Projects	0.00	100,000.00
542060 · Improvements -Building	0.00	6,000.00
542065 · Tree Renovaton	0.00	7,500.00
548300 · Office Renovation	0.00	6,000.00
Total 542060T · Cemetery Grounds	<u>0.00</u>	<u>119,500.00</u>
540040T · Land, Purchase of Land		
540042 · Future Cemetery Property	680,000.52	1,600,000.00
Total 540040T · Land, Purchase of Land	<u>680,000.52</u>	<u>1,600,000.00</u>
546020T · Equipment, etc		
542070 · Well Motor	0.00	60,000.00
546020 · Equipment - Automotive	0.00	17,000.00
546240 · Mapping Software	2,040.00	6,000.00
Total 546020T · Equipment, etc	<u>2,040.00</u>	<u>83,000.00</u>
Total 540000 · Capital Assets	682,040.52	1,802,500.00
551100G · Contrib to Other Funds - Gen	0.00	145,100.00
551100E · Contrib to Other Funds - Endow	0.00	321,450.00
551100C · Cont from Other Funds - ACO	0.00	-1,802,500.00
Total Expense	<u>754,237.93</u>	<u>1,198,500.00</u>
Net Ordinary Income	-690,432.92	0.00
Other income		
731000 · Realized Gain (Loss) on Invest	352.51	0.00
731100 · Unrealized Gain (Loss) on Invst	-13,928.20	0.00
Total Other income	<u>-13,575.69</u>	<u>0.00</u>
Net Other Income	-13,575.69	0.00
Net Income	<u><u>-704,008.61</u></u>	<u><u>0.00</u></u>



STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D368015 SSNH01013

**TEMECULA PUBLIC CEMETERY
DIST ENDOWMENT PRINCIPAL
41911 C ST
TEMECULA CA 92592-3053**

Your Financial Advisor (LU04):

SANDRA HEDSTROM WHEELER
Telephone: (805) 783-2921

Office Serving Your Account:

4460 BROAD STREET
SUITE 210
SAN LUIS OBISPO, CA 93401

PRIMARY INVESTMENT OBJECTIVE: Income

RISK TOLERANCE: Moderate

For a full definition of this objective and risk tolerance, including the use of margin, please see www.stifel.com, IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

TRADING TAX LOT RELIEF METHOD: First In, First Out

INVESTOR UPDATE

At June 30, 2022, Stifel, Nicolaus & Company, Incorporated had net capital of \$627,118,133 or \$596,524,992 in excess of the minimum requirement of \$30,593,141. The June 30, 2022 Statement of Financial Condition is available at no charge by calling (800) 488-0970 or logging onto www.stifel.com.

ACCOUNT PROTECTION

Stifel, Nicolaus & Company, Incorporated provides up to \$150 million of coverage for securities held in client accounts, of which \$1.15 million may be in cash deposits. Ask your Financial Advisor for more details.

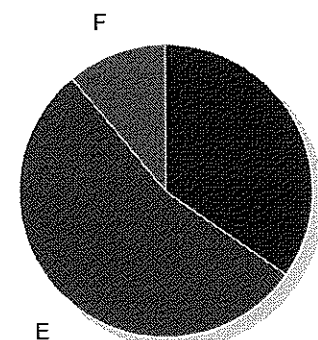
Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at www.stifel.com/disclosures/account-agreement.

PORTFOLIO SUMMARY	August 31	July 31
Net Cash Equivalents **	113.77	110.59
Net Portfolio Assets held at Stifel	2,351,742.76	2,376,045.58
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$2,351,856.53	\$2,376,156.17
YOUR CHANGE IN PORTFOLIO VALUE	August 31	July 31
Net Cash Flow (Inflows/Outflows) ²	-3,412.56	-5,189.23
Securities Transferred In/Out		
Income and Distributions	4,064.71	5,887.05
Change in Securities Value	-24,951.79	15,200.08
Net Change in Portfolio Value	-\$24,299.64	\$15,897.90

** See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.
2 Does not include cost or proceeds for buy or sell transactions.

YOUR ASSET SUMMARY

	Value on August 31, 2022 (\$)	Percentage of your account
A Net Cash Equivalents**	113.77	0.00%
D Fixed Income-Muni	818,174.10	34.79%
E Fixed Income-Other	1,276,622.54	54.28%
F Mutual Funds	256,946.12	10.93%
Total Assets	\$2,351,856.53	100.00%



STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D368016 SSNH01013

**TEMECULA PUBLIC CEMETERY
DIST ENDOWMENT INTEREST
41911 C ST
TEMECULA CA 92592-3053**

Your Financial Advisor (LU04):

SANDRA HEDSTROM WHEELER
Telephone: (805) 783-2921

Office Serving Your Account:

4460 BROAD STREET
SUITE 210
SAN LUIS OBISPO, CA 93401

PRIMARY INVESTMENT OBJECTIVE: Income

RISK TOLERANCE: Moderate

For a full definition of this objective and risk tolerance, including the use of margin, please see www.stifel.com, IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

TRADING TAX LOT RELIEF METHOD: First In, First Out

INVESTOR UPDATE

At June 30, 2022, Stifel, Nicolaus & Company, Incorporated had net capital of \$627,118,133 or \$596,524,992 in excess of the minimum requirement of \$30,593,141. The June 30, 2022 Statement of Financial Condition is available at no charge by calling (800) 488-0970 or logging onto www.stifel.com.

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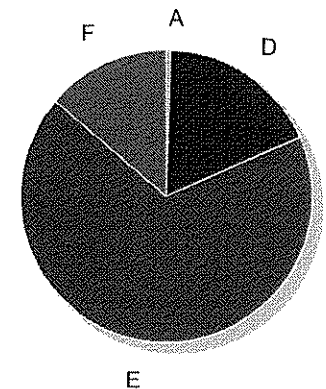
Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at www.stifel.com/disclosures/account-agreement.

PORTFOLIO SUMMARY	August 31	July 31
Net Cash Equivalents **	4,222.16	33,278.86
Net Portfolio Assets held at Stifel	871,222.60	845,286.64
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$875,444.76	\$878,565.50
YOUR CHANGE IN PORTFOLIO VALUE	August 31	July 31
Net Cash Flow (Inflows/Outflows) ²	3,412.56	5,189.23
Securities Transferred In/Out		
Income and Distributions	2,856.20	1,563.75
Change in Securities Value	-9,389.50	5,213.01
Net Change in Portfolio Value	-\$3,120.74	\$11,965.99

** See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.
² Does not include cost or proceeds for buy or sell transactions.

YOUR ASSET SUMMARY

	Value on August 31, 2022 (\$)	Percentage of your account
A Net Cash Equivalents**	4,222.16	0.48%
D Fixed Income-Muni	156,926.60	17.93%
E Fixed Income-Other	593,957.36	67.85%
F Mutual Funds	120,338.64	13.75%
Total Assets	\$875,444.76	100.00%



A1 Monthly Revenues
 July 2022-June 2023

FYE 06/30/23	July	August
Single	-	-
Single End	-	-
Single/Dual	-	-
S/D End	-	-
Dual	4,000.00	-
Dual End	2,000.00	-
Collum	-	1,400.00
Collum End	-	1,000.00
cenotaph	-	-
Ground Crem	-	5500
G Crem End	-	3000
O/C -B	2100	4000
O/C/-C	-	200
Vault	440.00	472
Crem Vase	-	210.00
Grave Vase	75.00	165
Set Fee	750.00	1550
Niche	-	-
Non-Res	3,000.00	6000
Disinter	-	-
Graveside	1,500.00	1800
Engraving	-	250.00
2nd End	-	2400
Bench	-	700.00
Taxes	45.07	55.74
Labor	774.93	1182.26
Total	14,685.00	29,885.00

A2Cemetery Property
 Fiscal Year 2022-2023 (2)

FYE 06/30/23

	Jul	Aug
Dual Lower -GM	243	243
Dual Upper -GP	323	323
Dual/ Single	45	45
Dual Manager	27	27
Singles	105	105

Hexagon Wall		
Tier 1		
Tier 2		
Tier 3		
Tier 4		
Tier 5		
Tier F-1	18	17
Tier F-2	25	25
Tier F-3	26	26
Tier F-4	28	28
Tier F-5	10	10
Grd Crem	15	15
Dual Grd Crem	85	82
Cenotaph	46	46
Ossuary	334	333

SEPTEMBER 2022 Burial Depletion Sales

Pre-Need

Single Lots	
Dual Lots	
Wall	
Cremation Ground	

At Need

Single Lots	
Dual Lots	
Wall	
Cremation Ground	3
Dual Single	



September 7, 2022

Mrs. Laura Foster
Transportation Department
County of Riverside
2950 Washington Street
Riverside, CA 92504

**SUBJECT: FINAL RELEASE
TEMECULA PUBLIC CEMETERY DISTRICT
EAST BENTON ROAD AND LEMON HILLS DRIVE
TRACT NO. 120004
APN: 924-360-004
[PROJECT NO. H1788I]**

Board of Directors

Carol Lee Gonzales-Brady
President

John V. Rossi
Senior Vice President

Brian J. Brady

Angel Garcia

John E. Hoagland

William E. Plummer

Bill Wilson

Officers

Robert S. Grantham
General Manager

Jake Wiley, P.E.
Assistant General Manager
Engineering and Operations

Kathleen M. Naylor
Chief Financial Officer

Kelli E. Garcia
District Secretary

James B. Gilpin
Best Best & Krieger LLP
General Counsel

Dear Mrs. Foster:

Please be advised that Rancho California Water District has accepted for use and maintenance all waterline facilities providing service to Temecula Public Cemetery District located at East Benton Road and Lemon Hills Drive, Temecula as of August 16, 2022. Said facilities include the installation of 963 LF of 8-inch PVC C900 mainline with associated 1-inch air vac/air release, 6-inch fire hydrant, and 2-inch service lateral.

Should any additional damage to or failure of these facilities be incurred during a period of one (1) year from the acceptance date, the developer agrees to replace all damaged facilities at no cost or liability to Rancho California Water District.

Sincerely,

RANCHO CALIFORNIA WATER DISTRICT

Casey Arndt

Digitally signed by Casey Arndt
Date: 2022.09.07 14:16:16 -07'00'
Adobe Acrobat version:
2017.012.30262

Casey Arndt
Construction Contracts Manager

cc: Cindi Beaudet, Temecula Public Cemetery District
Corry Smith, Engineering Services Supervisor
Vaishali Parmar, Accounting Analyst
Livi Rosu, GIS Coordinator

Q:\Inspector Project Files\H1788I Temecula Cemetery\Correspondence\H1788I Final Release_County.docx

Rancho California Water District

42135 Winchester Road • Temecula, California 92590-4800 • (951) 296-6900 • FAX (951) 296-6860 • www.ranchowater.com

Tuesday, 08/23/2022

Post Pandemic Covid-19 Workplace Accommodations

The discussion opened to what happens now that covid is not as bad as it was at the beginning of the pandemic. However, the employees' concerns are real and bad enough that they consider it still to be life threatening.

Just as it was in the past, if a perfume bothered someone, we had to accommodate that person. Now, if they have been working from home for the past two years and it's been decided that everyone needs to return to work, the employee can claim they are afraid of catching covid in the workplace. If you are unable to accommodate them in the workplace, then you need to accommodate to their needs, whether that is letting them remain at home, giving them a secluded office from other staff, etc.

The accommodation process needs to go into force and not until you've exhausted all logical and reasonable accommodations can you discuss laying off or termination.

The emergency order is still in place therefore the employees have the right to decide where and when they want to work.

Crucial Conversations in a Stressful Environment

1. **Toxic Environment**, this addresses that one employee that continues to bring the team down, by constantly complaining or gossiping or being nasty to one another.
2. **Personal Accountability**, this conversation will address employees who do not take responsibility for their actions but rather blame others. This behavior is toxic and destructive in the workplace
3. **Performance reviews**: This addresses employee who are failing in the workplace but are unwilling to admit responsibility for their performance problems. This type of disruptive behavior can be addressed during a performance review.
4. **Missed deadlines**: This addresses employees who constantly miss their deadlines or fail to meet expectations in some other way. This is a crucial conversation because it involves the employee's level of responsibility. It's necessary to address missed deadlines because the person is not meeting their responsibilities. Above all, in an office setting, accountability is critical, so a missed deadline can damage your reputation as a manager and team leader.
5. **Team Accountability**: This conversation will address employees taking credit for other people's work. Unfortunately, this type of disruptive behavior is common in teams, but it can be stopped by having a crucial conversation to ensure everyone knows what they need to do and how to help each other.