

TEMECULA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

41911 C STREET  
TEMECULA, CALIFORNIA 92592

September 22, 2017

8:00 a.m.

AGENDA

1. **Call To Order :**

2. **Pledge of Allegiance:** Led by Trustee Dugan

3. **Roll Call**

❖ Chair Vanderhaak, Vice Chair Qualm, Trustee Davis, Trustee Reese, Trustee Dugan  
General Manager, Cindi Beaudet, Foreman, Joe Sands.  
Legal Counsel, Benjamin Jones or Robert Lee or Steve Quintanilla

❖ **Motions To Excuse:**

❖ **Visitors:** Don Turcotte, Southwest Construction,

❖ **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 REAL PROPERTY NEGOTIATORS

(Government Code Section 54956.8)

Property: Assessor's Parcel No. 924-360-002, Temecula, CA 92592

Agency negotiator: Nancy Hughes

Purchasing parties: Mission Hills Development

In Escrow

##### B.1 CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Temecula Public Cemetery District v. Albert Salazar; Riverside County Superior Court Case No. RIC1507434

##### B.2 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case

##### c. Public Employee Performance Evaluation

(Pursuant to Government Code Section #54957)

Title: District Manager

Conference with Labor Negotiator

Pursuant to Government Code Section 54957.6

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

Unrepresented Employee: District Manager

##### D. Closed Session Announcements:

## 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 24, 2017.

### B. Approval of Check Registers

*Recommendation:* That the Board approves the August 2017 Check Register Nos. 101100, 101200 and 101300.

### C. Approval of Bookkeeper Report

*Recommendation:* That the Board receive and file the August 2017 Bookkeeper Report.

## 6. Action Items

### A. 2017 Draft Policies for approval

*Recommendation:* That the Trustees review the amended policy # 1005-3010 Resolutions for approved policies #1037, 1075, 3012, 3020,3055,3065,4080 to be signed

**B. Legal Counsel response letter to Mr. Farnbach and consent to granite company**

*Recommendation:* That the Trustees review the response letter and consent agreement drafted and sent by the Districts legal counsel.

**C. Response letter with supported documentation to constituent Curtis Maggard**

*Recommendation:* That the Trustees review the information and letter sent.

**D. SDRMA Elections**

*Recommendation:* That the Trustees receive the letter from SDRMA acknowledging the elected candidates.

**E. Surplus electronics**

*Recommendation:* Trustees review the items that were donated to a recycling plant at the direction of the Board. Trustees discuss the surplus mowers as outlined.

**7. Financial Report**

- A. August 2017 Balance Sheet
- B. August 2017 Profit and Loss
- C. August 2017 Wells Fargo Investments; principle and interest

## **8. General Managers Reports**

- A. August 2017 Revenues
- B. August 2017 Plot Inventories
- C. August Depletion
- D. July Calendar
- E. Audit begins, October 10, 2017
- F. CAPC Conference October 5<sup>th</sup>, see GM after CSDA for travel itinerary
- F. Board Secretary Conference, October 22, 2017

## **9. Foreman Reports**

## **10. General Counsel Reports**

## **11. Fiscal Year 2017-2018 Subcommittee's**

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

## **12. Future Trustee Agenda Items:**

- Solar
- Medical Resolution Act

**13. Board Comment:**

CSDA Conference in Monterey, information included in your Binder  
Mark your calendars for Co. Christmas Dinner, Sunday, December 17, 2017

**14. Announcements:**

A. Next Regular Board Meeting –October 19, 2017

**15. Adjournment:**

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, 7:00 a.m. – 4:30 p.m., Monday through Friday. Request agendas at [rctpcd@verizon.net](mailto:rctpcd@verizon.net) Posted September 18, 2017

TEMECULA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

41911 C STREET  
TEMECULA, CALIFORNIA 92592

August 24, 2017

8:00 a.m.

MINUTES

1. Call To Order : 8:00A.M.

2. Pledge of Allegiance: Led by Trustee Davis

3. Roll Call

❖ Chair Vanderhaak, Vice Chair Qualm, Trustee Davis, Trustee Reese General Manager, Cindi Beaudet, Foreman, Joe Sands.

❖ Motions To Excuse: Motion was made by Trustee Reese to excuse Trustee Dugan, seconded by Trustee Davis and passed 4/0

❖ Visitors: Don Turcotte, (came in late) Southwest Construction, Legal Counsel, Benjamin Jones, ~~Robert Lee~~

❖ Public Comments: Daryl Farnbach

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.

Daryl Farnbach is working with Supervisor Chuck Washington for a grant to help defray the cost of repairs to the upright markers; he also has contracted with Honor Life to do the repairs. Farnbach expects a response regarding the grant in two weeks, September 07, 2017

4. **CLOSED SESSION ITEMS**

**A.\*CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Government Code Section 54956.8)

Property: Assessor's Parcel No. 924-360-002, Temecula, CA 92592

Agency negotiator: Nancy Hughes

Purchasing parties: Mission Hills Development

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**B \*CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Temecula Public Cemetery District v. Albert Salazar; Riverside County Superior Court Case No. RIC1507434

**CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case

**c. Closed Session Announcements: No reportable action, Government Code 549.57.1**



5. **Consent Calendar:** Motion was made by Trustee Davis to accept the consent calendar as presented, seconded by Trustee Qualm and passed 4/0

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 20, 2017.

**B. Approval of Check Registers**

*Recommendation:* That the Board approves the July 2017 Check Register Nos. 101100, 101200 and 101300.

**C. Approval of Bookkeeper Report**

*Recommendation:* That the Board receive and file the July 2017 Bookkeeper Report.

## **6. Action Items**

### **A. 2017 Draft Policies for approval**

*Recommendation:* That the Trustees review policy numbers:  
1005-1037-1075-3010-3012-3020-3055-3065-4080

**Draft policies #1005 and # 3010 need to be adjusted and brought back to the 09/22/2017 board meeting for review.**

**#1037,1075,3012,3020,3055,3065,4080 will be presented at the next board meeting with staff reports and resolutions.**

### **B. CAPC Local Area Meeting: Eight will be in attendance**

*Recommendation:* That the Trustees inform the General Manager no later than August 31, 2017 of their intent to attend and if so number of guest attending.

### **C. Legal Counsel response letter to Mr. and Mrs. Farnbach**

*Recommendation:* That the Trustees review the response letter prior to the Board meeting. Have any of your questions or concerns ready for legal counsel

**A follow up letter will be sent to Mr. Farnbach from our legal counsel outlining the timeframe and documents needed to proceed with work on the cemetery grounds.**

### **D. Storm Damage/ SDRMA**

*Recommendation:* That the Trustees review the damages and cost to be reimbursed. Manager request Trustees approval for filing a claim with SDRMA for reimbursement.

A motion was made by Trustee Reese to direct the General Manager in supplying SDRMA with all necessary documents to start a claim on the storm damages incurred August 1, 2017, seconded by Trustee Qualm and passed 4/0

**E. Constitieunt Letter regarding cemetery landscaping**

*Recommendation:* That the Trustees review the letter and discuss.

Trustee Vanderhaak to respond to the constituent by letter, have letter reviewed by legal counsel before it's sent.

**F. Surplus electronics**

*Recommendation:* That the Trustees direct manager as of how to dispose of the property.

Motion was made by Trustee Qualm to deem the old electronics pictured as surplus, seconded by Trustee Reese and passed 4/0

**7. Financial Report**

- A. July 2017 Balance Sheet
- B. July 2017 Profit and Loss
- C. July 2017 Wells Fargo Investments; principle and interest

Motion was made by Trustee Davis to receive and file the July financials, seconded by Trustee Qualm and passed 3/0. Trustee Dugan absent, Trustee Reese stepped away from the meeting.

**8. General Managers Reports**

- A. July 2017 Revenues
- B. July 2017 Plot Inventories
- C. July Depletion

- D. July Calendar
- E. Ricky Eufers last day 08/04/2017

**9. Foreman Reports**

- A. Headstones
- B. Storm report

**10. General Counsel Reports**

**11. Fiscal Year 2017-2018 Subcommittee's**

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

**12. Future Trustee Agenda Items:**

- Solar
- Medical Resolution Act, actuarial completed by CSBA
- Manager's evaluation

**13. Board Comment:**

Manager has been summoned to jury duty 08/28/2017

**14. Announcements:**

General Manager makes a recommendation to change the Board meeting to accommodate the local area meeting and CSDA Conference. General Manager suggests September 14<sup>th</sup>, or September 22<sup>nd</sup>.

A. Next Regular Board Meeting –August 24, 2017

**Motion was made by Trustee Qualm to reschedule the next board meeting to September 22, 2017, seconded by Trustee Reese and passed 4/0**

**15. Adjournment:**

**With no further business to be heard a motion was made by Trustee Davis to adjourn the board meeting at 10:25 a.m., seconded by Trustee Reese and passed 4/0**

Temecula Public Cemetery District

9/10/2017 2:07 PM

Register: 101100 · US Bank Checking

From 08/01/2017 through 08/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/01/2017	6667	CalPers 457 Plan	201100 · Accounts Pay...		759.80	X		31,241.74
08/01/2017	6668	Ewing Irrigation Pro...	201100 · Accounts Pay...		126.95	X		31,114.79
08/01/2017	6669	Hank's Hardware & ...	201100 · Accounts Pay...		312.50	X		30,802.29
08/01/2017	6670	Law Offices Of Quin...	201100 · Accounts Pay...	Legal Expenses...	5,340.00	X		25,462.29
08/01/2017	6671	Linda Glau CPA	201100 · Accounts Pay...		855.00	X		24,607.29
08/01/2017	6672	RBF Consulting, Inc	201100 · Accounts Pay...	984416	945.00	X		23,662.29
08/02/2017	6674	US Bank	201100 · Accounts Pay...		4,770.26	X		18,892.03
08/03/2017	6675	Dylan Dixon Tree Se...	201100 · Accounts Pay...	Clean up - Stor...	3,000.00	X	storm	15,892.03
08/04/2017	6676	Dylan Dixon Tree Se...	201100 · Accounts Pay...	Clean up - Stor...	2,000.00	X	storm	13,892.03
08/04/2017			101300 · U.S. Wash A...	Funds Transfer		X	2,000.00	15,892.03
08/07/2017			101200 · US Bank Pay...	Funds Transfer	9,785.04	X		6,106.99
08/08/2017	AJE305		515100 · Life Insuranc...	Automatic with...	35.64	X		6,071.35
08/09/2017	6677	Dylan Dixon Tree Se...	201100 · Accounts Pay...	Clean up - Stor...	900.00	X		5,171.35
08/11/2017	AJE306		101200 · US Bank Pay...	Monthly autom...	411.30	X		4,760.05
08/12/2017			523290 · Bank Charges	Service Charge	21.00	X		4,739.05
08/14/2017	6678	Josephina Escalante	530100 · Miscellaneou...		65.00	X		4,674.05
08/15/2017			101100G · Cash - Gen...	Deposit		X	70,374.79	75,048.84
08/21/2017	6679	Agape Construction	201100 · Accounts Pay...		1,780.00	X	gate	73,268.84
08/21/2017	6680	Asco Pacific	201100 · Accounts Pay...	53058	1,613.40	X	F. Vases	71,655.44
08/21/2017	6681	California Public Em...	201100 · Accounts Pay...	7490021932 ...	7,155.20	X	med. ins	64,500.24
08/21/2017	6682	CalPers 457 Plan	201100 · Accounts Pay...		795.28	X		63,704.96
08/21/2017	6683	County of Riverside L...	201100 · Accounts Pay...		217.70	X		63,487.26
08/21/2017	6684	CR&R Incorporated	201100 · Accounts Pay...	0994336	253.42	X		63,233.84
08/21/2017	6685	Crop Productions	201100 · Accounts Pay...	33919604	28.71	X		63,205.13
08/21/2017	6686	Crowne Hill Consulti...	201100 · Accounts Pay...	9995/9996	98.61	X		63,106.52
08/21/2017	6687	EcoFert Inc	201100 · Accounts Pay...	2405	455.00	X		62,651.52
08/21/2017	6688	Elite Fire Protection	201100 · Accounts Pay...	45320	51.00	X		62,600.52
08/21/2017	6689	Frontier Communicat...	201100 · Accounts Pay...	081604-5	247.95	X		62,352.57
08/21/2017	6690	Linda Glau CPA	201100 · Accounts Pay...		495.00	X		61,857.57
08/21/2017	6691	Metlife	201100 · Accounts Pay...	KMO5754030-...	198.24	X		61,659.33
08/21/2017	6692	Michael Baker Intern...	201100 · Accounts Pay...		1,854.00	X		59,805.33
08/21/2017	6693	Potamus Press	201100 · Accounts Pay...		113.14	X		59,692.19
08/21/2017	6694	Protection One (corp)	201100 · Accounts Pay...	115421000	284.48	X		59,407.71
08/21/2017	6695	Prudential Overall Su...	201100 · Accounts Pay...		90.74	X		59,316.97
08/21/2017	6696	South County Pest C...	201100 · Accounts Pay...	0209161	46.00	X		59,270.97
08/21/2017	6697	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	509.69	X		58,761.28
08/21/2017	6698	Sparkletts	201100 · Accounts Pay...	5728175-022617	161.39	X		58,599.89
08/21/2017	6699	Sprint (formerly Next...	201100 · Accounts Pay...	498449924-147	117.60	X		58,482.29
08/21/2017	6700	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	629.76	X		57,852.53
08/21/2017	6701	State Board of Equali...	201100 · Accounts Pay...		73.43	X		57,779.10

5-B

Temecula Public Cemetery District

9/10/2017 2:07 PM

Register: 101100 · US Bank Checking

From 08/01/2017 through 08/31/2017

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
08/21/2017	6702	Temecula Answering...	201100 · Accounts Pay...	Tas4557	205.65	X		57,573.45
08/21/2017	6703	Wildlife Control Ser...	201100 · Accounts Pay...	WL2642	450.00	X		57,123.45
08/21/2017	6704	Arnold Moodie	523250 · Repurchase		400.00	X		56,723.45
08/21/2017			101200 · US Bank Pay...	Funds Transfer	7,897.25	X		48,826.20
08/22/2017	6705	Agriscap	201100 · Accounts Pay...		77.58	X		48,748.62
08/28/2017	6706	Josephina Escalante	530100 · Miscellaneou...		65.00	X		48,683.62
08/30/2017	6707	Lowes	201100 · Accounts Pay...		3,079.00			45,604.62
08/30/2017	6708	US Bank	201100 · Accounts Pay...		1,978.98			43,625.64
08/31/2017		Downs Energy	527100 · Fuel		162.03			43,463.61

Temecula Public Cemetery District

9/10/2017 2:07 PM

Register: 101200 · US Bank Payroll  
 From 08/01/2017 through 08/31/2017  
 Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
08/07/2017			101100 · US Bank Che...	Funds Transfer		X	9,785.04	10,465.09
08/11/2017	AJE304		510040 · Regular Salar...	Green Cash Re...	6,892.93	X		3,572.16
08/11/2017	AJE304		510040 · Regular Salar...	Green Cash Re...	2,744.12	X		828.04
08/11/2017	AJE304		510040 · Regular Salar...	Monthly charg...	147.99	X		680.05
08/11/2017	AJE306		101100 · US Bank Che...	Monthly autom...		X	411.30	1,091.35
08/15/2017	AJE308		525030 · Paychex HR ...		414.15	X		677.20
08/21/2017			101100 · US Bank Che...	Funds Transfer		X	7,897.25	8,574.45
08/25/2017	AJE307		510040 · Regular Salar...	Green Cash Re...	5,493.25	X		3,081.20
08/25/2017	AJE307		510040 · Regular Salar...	Green Cash Re...	2,276.06	X		805.14
08/25/2017	AJE307		510040 · Regular Salar...	Monthly charg...	127.94	X		677.20

5-B



Temecula Public Cemetery District

9/10/2017 2:08 PM

Register: 101300 · U.S. Wash Account

From 08/01/2017 through 08/31/2017

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
08/01/2017	2256	County of Riverside ...	-split-		37,805.00	X		22,426.92
08/04/2017			101100 · US Bank Che...	Funds Transfer	2,000.00	X		20,426.92

Date: 09/06/17

*bbdau*

On-Site Tasks Performed:

X Reconcile three US Bank Cash Accounts

Reconcile four County Cash Accounts –Not yet received

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

X Reconcile two WFA interest receivable accounts

X Balance Voucher to County

X Verify check sequence is intact.

6676-6718

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

Check 6708 08-22-17

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

6681 08/21/17 Cal Pers \$7155.20 ok

6707 08/30/17 Lowes \$3079.00 ok

X Verify all checks to the GM have two signatures. – None this month

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 Print WFA Snapshot – two accounts – for Board Packets

X Save the WFA Account Statements for the auditor

Update Endowment Allocation Schedule. – Pending Cash Subledgers

X Update Prepaid subledger and validate QB information.

X Read Minutes of the previous Board Meeting.

Additional projects –

Additional Audit Preparation

Items to note:

Open items: Reconcile Subledgers – Not received from County. Update Endowment Schedule.

## STAFF REPORT

**TO:** Board of Trustees  
**FROM:** Cindi Beaudet, District Manager  
Steven B. Quintanilla, General Counsel  
**DATE:** September 22, 2017  
**RE:** Resolution Amending Meal Expenses of the Compensation, Expense and Reimbursement Policy. # 1005

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### Recommendation:

That the Board of Trustees adopt the attached resolution amending Section 5.0 "Meal Expenses" of the Compensation, Expense and Reimbursement Policy setting limits on the amount of reimbursement for meals at \$15.00 for breakfast, \$25.00 for lunch and \$35.00 for dinner, plus gratuities not exceeding 15% of the cost of the meal.

### Discussion:

The proposed amendment to section 5.0 "Meal Expenses" would include reimbursing trustees for their actual cost of meals while on official District business in amounts up to \$15.00 for breakfast, \$25.00 for lunch and \$35.00 for dinner, plus gratuities not exceeding 15% of the cost of the meal is reasonable and not excessive.

Claims for reimbursement for meals shall include the following combination: (1) Date incurred, (2) parties participating, (3) purpose of the event, and (4) receipt.

The actual cost of meals except for those included in the cost of the registration shall be subject to the reimbursement policy. The foregoing amounts shall be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for all urban consumers for the Los Angeles Metropolitan Area.

### Exhibits

Resolution Amending Section 5.0 "Meal Policies" of the Compensation, Expense and Reimbursement Policy.

### Fiscal Impact

None

## STAFF REPORT

**TO:** Board of Trustees  
**FROM:** Cindi Beaudet, District Manager  
Steven B. Quintanilla, General Counsel  
**DATE:** September 22, 2017  
**RE:** Resolution Adopting Vacation Leave Policy #3010

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### **Recommendation:**

That the Board of Trustees adopt the attached resolution approving the proposed Vacation Leave Policy.

### **Discussion:**

California law does not require employers to provide their employees with paid or unpaid vacation leave. However, if employers choose to do so, they must comply with certain legal restrictions. The proposed Vacation Leave Policy ("Policy") would allow full-time District employees to take paid vacation leave to allow them to maintain a high standard of mental, emotional and physical coordination, and would establish restrictions governing paid vacation leave in compliance with California labor law.

Paid vacation leave would begin accruing on the date of completion of an employee's first six months of continuous full-time District employment, but eligible employees' entitlement to use paid vacation leave would not commence until the 1<sup>st</sup> day of the six month of continuous full time employment with the District. Part-time, temporary and seasonal employees would not be eligible.

Paid vacation leave would accrue at pursuant to the following accrual schedule:

- Commencing on the 1<sup>st</sup> day of the 7<sup>th</sup> month of employment, an employee shall earn 6.67 hours of paid vacation leave per month.
- Commencing on the 1<sup>st</sup> day of the 5<sup>th</sup> year of employment, an employee shall earn 10 hours of paid vacation leave per month.
- Commencing on the 1<sup>st</sup> day of the 10<sup>th</sup> year of employment, an employee shall earn 12.67 hours of paid vacation leave per month.
- Commencing on the 1<sup>st</sup> day of the 12<sup>th</sup> year of employment, an employee shall earn 13.34 hours of paid vacation leave per month.

There is a cap of 160 work hours (20 work days) on the amount of paid vacation leave that may be accrued by any employee, meaning that once an employee reaches this amount, the employee shall not accrue any further paid leave until the amount is

reduced below the cap.

Employees would be required to use at least one week, and no more than three weeks, of paid vacation leave during any given year of employment. Paid vacation leave must be used in increments of at least two work days. Unused paid vacation leave may be carried over to the next year of employment to the extent the amount of paid vacation leave does not exceed the 20 work day cap.

The rate of pay for paid vacation leave would be the employee's regular pay rate for the workweek for which the leave is taken, or, if paid out upon the employee's separation or termination from the District, at the employee's regular rate at that time. Authorized used paid vacation time would be paid in the next regular pay period after the leave is taken.

No advancements of unearned vacation leave would be permitted. Requests to take paid vacation leave would be required to be submitted in writing at least 10 days in advance, and could be denied for specified reasons such as untimeliness and work duty coverage considerations.

### **Exhibits**

Resolution Adopting Vacation Leave Policy.

### **Fiscal Impact**

Additional expenses relating to payment of employees' salaries while on paid vacation leave and ensuring coverage of said employees' duties while taking such leave.

"N:\TPCD\0001-01\POLICIES\002 - Staff Report re Vacation Leave Policy (09.01.17).docx"

TEMECULA PUBLIC CEMETERY DISTRICT  
POLICY MANUAL

POLICY TITLE: Vacation Leave  
POLICY NUMBER: 3010

3010.1 This paid vacation leave policy applies only to full-time employees. Part-time, temporary and seasonal employees are not entitled to paid vacation leave.

3010.2 The purpose of this vacation leave policy is to provide eligible employees the opportunity to take time off from their job responsibilities in order to maintain a high standard of mental, emotional and physical coordination.

3010.3 Commencing on the date of completion of an employee's first six work months of continuous full-time employment with the District, the employee shall earn a maximum of 6.67 hours of paid vacation leave for each month in which the employee works a full-time eight hour work day, which amounts to a maximum of 80 work hours (10 workdays) per year of employment. However, if the employee has accumulated 160 work hours (20 workdays) of unused paid vacation leave pursuant to this policy for any given year, the employee shall not be entitled to earn any paid vacation leave for that year, until such time the employee reduces his/her total accumulated unused paid vacation leave below the 160 work hours (20 workdays) maximum accumulated limit. At no time shall an employee be entitled to any retroactive paid vacation leave after reducing his/her hours below the maximum accumulated limit.

3010.4 The accrual rates shall change pursuant to the following accrual schedule:

- Commencing on the 1<sup>st</sup> day of the 7<sup>th</sup> month of employment, an employee shall earn 6.67 hours of paid vacation leave per month.
- Commencing on the 1<sup>st</sup> day of the 5<sup>th</sup> year of employment, an employee shall earn 10 hours of paid vacation leave per month.
- Commencing on the 1<sup>st</sup> day of the 10<sup>th</sup> year of employment, an employee shall earn 12.67 hours of paid vacation leave per month.
- Commencing on the 1<sup>st</sup> day of the 12<sup>th</sup> year of employment, an employee shall earn 13.34 hours of paid vacation leave per month.

3010.5 Employees are required to use at least 40 consecutive work hours (one workweek) of paid vacation leave during each year of employment.

3010.6 Employees may not use more than 120 work hours (three workweeks) of paid vacation leave during any given year of employment.

3010.7 Employees may not use more than 120 work hours (three workweeks) of continuous paid vacation leave during any period of time.

3010.8 Employees must use paid vacation leave in minimum increments of two eight-hour workdays.

3010.9 Employees may carry over any unused earned paid vacation leave to the following year of employment provided that the amount of accumulated unused paid vacation leave during that following year will not exceed 160 work hours (20 workdays). After accumulating 160 work hours (20 workdays) of unused paid vacation leave, the employee shall not be entitled to earn any paid vacation leave for that year, until such time the employee reduces his/her total accumulated unused paid vacation leave below the 160 work hours (20 workdays) maximum accumulated limit. At no time shall an employee be entitled to any retroactive paid vacation leave after reducing his/her hours below the maximum accumulated limit.

3010.10 An employee is entitled to use paid vacation leave commencing on the 1<sup>st</sup> day of the six month of continuous full time employment with the District.

3010.11 The rate of pay for paid vacation leave for an employee shall be the same as the employee's regular rate of pay for the workweek in which the paid vacation leave is taken.

3010.12 The rate of pay for the final payment of unused earned paid vacation leave for an employee shall be the same as the employee's regular rate of pay for the workweek at the time of the employee's separation or termination of employment with the District.

3010.13 Employees shall not be entitled to any advancements of paid vacation leave prior to the time such paid vacation leave is duly earned pursuant to this policy.

3010.14 Requests to use paid vacation leave shall be made in writing and submitted to the employee's supervisor at least ten (10) business days in advance.

3010.15 A request to use paid vacation leave may be denied for the following reasons:

- The request was not submitted in a timely manner as set forth in this policy.
- The vacation leave requested will overlap with the vacation plans or other personal time off plans submitted previously by another employee.
- There will be insufficient employee coverage during the vacation leave requested.
- The employee lacks enough earned vacation leave to cover the amount of vacation leave requested.
- The employee has taken 30 or more working days off during the current year of employment for other purposes.
- Part of the paid vacation leave requested falls within three days of a paid holiday.

3010.15 Authorized used paid vacation leave will be paid in the next regular payroll period after the authorized paid vacation leave was taken.

Reference Source: Department of Industrial Relations



LAW OFFICES OF  
QUINTANILLA & ASSOCIATES

Steven B. Quintanilla Robert J. Lee Jennifer A. Mizrahi  
Tuan-Anh D. Vu Benjamin R. Jones Colin D. Kirkpatrick Joseph A. Meeks

September 6, 2017

***TEMECULA PUBLIC CEMETERY DISTRICT  
OFFICE OF THE GENERAL COUNSEL***

Mr. Darell Farnbach  
41403 Bitter Creek Ct.  
Temecula, CA 92591

***Re: Proposed Repair of Memorial Markers in Temecula Public Cemetery***

Dear Mr. Farnbach,

During the August 24, 2017, Temecula Public Cemetery District Board of Trustees meeting, you indicated that you are working with Honor Life to obtain a grant to fund the maintenance and repair of certain memorial markers and monuments at the Temecula Cemetery. You also anticipate that Honor Life will make a decision on the grant in approximately two weeks from the date of the meeting.

The purpose of this letter is to advise all interested persons/parties of the conditions and requirements that the District will impose prior to commencement of any maintenance or repair work performed on the subject markers and monuments by persons/parties not employed or retained by the District. (The District will consider the services provided by Honor Life as volunteer work since the District will not be obligated to pay for their services.)

Prior to commencing any work on any marker or monument in the Cemetery, Honor Life must provide proof that it is legally authorized to transact business and to perform the proposed work in the City of Temecula and the State of California. Honor Life must also enter into a licensing agreement with the District, whereby the District will grant Honor Life a non-exclusive license to enter the Cemetery and perform the subject maintenance and repair work. Under the license agreement, Honor Life will be required to indemnify and hold harmless the District against any claims, demands, etc. related to any work performed by Honor Life. Honor Life will also be required to provide proof of adequate insurance coverage and list the District as an additional insured in said policies. The District's minimum insurance coverages are as follows: (1)

P.O. Box 176  
Rancho Mirage, CA 92270  
Tel. 760.883.1848

6-B



\$1,000,000 commercial general liability insurance, combined single limit for each occurrence, and \$2,000,000 in the aggregate, for bodily injury, personal injury and property damage; and (2) \$1,000,000 in commercial automobile liability insurance, combined single limit for each occurrence, and \$2,000,000 in the aggregate. Honor Life shall also comply with all applicable laws with respect to payment of wages, including prevailing wages *if applicable*.

Additionally, Honor Life will be required to obtain the written consent of each owner of the monuments and markers that will be maintained or repaired by Honor Life. The written consent shall include a waiver and release of any and all claims against the District which may arise from or relate to any of work performed by Honor Life.

In summary, no work shall be performed on any monument or marker until: (1) proof is provided to the District indicating that Honor Life is authorized to do business and perform the subject work in the City of Temecula and the State of California; (2) the District and Honor Life execute a license agreement; (3) Honor Life provides the District with proof of adequate insurance coverage; and (4) the applicable owner's written consent is obtained and provided to the District.

On behalf of the District, I thank you for your genuine concern over the condition of certain monuments and markers at the Temecula Cemetery and please know that the District sincerely appreciates your diligent efforts toward finding a workable solution to this very important challenge.

Please do not hesitate to contact me with any questions or concerns.

Regards,

Law Offices of Quintanilla & Associates



Steven B. Quintanilla, General Legal Counsel

Enclosure: Form Consent Agreement

N:\TPCD\0001-01\LTR\019 - Letter To Farnbach Re Honor Life (09.06.17) (3.23 PM).Docx

**CONSENT AGREEMENT  
FOR REPAIR OF MEMORIAL MARKER  
BY AND BETWEEN  
RAYZIST PHOTOMASK, INC.  
DOING BUSINESS AS HONOR LIFE  
AND**

---

This Consent Agreement for Repair of Memorial Marker ("Agreement") is entered into on \_\_\_\_ \_\_, 2017, by and between Rayzist Photomask, Inc., a California corporation doing business as Honor Life ("Rayzist"), and \_\_\_\_\_ ("Owner") (collectively, the "Parties").

**RECITALS**

**WHEREAS**, Owner is the owner of a memorial monument or marker located in the Temecula Public Cemetery ("Cemetery"), more particularly described as follows: [identify and describe memorial marker] ("Marker"); and

**WHEREAS**, the Marker has fallen into a state of deterioration and disrepair due to exposure to the elements over a period of many years; and

**WHEREAS**, Honor Life, Inc., is a former California corporation that specialized in repair and renovation of cemetery memorial markers and monuments, and that merged into Rayzist in 2010; and

**WHEREAS**, Rayzist operates in the business of repairing and renovating memorial markers under the fictitious business name of Honor Life, and is duly authorized and licensed to perform said work in California; and

**WHEREAS**, Rayzist, under the name Honor Life ("Honor Life"), has received certain grant funding for the sole purpose of undertaking the repair and renovation of certain memorial markers and monuments in the Cemetery; and

**WHEREAS**, Rayzist desires to use a portion of the grant funding to perform the necessary repair and renovation work to restore the Marker; and

**WHEREAS**, Owner desires to allow Rayzist to use said grant funding to perform the necessary repair and renovation work to restore the Marker.

**NOW THEREFORE**, in consideration of the covenants, conditions and promises contained herein and for such other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

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## **AGREEMENT**

### **Section 1.            RECITALS**

The Recitals set forth above are true and correct and are hereby incorporated into this Agreement by this reference as though set forth in full herein.

### **Section 2.            CONSENT TO REPAIR OR REPLACE MARKER**

A.     Owner hereby consents to Rayzist performing any and all work necessary to repair and restore the Marker to a clean and structurally sound condition that mirrors the original condition of the Marker as closely as possible.

B.     If restoring the Marker to a structurally sound condition is not possible, Owner consents to Rayzist replacing the Marker with a new marker that is structurally sound and that replicates the design, quality and craftsmanship of the Marker as closely as possible.

### **Section 3.            DAMAGE TO MARKER OR OTHER PROPERTY**

Rayzist hereby represents and warrants to Owner that, in the event the Marker or any other personal property of Owner is damaged or destroyed as a result of any work performed by Rayzist on Cemetery grounds, Rayzist shall bear responsibility for the cost of repair or replacement of said property, as applicable.

### **Section 4.            RELEASE AND WAIVER**

Owner hereby releases and waives all rights and claims that Owner may have against the Temecula Public Cemetery District ("District") or its officials, employees, agents or representatives, to pursue any actions, suits, proceedings, claims, demands, losses, judgments and costs and expenses of every type and description, including settlement costs, legal costs and attorneys' fees, resulting from or arising out of or relating in any way, directly or indirectly, to any personal injury, damage to property, or other liability arising from or relating to Rayzist's repair, renovation, restoration, or replacement of the Marker, and any and all work done in connection therewith.

### **Section 5.            CIVIL CODE SECTION 1542.**

Owner expressly waives any and all rights and benefits conferred upon Owner by the provisions of Section 1542 of the California Civil Code which reads as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

Except as otherwise provided herein, this waiver shall be effective as a bar to any and all actions, fees, damages, losses, claims, liabilities and demands of whatsoever character, nature and kind that are known or unknown, or suspected or unsuspected, and Owner hereby represents that Owner understands this waiver and that if Owner does not understand this waiver, Owner shall seek the advice of a qualified attorney before executing this Agreement.

\_\_\_\_\_  
Owner Initials

**Section 6.                    MODIFICATIONS AND AMENDMENTS**

This Agreement shall be modified or amended only by a written instrument signed by both Parties. Without limiting the generality of the foregoing, no modification or amendment that purports to remove or alter the provisions of this Agreement relating to the release and waiver of claims against the District shall be valid.

**Section 7.                    SEVERABILITY**

If any one or more of the sentences, clauses, paragraphs or sections contained herein is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate any of the remaining sentences, clauses, paragraphs or sections contained herein.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed as of the dates written above.

<b>RAYZIST PHOTOMASK, INC.</b>  <hr/> <b>By: [Name, Title]</b>	<b>OWNER</b>  <hr/> <b>[Name]</b>
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"N:\TPCD\0001-01\LTR\019 - Consent Agreement (Honor Life & Marker Owners) (form) (09.04.17).docx"

6-B

September 11, 2017

Curtis Maggard  
29637 Via Mondo  
Temecula, CA 92592

RE: Subject of Tree Removal

Dear Mr. Maggard,

The Temecula Public Cemetery Board of Trustees reviewed your letter at our regular monthly board meeting on Thursday, August 24, 2017. We walked the area in question and contacted Susan Puma with Puma Landscape Design to review the concerns expressed in your letter. Ms. Puma was the landscape designer the cemetery used in 2013 when we were planning our 5 year renovation and beautification project for the cemetery.

I've attached a copy of her thoughtful and thorough comments regarding your concerns. In addition, a copy of the letter dated May 10, 2013 that was provided to the Rancho Highlands HOA is provided. The Rancho Highlands HOA was satisfied with the landscape plan in 2013 and we proceeded with planting per plan specifications.

The board has reviewed your letter and discussed it with a professional landscape designer and we feel no changes are necessary at this time.

Sincerely,



Rosie Vanderhaak  
Chair  
Temecula Public Cemetery Board of Trustees  
41911 C. Street  
Temecula, CA 92592

b-c

**Temecula Public Cemetery District**

**Trustee Vanderhaak, Board Chair**

(Emailed to: Cindi Beaudet, General Manager 8/16/17)

Submission: Board of Directors Meeting – August 17, 2017

**Subject: Consideration of Tree Removal**

Trustees,

We are adjacent neighbors immediately to the North side of the Cemetery at 29637 Via Mondo Street within Rancho Highlands Community and have lived there since 1997. We have never had any complaints with the cemetery and in fact have been quite respectful of your operations there. We always take care to recognize funerals in progress before operating any type of yard work involving powered equipment or any other type of distracting activities.

A couple of years ago there were small trees planted against the community wall that we find problematic for the following reasons:

- The planting layout is too close to the wall and will potentially cause structural issues once matured – note that the wall is foam construction block inside
- The planting layout has the trees too close together
- These trees will block our sky line view from our patio
- The trees keep leaning over, most often against the wall, which have been re-staked multiple times, at the time of this letter this is still the status
- Pine trees cause issues for my wife's allergy symptom, hence this is why we removed (3) large pines in our yard (2) years ago as some considerable expense
- Most all of the neighbors along the cemetery side of Via Mondo are displeased with the planting of these trees – there has been discussions about bringing a petition to Rancho Highlands Community Association on this matter
- It is also noted that this type of planting was not done elsewhere in the cemetery against community walls

The Board of Director's consideration to remove or modify the tree planting is our request at this time.

Thank you for your review on this matter and I look forward to your response.

Regards,



Curtis Maggard

29637 Via Mondo, Temecula, CA 92592

6-C

September 6, 22017

Rosie Vanderhaak, Trustee and Board Chair  
Temecula Public Cemetery  
Temecula, California

Dear Ms. Vanderhaak,

It was a pleasure to meet with you and Ms. Beaudet last week to consider the concerns one of your neighbors, Mr. Curtis Maggard, has regarding the Canary Island pines planted on cemetery property adjacent to his back yard. I hope that the information I can provide will allay his concerns. I will address only those issues, as set forth in his recent email letter to you, dated August 16, 2017 of which I have some professional knowledge.

1. *"The planting layout is too close to the wall and will potentially cause structural issues once matured."* This was also a concern expressed by the neighborhood HOA, of which Mr. Maggard is a member, when the cemetery landscape design plan was initially presented to them in 2013. In answer, I wrote an informational letter addressing those concerns. The HOA was then satisfied the landscape plan could go ahead as designed. A copy of the letter is attached.

2. & 3. *"The planting layout has the trees too close together. These trees will block our skyline view from our patio."* The Canary Island pine is columnar in shape and grows naturally tall and straight. Unlike most other conifers, their width at maturity is only about a quarter of their height and can be minimized even further, if desired, by pruning. The Canary Island pine also has a more open growth habit than other pines. Instead of dense lateral branches, these trees naturally have large spaces between branch tiers. The pines at the cemetery were planted in groups of three and two, or singly with large spaces in between the groups. The section next to the wall in question has a group of three pines on the west end, of which two are directly behind Mr. Maggard's wall. The other is on neighboring property. Additionally, there is a single pine near the middle of the wall and two pines at the east end of the wall. There is approximately 25 feet between the groupings. Given the ample space between plantings and the more open nature of the Canary Island pine's growth habit, I feel that the skyline view from Mr. Maggard's patio will not be substantially blocked when the cemetery landscape is mature.

4. *The trees keep leaning over, most often against the wall, which have been re-staked multiple times.* It appears that the only tree that is noticeably leaning is the single pine in the middle of the common wall. The problem seems to be it is planted on a slope and, combined with the prevailing wind, has become more prone to lean than normal. With proper staking this issue can be easily resolved. As the tree matures it will no longer need to be staked and will maintain its straight conical shape.

6-C



5. *Pine trees cause issues for my wife's allergy symptoms.* This issue is out of my sphere of expertise. However, I did find an interesting article online, which I have attached, that may provide some understanding.

I know that it is important to everyone on the Cemetery Board that all the issues brought to your attention by Mr. Maggard be thoughtfully considered. I hope I have helped in that consideration.

Kind regards,

*Susan W. Puma*

Susan W. Puma  
Puma Landscape Design

6C

May 10, 2013

Cindi Beaudet, manager  
Temecula Public Cemetery  
41911 C Street  
Temecula, CA 92592

Dear Cindi,

Thank you for your phone message regarding the landscape concerns expressed by your neighboring HOA. As I understand, those concerns focus primarily on the Canary Island pines (*Pinus canariensis*), planted within three feet of the north cemetery wall that is shared with HOA properties, and the possible damage that their roots may cause to that wall.

Here is some information with photos that I believe will allay the concerns of the HOA. Canary Island Pines are ubiquitous in Southern California. In Temecula they can be seen in both commercial and residential properties, planted quite near foundations, sidewalks and curbs. They are frequently used as street trees and in narrow median plantings in main thoroughfares, such as Jefferson and Winchester Roads. They are the large tree of choice because of their beauty, suitability to local climate, and low potential for root-caused damage to walls, pavement and foundations.

The Canary Island pine has two or more large taproots that grow straight down into the soil. For this reason the Urban Forest Ecosystems Institute recommends them as good street tree with low incidence of damage to walls, sidewalks or curbs. See photos below.



b-c



The City of Temecula planted a grove of Canary Island pines at the Public Library on Pauba Road. Many of those trees are within three feet of foundations, pavement or walls as shown in the photos below.



I hope the information presented as well as the photos will help in your discussion with the neighboring HOA. It is my view that the large deciduous and palm trees on HOA property present a greater risk of root damage to the existing wall than the Canary Island pines. If I may be of further assistance to you in this matter, please let me know.

Kind regards,

Susan W. Puma  
Puma Landscape Design

6-C

## **Pine tree & pollen allergies**

Written by Brenda Priddy | 13/05/2017

Pine allergies cause typical allergy symptoms in many people. Pine may cause a runny nose, stuffy head or itchy eyes. There are two main causes of pine allergies. One allergy is caused by pine pollen or another area of the pine. The other allergy is not caused by the pine itself but is an allergy to mould present on a pine tree.

### **Description**

Pine tree allergies are caused by two different irritants. The most common irritant is the allergy to small spores of mould that develop on the bark of the tree. This allergy is most apparent during winter, when pine trees are brought indoors. The habit of watering cut trees creates the ideal environment for mould spores to grow. The second irritant and cause of allergies is an allergy to the pine itself, either the smell, needles, sap, pollen or bark. This allergy is much rarer.

### **Misconceptions**

Many people who believe they are allergic to the pine, are actually allergic to the mould spores that the tree can harbour in wet conditions. The easiest way to determine whether a person is allergic to pine or the mould is to consult with a doctor. The symptoms of a true pine allergy and the mould allergy are nearly identical, so it can be extremely difficult to identify the real allergy.

### **Pine Pollen**

Pine pollen allergy symptoms generally appear in spring. Spring is when pine trees produce most of their pollen, and it is the pollen that triggers most pine allergies. However, pine pollen is heavy, and it falls straight down, which prevents it from floating through the air and irritating the nose and eyes. If you do not seem to be bothered by pine during spring but are bothered by it at other times of the year, then it is likely that you are allergic to the mould and not the pine itself.

### **Mold Spores**

Mold spores gather in the bark and needles of a pine tree during wet conditions. This can occur in any season, but it is most noticeable during winter, when a large portion of pine trees are brought indoors and into stores. Mold growth is encouraged by the frequent watering that cut pine trees receive to keep them green throughout the holiday season.

September 5, 2017

Ms. Rosie Vanderhaak  
Board President  
Temecula Public Cemetery District  
41911 C Street  
Temecula, California 92592

Dear Ms. Vanderhaak:

On behalf of the Board of Directors of Special District Risk Management Authority (SDRMA) and our members I want to personally thank the Temecula Public Cemetery District for nominating Cindi Beaudet as a candidate for SDRMA's Board of Directors.

Ballots were opened and counted on Wednesday, August 30, 2017 in accordance with SDRMA election guidelines. The four candidates receiving the highest number of votes were elected to serve on SDRMA's Board of Directors. Unfortunately, Ms. Beaudet was not one of the candidates elected to serve on SDRMA's Board of Directors.

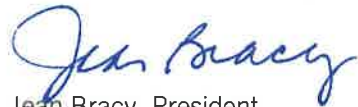
A total of seven candidates were nominated for four director seats. Following are the election results in order by number of votes received (**director-elect in bold**):

1. Mike Scheafer, Costa Mesa Sanitary District
2. Jean Bracy, Mojave Desert Air Quality Management District
3. David Aranda, Mountain Meadows Community Services District
4. **Timothy Unruh**, Kern County Cemetery District No. 1

Again, we thank the Temecula Public Cemetery District for its participation and commitment to SDRMA.

*Please Note: We will officially announce the election results at the SDRMA Annual Breakfast Meeting on Wednesday, September 27 during the CSDA annual conference.*

Sincerely,  
Special District Risk Management Authority



Jean Bracy, President  
Board of Directors

6-D

## Electronic Recycling

On Saturday September 9<sup>th</sup> I dropped all electronic items off to an electronic recycling truck located in the Albertsons parking lot on the corner of Rancho California and Margarita in Temecula. Although I was not directed to get a receipt I asked for one and the gentlemen working the site told me they do not give out receipts. He said that they just get your email if you drop off any televisions. Attached is a picture of the banner that was located on the corner of Rancho California and Margarita.

- Laptop
- DVR
- Irrigation clock
- 3 Printers
- Scanner
- 2 Fax machines
- 3 Keyboards

Surplused





## Joe Sands

---

**From:** Jason Weber <jweber@govdeals.com>  
**Sent:** Thursday, September 14, 2017 4:06 PM  
**To:** Joe Sands  
**Subject:** RE: surplus mowers

Hi Joe,

Thanks for the email. Sorry your previous one didn't seem to make it to me. I did some quick research and have included some links below to similar items we have sold in the past for your review. Provided both of these units run, here are my thoughts. In regards to the Kubota, the 54" deck does not seem to be as popular as the 60" but the unit looks to be in good shape and based on similar model sales, I would conservatively expect this one to sell for somewhere between 3-5K.

As far as the Deere, I can only find one of that particular model that we have sold in the past 12 months as listed below. I looked around at some other sites and would conservatively put this one at somewhere between \$700-\$950 based on what I'm seeing. As I explained to Cindi, we can put a minimum price on these and see how close we get as well. I think we can definitely get you guys what they're worth though. Let me if I can do anything else.

[Kubota](#)

[John Deere](#)

Regards,

Jason Weber  
CA/NV Representative | [GovDeals.com](#)  
[jweber@govdeals.com](mailto:jweber@govdeals.com) | (310)600-3651

**From:** Joe Sands [<mailto:Joe@temeculacemetery.org>]  
**Sent:** Thursday, September 14, 2017 3:33 PM  
**To:** Jason Weber <[jweber@govdeals.com](mailto:jweber@govdeals.com)>  
**Subject:** surplus mowers

Hey Jason. My name is Joe Sands and I work with Cindi Beaudet here at the Temecula Cemetery. She wanted me to send you some pictures and info on the two mowers.

I don't have too much info on the John Deere but let me know if there is any other info you need on either of them. I do know the Kubota is a 2008



**Temecula Public Cemetery District**  
**Balance Sheet**  
As of August 31, 2017

	Aug 31, 17	Aug 31, 16	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
101100 · US Bank Checking	43,463.61	61,892.36	
101200 · US Bank Payroll	677.20	430.59	
101300 · U.S. Wash Account	20,426.92	51,946.30	
101100C · Cash -Accumulative Outlay Fund	1,571,942.87	995,406.85	
101100E · Cash - Endowment Fund	106,761.93	156,301.41	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	793,982.99	1,057,696.34	
<b>Total Checking/Savings</b>	<b>2,537,435.52</b>	<b>2,323,853.85</b>	<b>213,581.67</b>
<b>Accounts Receivable</b>			
201125 · Accounts Receivable	0.00	-10,700.00	
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>-10,700.00</b>	<b>10,700.00</b>
<b>Other Current Assets</b>			
116200 · Insurance Reimbursement Rec	6,100.00	0.00	
<b>102000 · Wells Fargo Investments</b>			
102010 · Wells Fargo Endowment Care	1,771,320.35	1,571,585.99	
102020 · Wells Fargo Endowment Interest	628,414.57	594,106.03	
<b>Total 102000 · Wells Fargo Investments</b>	<b>2,399,734.92</b>	<b>2,165,692.02</b>	<b>234,042.90</b>
112011 · Inventory Asset	36,755.00	40,171.00	
102100 · Taxes Receivable	10,418.07	0.00	
100499 · Revenues to Deposit with County	23,175.00	5,000.00	
<b>116100 · Interest Receivable</b>			
116100P · Interest Receivable - End Prin	4,770.26	4,146.50	
116100I · Interest Receivable - End Int	1,422.42	1,504.27	
<b>Total 116100 · Interest Receivable</b>	<b>6,192.68</b>	<b>5,650.77</b>	<b>541.91</b>
117000 · PrePaid Expenses	22,359.64	16,409.31	5,950.33
<b>Total Other Current Assets</b>	<b>2,504,735.31</b>	<b>2,232,923.10</b>	<b>271,812.21</b>
<b>Total Current Assets</b>	<b>5,042,170.83</b>	<b>4,546,076.95</b>	<b>496,093.88</b>

7-A

**Temecula Public Cemetery District**  
**Balance Sheet**  
 As of August 31, 2017

	Aug 31, 17	Aug 31, 16	\$ Change
<b>Fixed Assets</b>			
191000 · Future Cemetery Property	2,587,875.17	2,603,180.82	
191100 · Buildings and Improvements	245,026.07	245,026.07	
191400 · Structures and Improvements	378,338.03	372,558.03	
191500 · Equipment	178,031.48	175,209.42	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	9,190.00	9,190.00	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-87,179.99	-74,928.68	
198400 · Accumulated Depr - Struct/Imp	-177,687.85	-160,394.52	
198500 · Accum Depr - Equipment	-147,102.12	-133,552.01	
198800 · Accum Depr- Grnd Imp	-1,148.75	-689.25	
198900 · Accum Depr-Pav 15	-15,348.02	-8,170.02	
<b>Total Fixed Assets</b>	<b>3,191,115.04</b>	<b>3,248,550.88</b>	<b>-57,435.84</b>
<b>TOTAL ASSETS</b>	<b>8,233,285.87</b>	<b>7,794,627.83</b>	<b>438,658.04</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
201100 · Accounts Payable	12,170.39	4,497.98	
<b>Total Accounts Payable</b>	<b>12,170.39</b>	<b>4,497.98</b>	<b>7,672.41</b>
<b>Other Current Liabilities</b>			
212200 · Accrued Vacation Pay	12,155.92	16,079.61	
<b>Total Other Current Liabilities</b>	<b>12,155.92</b>	<b>16,079.61</b>	<b>-3,923.69</b>
<b>Total Current Liabilities</b>	<b>24,326.31</b>	<b>20,577.59</b>	<b>3,748.72</b>
<b>Total Liabilities</b>	<b>24,326.31</b>	<b>20,577.59</b>	<b>3,748.72</b>

7-A

Temecula Public Cemetery District  
**Balance Sheet**  
As of August 31, 2017

	<u>Aug 31, 17</u>	<u>Aug 31, 16</u>	<u>\$ Change</u>
<b>Equity</b>			
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	986,249.86	572,742.66	
Net Income	5,437.64	-15,964.48	
<b>Total Equity</b>	<u>8,208,959.56</u>	<u>7,774,050.24</u>	<u>434,909.32</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>8,233,285.87</u></u>	<u><u>7,794,627.83</u></u>	<u><u>438,658.04</u></u>

7-A

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 August 2017

Ordinary Income/Expense	Jul - Aug 17	YTD Budget	Annual Budget
<b>Income</b>			
<b>700001 · Property Taxes</b>			
700020 · Prop Tax Current Secured	0.00	0.00	548,000.00
701020 · Prop Tax Current Unsecured	0.00	0.00	23,000.00
703000 · Prop Tax Prior Unsecured	0.00	0.00	1,000.00
704000 · Prop Tax Curr Supplemental	0.00	0.00	3,000.00
705000 · Prop Tax Prior Supplemental	0.00	0.00	2,000.00
706000 · Teeter Settlement	0.00	0.00	11,000.00
752800 · CA-Homeowners Tax Relief	0.00	0.00	6,000.00
770100 · Property Tax - SBE	0.00	0.00	5,000.00
<b>Total 700001 · Property Taxes</b>	<b>0.00</b>	<b>0.00</b>	<b>599,000.00</b>
<b>740020 · Interest and Dividend Income</b>			
740020G · Interest on General Fnd at Cnty	0.00	0.00	5,000.00
740020E · Interest on Endow Fnd at County	0.00	0.00	500.00
740020O · Interest on ACO at County	0.00	0.00	5,000.00
740021 · Interest - Wells Fargo Advisors	6,663.48	5,834.00	35,000.00
740022 · Dividend Income - WFA	1,042.88	916.00	5,500.00
<b>Total 740020 · Interest and Dividend Income</b>	<b>7,706.36</b>	<b>6,750.00</b>	<b>51,000.00</b>
<b>770001 · Other Revenue</b>			
770100E · Endowment	38,675.00	20,000.00	120,000.00
777030 · Marker Setting	1,200.00	1,666.00	10,000.00
777040 · Open, Close Fees	4,200.00	6,000.00	36,000.00
777520 · Sale of Lots	10,000.00	9,166.00	55,000.00
777530 · Cremation	4,700.00	1,334.00	8,000.00
777600 · Cenotaph	0.00	84.00	500.00
780160 · Vaults, Flower Vases, etc.	805.00	1,916.00	11,500.00
781360 · Other Misc. Revenue	0.00		
<b>Total 770001 · Other Revenue</b>	<b>59,580.00</b>	<b>40,166.00</b>	<b>241,000.00</b>
<b>Total Income</b>	<b>67,286.36</b>	<b>46,916.00</b>	<b>891,000.00</b>
<b>Gross Profit</b>	<b>67,286.36</b>	<b>46,916.00</b>	<b>891,000.00</b>

7-B

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 August 2017

Expense	Jul - Aug 17	YTD Budget	Annual Budget
<b>510000 · Salaries and Employee Benefits</b>			
<b>510040T · Regular Salaries.</b>			
510040 · Regular Salaries	25,490.88	36,166.00	217,000.00
510330 · Year End Bonuses	0.00	584.00	3,500.00
515100 · Life Insurance Policy	71.28	80.00	480.00
518080 · Auto Allowance	165.00	434.00	2,600.00
<b>Total 510040T · Regular Salaries.</b>	<b>25,727.16</b>	<b>37,264.00</b>	<b>223,580.00</b>
<b>513000T · Retirement - Miscellaneous</b>			
518000 · Employer Contributions-457	874.23	2,250.00	13,500.00
551000 · Employee Contributions	-383.76		
<b>Total 513000T · Retirement - Miscellaneous</b>	<b>490.47</b>	<b>2,250.00</b>	<b>13,500.00</b>
<b>513120T · Retirement - Social Security</b>			
513120 · Social Security	1,648.63	2,416.00	14,500.00
513140 · Medicare Tax	385.56	550.00	3,300.00
<b>Total 513120T · Retirement - Social Security</b>	<b>2,034.19</b>	<b>2,966.00</b>	<b>17,800.00</b>
<b>515080T · Health Insurance (eer share)</b>			
515081 · Health Insurance	10,701.29	12,500.00	75,000.00
515082 · Vision Insurance	236.15	184.00	1,100.00
515083 · Dental Insurance	886.84	950.00	5,700.00
<b>Total 515080T · Health Insurance (eer share)</b>	<b>11,824.28</b>	<b>13,634.00</b>	<b>81,800.00</b>
<b>515260T · Unemployment Insurance</b>			
517000 · Workers Comp Insurance	2,282.34	2,284.00	13,700.00
515060 · State Unemployment Ins EDD	0.00	166.00	1,000.00
513130 · CA SUI	474.21	500.00	3,000.00
<b>Total 515260T · Unemployment Insurance</b>	<b>2,756.55</b>	<b>2,950.00</b>	<b>17,700.00</b>
<b>Total 510000 · Salaries and Employee Benefits</b>	<b>42,832.65</b>	<b>59,064.00</b>	<b>354,380.00</b>
<b>520000 · Services and Supplies</b>			
<b>529540T · Utilities</b>			
520320 · Telephone Service	247.95	516.00	3,100.00
520845 · Trash	506.84	500.00	3,000.00
529500 · Electricity	999.73	916.00	5,500.00
<b>Total 529540T · Utilities</b>	<b>1,754.52</b>	<b>1,932.00</b>	<b>11,600.00</b>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 August 2017

	Jul - Aug 17	YTD Budget	Annual Budget
<b>524520T · Administrative Expenses</b>			
518160 · Board Stipend	1,100.00	1,584.00	9,500.00
520115 · Uniforms - Replacement Clothing	90.74	400.00	2,400.00
520230 · Cellular Phone	498.61	700.00	4,200.00
520240 · Answering Service	425.30	466.00	2,800.00
520705 · Food	449.42	200.00	1,200.00
520930 · Insurance - Liability	1,421.54	1,434.00	8,600.00
523100 · Memberships	907.00	416.00	2,500.00
523290 · Bank Charges	42.00	58.00	350.00
523621 · Subscriptions	0.00	66.00	400.00
523660 · Computer Service	122.66	1,250.00	7,500.00
523700 · Office Supplies	0.00	466.00	2,800.00
523720 · Photocopies	575.70	450.00	2,700.00
523760 · Postage/Mailing	98.00	166.00	1,000.00
523840 · Computer Equipment/Software	116.15	666.00	4,000.00
524500 · Admin Support	0.00	0.00	0.00
524520 · County Journal Recording	28.14	416.00	2,500.00
524530 · Storage Fees	244.00	126.00	750.00
524540 · Payroll Processing Services	539.99	584.00	3,500.00
524560 · Auditing	0.00	2,000.00	12,000.00
524561 · Accounting	1,350.00	1,166.00	7,000.00
524566 · Temp for e-File	0.00	1,666.00	10,000.00
524800 · Drug Testing/Pre-Employment	0.00	66.00	400.00
525025 · Legal - General Counsel	0.00	8,334.00	50,000.00
525030 · Paychex HR Support	828.30	834.00	5,000.00
526420 · Advertising	0.00	250.00	1,500.00
527280 · Awards/Recognition	0.00	150.00	900.00
527880 · Training/ Staff	0.00	584.00	3,500.00
528140 · Conferences and Meetings	4,850.13	5,834.00	35,000.00
528980 · Meals	246.79	334.00	2,000.00
528990 · Semi-Annual Team Dinner	0.00	584.00	3,500.00
529040 · Private Mileage Reimbursement	296.31	416.00	2,500.00
529050 · Website	100.00	334.00	2,000.00
529550 · Water	337.19	250.00	1,500.00
<b>Total 524520T · Administrative Expenses</b>	<b>14,667.97</b>	<b>32,250.00</b>	<b>193,500.00</b>

7-B

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 August 2017

	Jul - Aug 17	YTD Budget	Annual Budget
<b>524500T · Operational Expenses.</b>			
520015 · Irrigation Supplies	0.00	0.00	0.00
521420 · Maint-Field Equipment	295.00	1,666.00	10,000.00
522310 · Maint-Building Improvements	0.00	416.00	2,500.00
522320 · Maint - Grounds	1,165.53	1,666.00	10,000.00
522360 · Maintenance-Extermination	946.00	1,000.00	6,000.00
523250 · Repurchase	800.00	416.00	2,500.00
523790 · Flower Sale Expense	0.00	0.00	0.00
523800 · Engraving Expense	190.00	250.00	1,500.00
525320 · Security Guard Services	0.00	42.00	250.00
525600 · Security	858.15	416.00	2,500.00
527100 · Fuel	493.18	584.00	3,500.00
527180 · Operational Supplies	1,640.82	2,334.00	14,000.00
528020 · Inventory	1,686.83	1,166.00	7,000.00
<b>Total 524500T · Operational Expenses.</b>	<b>8,075.51</b>	<b>9,956.00</b>	<b>59,750.00</b>
<b>Total 520000 · Services and Supplies</b>	<b>24,498.00</b>	<b>44,138.00</b>	<b>264,850.00</b>
<b>530000 · Other Charges</b>			
530100 · Miscellaneous non-operating exp	503.96	416.00	2,500.00
<b>Total 530000 · Other Charges</b>	<b>503.96</b>	<b>416.00</b>	<b>2,500.00</b>
<b>540000 · Capital Assets</b>			
<b>542060T · Cemetery Grounds</b>			
542040 · - Buildings, Capital Projects	0.00	1,000.00	6,000.00
542060 · Improvements -Building	1,780.00	1,166.00	7,000.00
542065 · Tree Renovaton	0.00	584.00	3,500.00
542075 · Grounds Improvements	0.00	2,500.00	15,000.00
548300 · Office Renovation	3,079.00	1,000.00	6,000.00
<b>Total 542060T · Cemetery Grounds</b>	<b>4,859.00</b>	<b>6,250.00</b>	<b>37,500.00</b>
<b>540040T · Land, Purchase of Land</b>			
540042 · Future Cemetery Property	500.00	33,334.00	200,000.00
<b>Total 540040T · Land, Purchase of Land</b>	<b>500.00</b>	<b>33,334.00</b>	<b>200,000.00</b>
<b>546020T · Equipment, etc</b>			
542070 · Well Motor	0.00	834.00	5,000.00
546020 · Equipment - Automitive	0.00	1,334.00	8,000.00
546240 · Mapping Software	0.00	1,666.00	10,000.00
<b>Total 546020T · Equipment, etc</b>	<b>0.00</b>	<b>3,834.00</b>	<b>23,000.00</b>

7-B

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 August 2017

	Jul - Aug 17	YTD Budget	Annual Budget
Total 540000 · Capital Assets	5,359.00	43,418.00	260,500.00
551100G · Contrib to Other Funds - Gen	0.00	20,084.00	120,500.00
551100E · Contrib to Other Funds - Endow	0.00	24,796.00	148,770.00
<b>Total Expense</b>	<b>73,193.61</b>	<b>191,916.00</b>	<b>1,151,500.00</b>
<b>Net Ordinary Income</b>	<b>-5,907.25</b>	<b>-145,000.00</b>	<b>-260,500.00</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
731000 · Realized Gain (Loss) on Invest	0.00	0.00	0.00
731100 · Unrealized Gain (Loss) on Invest	11,344.89	0.00	0.00
<b>Total Other Income</b>	<b>11,344.89</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>11,344.89</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>5,437.64</b>	<b>-145,000.00</b>	<b>-260,500.00</b>

7-B





**SNAPSHOT**  
**TEMECULA PUBLIC CEMETERY DIST**  
**ENDOWMENT INTEREST**

AUGUST 1, 2017 - AUGUST 31, 2017  
 ACCOUNT NUMBER: 5559-0516

**Progress summary**

	THIS PERIOD	THIS YEAR
<b>Opening value</b>	<b>\$621,026.88</b>	<b>\$595,798.48</b>
Cash deposited	4,259.13	20,074.85
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	3,128.56	12,541.24
<b>Closing value</b>	<b>\$628,414.57</b>	<b>\$628,414.57</b>

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**

ASSETS	ASSET TYPE	PREVIOUS VALUE ON JUL 31	%	CURRENT VALUE ON AUG 31	%	ESTIMATED ANN. INCOME
Cash and sweep balances		16,377.77	2.64	22,380.91	3.56	11
Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
Fixed income securities		490,061.70	78.91	490,683.70	78.08	9,405
Mutual funds		114,587.41	18.45	115,349.96	18.36	1,934
<b>Asset value</b>		<b>\$621,026.88</b>	<b>100%</b>	<b>\$628,414.57</b>	<b>100%</b>	<b>\$11,350</b>

7-C



# SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST  
ENDOWMENT PRINCIPAL**

AUGUST 1, 2017 - AUGUST 31, 2017  
ACCOUNT NUMBER: 5397-7799

## Progress summary

	THIS PERIOD	THIS YEAR
<b>Opening value</b>	<b>\$1,766,182.74</b>	<b>\$1,544,983.49</b>
Cash deposited	0.00	205,910.00
Securities deposited	0.00	0.00
Cash withdrawn	-4,259.13	-19,349.99
Securities withdrawn	0.00	0.00
Change in value	9,396.74	39,776.85
<b>Closing value</b>	<b>\$1,771,320.35</b>	<b>\$1,771,320.35</b>

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## Portfolio summary

ASSETS	ASSET TYPE	PREVIOUS VALUE ON JUL 31	%	CURRENT VALUE ON AUG 31	%	ESTIMATED ANN. INCOME
Cash and sweep balances		11,771.91	0.67	62,534.05	3.53	31
Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
Fixed income securities		1,507,566.19	85.36	1,460,558.97	82.46	30,516
Mutual funds		246,844.64	13.98	248,227.33	14.01	4,117
<b>Asset value</b>		<b>\$1,766,182.74</b>	<b>100%</b>	<b>\$1,771,320.35</b>	<b>100%</b>	<b>\$34,664</b>

7-C

Monthly Revenues  
July 2017-June 2018

<u>FYE 06/30/18</u>	<u>July</u>	<u>August</u>
Single	6,000.00	2,000.00
Single End	10,000.00	3,000.00
Single/Dual	-	-
S/D End	-	-
Dual	-	4,000.00
Dual End	1,000.00	3,000.00
Collum	1,500.00	1,000.00
Colum End	4,600.00	2,400.00
cenotaph	-	-
Ground Crem	200.00	1,000.00
G Crem End	1,000.00	5,000.00
O/C -B	2,200.00	-
O/C/-C	1,300.00	700.00
Vault	-	-
Crem Vase	123.04	123.04
Grave Vase	42.00	64.50
Set Fee	800.00	400.00
Niche	-	-
Non-Res	7,500.00	-
Disinter	-	-
Graveside	500.00	-
Engraving	450.00	225.00
Misc	-	-
Handling	-	-
Taxes	13.52	15.48
Labor	176.44	246.98
<b>Total</b>	<b>37,405.00</b>	<b>23,175.00</b>

Cemetery Property  
Fiscal Year 2017-2018

	Jul	Aug
<b>FYE 06/30/18</b>		
Dual Lower	269	269
Dual Upper	404	402
Dual/ Single	61	61
Singles	159	157
Cr Estates	N/A	N/A
Gr. Cremation	43	38
Hexagon Wall	1	
Tier 1	0	0
Tier 2	0	0
Tier 3	5	3
Tier 4	20	20
Tier 5	18	18
Cenotaph	48	48
Ossuary	334	334
Cremation Benches	9	9

8-B

# August 2017 Burial Depletion Sales

## Pre-Need

Single Lots	2
Dual Lots	2
Wall	1
Cremation Ground	4

## At Need

Single Lots	
Dual Lots	
Wall	1
Cremation Ground	1

# August 2017

August 2017

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

September 2017

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 30	31	Aug 1	2	3	4	5
		Storm Damage		9:00am 12:00pm Linda in	Ricky's Last Day	
6	7	8	9	10	11	12
					Cindi doctor appt in a Kriston 12:30 C Michelle out	
13	14	15	16	17	18	19
			Chamber Mixer			
				Cindi Out	Johnson 1:00 C	
20	21	22	23	24	25	26
			Bette Barnes 1:00 Cindi Doctor Appt			
				Board Meeting		
27	28	29	30	31	Sep 1	2
		Cindi Jury Duty				
				Strauss 8:30 appt		

D-18

## Foreman Reports

### Upright Monuments

- Met with Mark Heddy on Wednesday September 13<sup>th</sup> to go over the scope of work. He told me that the historical society did not get the grant they were hoping for but that they were able to come up with the funds to fix the monuments. He said he will be contacting me to schedule the work in the next couple weeks. He had to order a few foundations for a couple of the monuments.