

TEMECULA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

41911 C STREET  
TEMECULA, CALIFORNIA 92592

February 21, 2019

8:00 a.m.

**AGENDA**

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

**Motions To Excuse:** None

**Visitors:** None

**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. Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Case name unspecified: (Disclosure of Case Name May Jeopardize Existing Settlement Negotiations)

#### B. **Closed Session Announcement**

#### 5. **Consent Calendar**

All matters on the Consent Calendar are considered routine and may all be approved by one motion. Any member of the Board or the public may request an item be removed from the Consent Calendar for discussion or separate action. Unless otherwise specified in the request to remove an item from the Consent Calendar, all items shall be considered immediately following action on the remaining items on the Consent Calendar.

#### A. **Approval of Minutes**

*Recommendation:* That the Board approve the minutes of the Regular Board Meeting of January 17, 2019.

#### B. **Approval of Check Registers**

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

#### C. **Approval of Bookkeeper Report**

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

## 6. Action Items

### A. Policy Draft: Employee Standards of Conduct

*Recommendation:* That the Trustees review

### B. Local Area Meeting/ CAPC / April 18, 2019

*Recommendation:* That the BOT review the letter, open up for discussion.

### C. SDRMA, Notification of Nominations

*Recommendation:* That the BOT discuss in the open meeting if any of the Trustees are interested in running for office.

## 7. Financial Report

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

## 8. General Managers Reports

- A. January 2019 Revenues
- B. January 2019 Plot Inventories
- C. January Depletion
- D. Cem-Safe/ Cem-Sites mapping report

## 9. General Counsel Reports

## **10. Fiscal Year 2018-2019 Subcommittee's**

- A. 52 acre Cemetery Property (Dugan, Qualm)
- B. Landscape Plan (Vanderhaak, Reese)
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Vanderhaak, Dugan)
- E. Conference Liaison (Vanderhaak, Qualm)
- F. Policies (Dugan, Reese)
- G. Trustee Dugan to review with BOT approved policy # 1025, Purpose of Board Policies
- H. General Price List (Vanderhaak, Davis)

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

## **12. Board Comment:**

## **13. Announcements:**

## **14. Adjournment Time:**

**1<sup>st</sup> Motion**

**2<sup>nd</sup> Motion**

Next Regular Board Meeting – March 21, 2019

In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 699-1630. Notification 72-hours prior to the meeting will generally enable District staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

All supporting documentation is available for public review at the Temecula Public Cemetery District Office located at 41911 C Street, Temecula, California during regular business hours, 8:00 a.m. – 4:30 p.m., Monday through Friday. Request agendas at [cindi@temeculacemetery.org](mailto:cindi@temeculacemetery.org) Posted February 18, 2019

TEMECULA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

41911 C STREET  
TEMECULA, CALIFORNIA 92592

January 17, 2019

8:00 a.m.

MINUTES

1. Call To Order : **8:00 A.M.**
2. Pledge of Allegiance: Led by Trustee Reese
3. Roll Call  
Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet Legal Counsel, Steve Quintanilla

Motions To Excuse: **None**

Visitors: **Robert Dennis**

Public Comments: **With no one present from the public, the public comments time closed at 8:04 a.m.**

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. Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Case name unspecified: (Disclosure of Case Name May Jeopardize Existing Settlement Negotiations)

#### B. Closed Session Announcement: **Nothing to Report**

5. Consent Calendar, **Motion was made by Trustee Davis to accept the Consent Calendar as presented seconded by Trustee Dugan and passed 5/0.**

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 November 15, 2018.

#### B. Approval of Check Registers

*Recommendation:* That the Board approves the November through December 2018 Check Register Nos. 101100, 101200 and 101300.

### C. Approval of Bookkeeper Report

*Recommendation:* That the Board receive and file the December 2018 and January 2019 Bookkeeper Reports.

## 6. Action Items

### A. Dennis Cooper and Associates- Annual Financial Report

*Recommendation:* That the BOT to receive the **audit** report for June 30, **2018** after Mr. Dennis presents the findings.

**Motion was made by Trustee Dugan to receive the audit, with the highlighted changes, seconded by Trustee Reese and passed 5/0.**

### B. Linda S Glau CPA, engagement letter

*Recommendation:* That the BOT review the letter, discuss and proceed with accepting her services.

**Motion was made by Trustee Reese to continue with Linda Glau's services, seconded by Trustee Davis and passed 5/0.**

### C. CAPC Conference , March 07-09,2019-Seaside, Monterey Bay

*Recommendation:* That the BOT lets the manager know who will be attending.

**Motion was made by Trustee Reese to approve all 5 trustees and General Manager to attend, with the highlighted corrections, seconded by Trustee Qualm and passed 5/0.**

**7. Financial Report: Motion was made by Trustee Davis to receive and file the November and December Financials, seconded by Trustee Reese and passed/0.**

- A. November and December 2018 Balance Sheet
- B. November and December 2018 Profit and Loss
- C. November and December 2018 Wells Fargo Investments; principle and interest

**8. General Managers Reports**

- A. November and December 2018 Revenues
- B. November and December 2018 Plot Inventories
- C. November and December Depletion
- D. November and December Calendar
- E. CAPC-golf and nominations
- F. Correspondence from Jeff Stone

**9. General Counsel Reports**

**10. Fiscal Year 2018-2019 Subcommittee's**

- A. 52 acre Cemetery Property (Dugan, Qualm)
- B. Landscape Plan (Vanderhaak, Reese)
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Vanderhaak, Dugan) **More CDs to ladder recommended by Trustee Dugan**
- E. Conference Liaison (Vanderhaak, Qualm)
- F. Policies (Dugan, Reese)
- G. Trustee Dugan to review with BOT approved policy # 1020, Rules of Decorum
- H. General Price List (Vanderhaak, Davis)

**11. Future Trustee Agenda Items:**



**12. Board Comment:**

District will cover golf and additional night's stay for conferences, with advance notice given to the General Manager Reese/Dugan 5/0.

**13. Announcements:**

**14. Adjournment Time: 9:21 a.m.**

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

**2<sup>nd</sup> Motion Trustee Reese, Passed 5/0.**

Next Regular Board Meeting – February 21, 2019



Temecula Public Cemetery District

2/17/2019 11:44 AM

Register: 101100 · US Bank Checking

From 01/01/2019 through 01/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2019	7308	Automated gate servi...	201100 · Accounts Pay...	130620	306.00	X		73,901.80
01/02/2019	7309	California Public Em...	201100 · Accounts Pay...	7490021932 ...	4,920.29	X	Health	68,981.51
01/02/2019	7310	County of Riverside I...	201100 · Accounts Pay...		197.37	X		68,784.14
01/02/2019	7311	Crowne Hill Consulti...	201100 · Accounts Pay...	11527	350.00	X		68,434.14
01/02/2019	7312	Law Offices Of Quin...	201100 · Accounts Pay...		345.00	X		68,089.14
01/02/2019	7313	Metlife	201100 · Accounts Pay...	KMO5754030-...	62.77	X		68,026.37
01/02/2019	7314	Prudential Overall Su...	201100 · Accounts Pay...	130864152/13...	259.25	X		67,767.12
01/02/2019	7315	Streamline	201100 · Accounts Pay...	98775	50.00	X		67,717.12
01/02/2019	7316	Verizon Wireless	201100 · Accounts Pay...	9144699983	198.00	X		67,519.12
01/02/2019	7317	US Bank	201100 · Accounts Pay...		2,739.85	X	CC	64,779.27
01/03/2019			116137 · Miscellaneou...	Deposit		X	1.00	64,780.27
01/05/2019	122018	CalPers 457 Plan	201100 · Accounts Pay...		1,150.34	X		63,629.93
01/05/2019			101200 · US Bank Pay...	Funds Transfer	24,413.12	X	Payroll x2	39,216.81
01/08/2019	AJE530		515100 · Life Insuranc...	Automatic with...	35.64	X		39,181.17
01/10/2019			101100G · Cash - Gen...	Deposit		X	34,167.47	73,348.64
01/11/2019	AJE531		101200 · US Bank Pay...	Monthly autom...	411.30	X		72,937.34
01/12/2019			523290 · Bank Charges	Service Charge	21.00	X		72,916.34
01/15/2019	7318	Jarren E. Skaife	201100 · Accounts Pay...	replacement bo...	195.74	X		72,720.60
01/15/2019	7319	Joe Sands.	201100 · Accounts Pay...	Mileage for rai...	32.71	X		72,687.89
01/16/2019	0116	CalPers 457 Plan	201100 · Accounts Pay...		1,125.82	X		71,562.07
01/20/2019	0120	Downs Energy	201100 · Accounts Pay...	CL78327	135.69	X		71,426.38
01/22/2019	7321	Agape Construction	201100 · Accounts Pay...		2,100.00			69,326.38
01/22/2019	7322	California Public Em...	201100 · Accounts Pay...	7490021932 ...	4,925.43	X	Health	64,400.95
01/22/2019	7323	County of Riverside I...	201100 · Accounts Pay...		197.37	X		64,203.58
01/22/2019	7324	CR&R Incorporated	201100 · Accounts Pay...	1089008	258.12	X		63,945.46
01/22/2019	7325	Crowne Hill Consulti...	201100 · Accounts Pay...	11577/11576/1...	368.31	X		63,577.15
01/22/2019	7326	EcoFert Inc	201100 · Accounts Pay...	4042	465.00	X		63,112.15
01/22/2019	7327	Hank's Hardware & ...	201100 · Accounts Pay...	M43741	140.21			62,971.94
01/22/2019	7328	Linda Glau CPA	201100 · Accounts Pay...		427.50	X		62,544.44
01/22/2019	7329	Protection One (corp)	201100 · Accounts Pay...	126446709	296.74	X		62,247.70
01/22/2019	7330	Public Cemetery Alli...	201100 · Accounts Pay...		200.00			62,047.70
01/22/2019	7331	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	292.37	X		61,755.33
01/22/2019	7332	Sparkletts	201100 · Accounts Pay...		113.12			61,642.21
01/22/2019	7333	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	413.28	X		61,228.93
01/22/2019	7334	Streamline	201100 · Accounts Pay...	99331	50.00	X		61,178.93
01/22/2019	7335	Thompson West	201100 · Accounts Pay...	839604283	205.53	X		60,973.40
01/22/2019	7336	Wildlife Control Ser...	201100 · Accounts Pay...	WL2849	450.00	X		60,523.40
01/22/2019			101200 · US Bank Pay...	Funds Transfer	8,634.74	X		51,888.66
01/23/2019	7337	California Assoc of P...	201100 · Accounts Pay...	March 2019-M...	3,143.00	X	CAPC	48,745.66
01/23/2019	7338	California Assoc of P...	201100 · Accounts Pay...		284.00	X		48,461.66

Temecula Public Cemetery District

2/17/2019 11:44 AM

Register: 101100 · US Bank Checking

From 01/01/2019 through 01/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/24/2019	7339	Metlife	201100 · Accounts Pay...	KMO5754030-...	62.77	X		48,398.89
01/24/2019	7340	Verizon Wireless	201100 · Accounts Pay...	9161214224	198.04	X		48,200.85
01/24/2019	7341	Lawyers Title Compa...	201100 · Accounts Pay...	RCL11317-CL	16,900.00	X	Salazar	31,300.85
01/28/2019		Eternal Memorials &...	201100 · Accounts Pay...	VOID: location...		X		31,300.85
01/28/2019	7342	County of Riverside I...	201100 · Accounts Pay...	VOID: Attentio...		X		31,300.85
01/28/2019	7343	Dennis Cooper Asso...	201100 · Accounts Pay...		2,350.00		Final Audit	28,950.85
01/28/2019	7344	Prudential Overall Su...	201100 · Accounts Pay...	130864152/13...	207.40			28,743.45
01/31/2019	7345	California Dept of Ta...	201100 · Accounts Pay...		118.00			28,625.45

Temecula Public Cemetery District

2/17/2019 11:45 AM

Register: 101200 · US Bank Payroll

From 01/01/2019 through 01/31/2019

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>
01/05/2019			101100 · US Bank Che...	Funds Transfer		X	24,413.12	24,838.01
01/11/2019	AJE529		510040 · Regular Salar...	Green Cash Re...	13,774.42	X		11,063.59
01/11/2019	AJE529		510040 · Regular Salar...	Green Cash Re...	10,327.95	X		735.64
01/11/2019	AJE529		510040 · Regular Salar...	Monthly charg...	310.75	X		424.89
01/11/2019	AJE531		101100 · US Bank Che...	Monthly autom...		X	411.30	836.19
01/15/2019	AJE532		525030 · Paychex HR ...		414.15	X		422.04
01/22/2019			101100 · US Bank Che...	Funds Transfer		X	8,634.74	9,056.78
01/25/2019	AJE533		510040 · Regular Salar...	Green Cash Re...	6,000.36	X		3,056.42
01/25/2019	AJE533		510040 · Regular Salar...	Green Cash Re...	2,500.01	X		556.41
01/25/2019	AJE533		510040 · Regular Salar...	Monthly charg...	134.37	X		422.04



Temecula Public Cemetery District

2/17/2019 11:48 AM

Register: 101300 · US Wash Account

From 01/01/2019 through 01/31/2019

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>
01/02/2019			100499 · Revenues to ...	Deposit		X	2,500.00	6,729.34
01/02/2019			-split-	Deposit		X	41,871.19	48,600.53
01/02/2019	2217	County of Riverside ...	-split-		44,371.19	X		4,229.34
01/31/2019			100499 · Revenues to ...	Deposit			750.00	4,979.34
01/31/2019			-split-	Deposit		X	22,875.00	27,854.34
01/31/2019	2218	County of Riverside ...	-split-		23,625.00			4,229.34





05/6

Date: 02/14/2019

On-Site Tasks Performed:

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts
- X Journal activity and Reconcile two Wells Fargo Advisors Accounts using WFA Balancing spreadsheet.
- X Save the WFA Account Statements for the auditor – Two Months
- X Reconcile two WFA interest receivable accounts- Two months
- X Print WFA Snapshot – two accounts – for Board Packets
  
- X Verify check sequence is intact.  
7318-7361
  
- 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.
  - Ok #7337 01/23/19 California Association of Public Cemeteries - Conference \$3143.00
  - Ok #7322 01/22/19 Cal Pers – Health Insurance \$4925.43
  - Ok #7341 01/24/19 Lawyers Title Company – Draining and Grading Easement \$16900 (amount was wire transferred with two signatures)
  
- X Verify all checks to the GM have two signatures.
  - Ok #7320 12/31/18 Cindi Beaudet – Mileage \$77.64
  - Ok #7350 2/4/19 Cindi Beaudet – Mileage \$103.41
  
- X Balance Voucher to County
  
- 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 \*not done.
  
- X Update Endowment Allocation Schedule.
  
- X Update Wash Account Analysis. Cash Subledgers not yet available
  
- X Update Prepaid subledger and validate QB information.
  
- X Read Agenda and Minutes of the previous Board Meeting.

Items to note:

Open items:



TEMECULA PUBLIC CEMETERY DISTRICT  
POLICY MANUAL

DRAFT

**POLICY TITLE:** Employee Standards of Conduct  
**POLICY NUMBER:** 3001

3001.01 This policy shall apply to all employees.

3001.02 Each staff member has an obligation to observe and follow the Temecula Public Cemetery District's, here on referred to as the District, policies and to maintain proper standards of conduct during normal working hours as well as when representing the District at conferences, workshops, area meetings, community events and chamber of commerce events. Failure to adhere to the District's policies will result in corrective disciplinary measures.

3001.03 Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the District. The District does not guarantee that one form of action will necessarily precede another.

3001.04 Among other things, the following may result in disciplinary action, up to and including discharge:

- Violation of the District's policies or safety rules
- Failing to work in a cooperative manner with management, co-workers, constituents and others who do business with the District
- Unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours or while engaged in District activities or in District vehicles
- Unauthorized possession, use or sale of weapons, firearms or explosives on work premises
- Theft or dishonesty
- Inappropriate or violent physical contact
- Harassment
- Discrimination or retaliation in violation of the District's EEO and No Harassment policies
- Performing outside work or use of District property, equipment or facilities in connection with outside work while on District time
- Poor attendance or poor performance

These examples are not all inclusive. The District emphasizes that discharge decisions will be based on an assessment of all relevant factors.



## Cindi Beaudet

---

**From:** t.deutsch@orccd.com  
**Sent:** Friday, February 01, 2019 3:26 PM  
**To:** t.deutsch@orccd.com  
**Subject:** CAPC Local Area Meeting - April 18, 2019

CAPC Local Area Representatives,

Happy New Year to you all. I hope that you are all doing well and that you are looking forward to good things in 2019. We have selected April 18, 2019 as the date for the next CAPC Local Area meeting, however I don't believe that we have a confirmed District to host the meeting. Please let me know if your District would like to host the next meeting which usually begins at 10:00 am and ends around 1:00 pm.

As the host, you will be required to provide the meeting location, i.e. in a garage, building, niche garden, or another area on your grounds, which will need to have shade coverage and tables/chairs for approximately 40 guests. You will also provide the lunch of your choice for all. I will work with others to develop the education program topics, but if you have a local sales rep, personnel expert, legislative staff or other industry expert who would like to present a topic, we would welcome their insight. Also, you or one of your trustees from your district will be asked to provide an overview of your district/cemetery. At the conclusion of the program, guests are encouraged to tour your grounds and see all of the exciting features of your cemetery or learn about new equipment, so please have staff readily available.

Our guest list may be expanding as members of CAPC who are in the Los Angeles County area will be invited to attend. I recently attended a meeting hosted by the Los Angeles County Board of Supervisors Commissions Division to educate members of the Commission's staff, Board of Supervisor's staff and some trustees of three cemetery districts about our district, the benefits of local area meetings and how CAPC can help them with the operation of their district.

Please let me know ASAP if you are interested in hosting the April 18<sup>th</sup> meeting so that we can work out the details.

For those who will be attending the upcoming CAPC Annual Conference in Seaside/Monterey, have a great time and learn lots!

Sincerely,

**Tim Deutsch**

*General Manager*

Orange County Cemetery District

25751 Trabuco Road

Lake Forest, CA 92630

949.951.9102, ext. 112

[www.occemeterydistrict.com](http://www.occemeterydistrict.com)





**Notification of Nominations – 2019 Election  
SDRMA Board of Directors**

January 24, 2019

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

Dear Ms. Vanderhaak:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2019 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-10, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Three Director seats are up for election. The nomination filing deadline is Wednesday, May 1, 2019. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA not later than 4:30 p.m. Wednesday, August 21, 2019.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-10, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidate's Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidate's Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:

*From the SDRMA homepage, scroll down and click on the "2019 Nomination & Election Information" box. All necessary nomination documents and election information may be downloaded and printed.*

Term of Office - Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2020 and expire December 31, 2023.

Nomination Filing Deadline - Nomination documents must be received in SDRMA's office no later than 4:30 P.M. on Wednesday, May 1, 2019.

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2019 SDRMA Board of Director Nominations or the election process.

Sincerely,  
Special District Risk Management Authority



Laura S. Gill  
Chief Executive Officer

# 2019 Nomination Packet Checklist



## SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 9, 2019, marked the official commencement of the election process for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in 2019.

**For your convenience we have enclosed the necessary nomination documents and election process schedule.** Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our website [www.sdrma.org](http://www.sdrma.org) and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

- \_\_\_ **Attachment One:**     **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.
  
- \_\_\_ **Attachment Two:**     **SDRMA Board of Directors 2019 Nomination/Election Schedule:** Please review this document for important deadlines.
  
- \_\_\_ **Attachment Three:**   **SDRMA Election Policy No. 2017-10:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.
  
- \_\_\_ **Attachment Four:**    **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.
  
- \_\_\_ **Attachment Five:**    **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

**Please complete and return all required nomination and election documents to:**

SDRMA Election Committee  
C/O Paul Frydendal, COO  
Special District Risk Management Authority  
1112 "I" Street, Suite 300  
Sacramento, California 95814



## SDRMA BOARD OF DIRECTORS

### ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	SDRMA Board of Directors consists of <b>seven Board Members</b> , who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. <b>Three seats are up for election this year.</b>
Term of Directors	Directors are elected for <b>four-year terms</b> . Terms for directors elected this election begin January 1, 2020 and end on December 31, 2023.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from <b>seven to ten times annually</b> with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held <b>1:00 to 5:30 p.m. Wednesday</b> and <b>8:00 to 10:00 a.m. Thursday.</b>
Meeting Length	Meetings are <b>four to six hours</b> on average.
Average Time Commitment	Commitment per month ranges from <b>15 to 20 hours.</b>

*"The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner."*

# 2019 Nomination/Election Schedule



TASK TIMELINE
1/9 Board approves Election Schedule
1/24-25 Mail Notification of Election and Nomination Procedure to Members in January at least 90 days prior to mailing Ballots (111 actual days)
5/1 Deadline to return Nominations
5/2 Tentative Election Comm. Reviews Nominations
5/16-17 Mail Ballots at least 60 days prior to ballot receipt deadline (96 actual days)
8/21 Deadline to Receive Ballots
8/22 Tentative Election Comm. Counts Ballots
8/23 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/25 Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
11/6-7 Directors' Elect Invited to SDRMA Board Meeting
1/2020 Newly Elected Directors Seated and Election of SDRMA Board Officers

MARCH						
S	M	T	W	T	F	S
					1	2
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
31						

JUNE						
S	M	T	W	T	F	S
						1
2	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						

SEPTEMBER						
S	M	T	W	T	F	S
1	2	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					

DECEMBER						
S	M	T	W	T	F	S
1	2	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	31				

FEBRUARY						
S	M	T	W	T	F	S
					1	2
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		

MAY						
S	M	T	W	T	F	S
			1	2	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	31	

AUGUST						
S	M	T	W	T	F	S
				1	2	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	31

NOVEMBER						
S	M	T	W	T	F	S
					1	2
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

JANUARY						
S	M	T	W	T	F	S
		1	2	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	31		

APRIL						
S	M	T	W	T	F	S
1	2	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				

JULY						
S	M	T	W	T	F	S
1	2	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	31			

OCTOBER						
S	M	T	W	T	F	S
1	2	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	31		

**Temecula Public Cemetery District**  
**Balance Sheet**  
As of January 31, 2019

	Jan 31, 19	Jan 31, 18	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
101100 · US Bank Checking	28,625.45	41,609.25	
101200 · US Bank Payroll	422.04	673.95	
101300 · US Wash Account	4,229.34	21,731.85	
101100C · Cash -Accumulative Outlay Fund	1,933,031.44	1,578,846.08	
101100E · Cash - Endowment Fund	77,447.67	195,749.51	
1011004 · Cash - Retirement	182.70	180.00	
101100G · Cash - General	965,162.83	1,010,180.57	
<b>Total Checking/Savings</b>	<b>3,009,101.47</b>	<b>2,848,971.21</b>	<b>160,130.26</b>
<b>Other Current Assets</b>			
<b>102000 · Wells Fargo Investments</b>			
102010 · Wells Fargo Endowment Care	2,062,211.57	1,744,187.83	
102020 · Wells Fargo Endowment Interest	682,411.64	633,055.48	
<b>Total 102000 · Wells Fargo Investments</b>	<b>2,744,623.21</b>	<b>2,377,243.31</b>	<b>367,379.90</b>
112011 · Inventory Asset	33,999.00	36,755.00	
<b>116100 · Interest Receivable</b>			
116100P · Interest Receivable - End Prin	10,556.89	7,288.48	
116100I · Interest Receivable - End Int	3,958.10	2,808.88	
<b>Total 116100 · Interest Receivable</b>	<b>14,514.99</b>	<b>10,097.36</b>	
117000 · PrePaid Expenses	13,698.94	13,099.94	
<b>Total Other Current Assets</b>	<b>2,806,836.14</b>	<b>2,437,195.61</b>	<b>369,640.53</b>
<b>Total Current Assets</b>	<b>5,815,937.61</b>	<b>5,286,166.82</b>	<b>529,770.79</b>
<b>Fixed Assets</b>			
191650 · Intangible Assets	8,970.00	8,970.00	
191000 · Future Cemetery Property	2,603,672.20	2,597,096.20	
191100 · Buildings and Improvements	285,226.07	265,726.07	
191400 · Structures and Improvements	382,158.03	382,158.03	
191500 · Equipment	178,031.48	178,031.48	
191600 · Construction in Process	48,300.00	0.00	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	12,379.50	9,190.00	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-100,577.10	-87,179.99	

Temecula Public Cemetery District  
**Balance Sheet**  
As of January 31, 2019

	Jan 31, 19	Jan 31, 18	\$ Change
198400 · Accumulated Depr - Struct/Imp	-195,727.62	-177,687.85	
198500 · Accum Depr - Equipment	-158,862.47	-147,102.12	
198800 · Accum Depr- Grnd Imp	-1,608.25	-1,148.75	
198900 · Accum Depr-Pav 15	-22,526.02	-15,348.02	
<b>Total Fixed Assets</b>	<b>3,260,556.84</b>	<b>3,233,826.07</b>	<b>26,730.77</b>
<b>TOTAL ASSETS</b>	<b>9,076,494.45</b>	<b>8,519,992.89</b>	<b>556,501.56</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
201100 · Accounts Payable	903.24	5,339.55	
<b>Total Accounts Payable</b>	<b>903.24</b>	<b>5,339.55</b>	
<b>Other Current Liabilities</b>			
212200 · Accrued Vacation Pay	10,950.70	12,155.92	
<b>Total Other Current Liabilities</b>	<b>10,950.70</b>	<b>12,155.92</b>	
<b>Total Current Liabilities</b>	<b>11,853.94</b>	<b>17,495.47</b>	
<b>Total Liabilities</b>	<b>11,853.94</b>	<b>17,495.47</b>	<b>-5,641.53</b>
<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	1,522,208.15	1,010,664.91	
<b>Net Income</b>	<b>325,160.30</b>	<b>274,560.45</b>	
<b>Total Equity</b>	<b>9,064,640.51</b>	<b>8,502,497.42</b>	<b>562,143.09</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,076,494.45</b>	<b>8,519,992.89</b>	<b>556,501.56</b>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
January 2019

Jul '18 - Jan 19 YTD Budget Annual Budget

Ordinary Income/Expense

Income

700001 · Property Taxes

700020 · Prop Tax Current Secured	384,173.94	345,000.00	583,000.00
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	3,500.00
705000 · Prop Tax Prior Supplemental	0.00	0.00	500.00
706000 · Teeter Settlement	0.00	0.00	10,000.00
752800 · CA-Homeowners Tax Relief	0.00	0.00	4,500.00
770100 · Property Tax - SBE	0.00	0.00	4,500.00

<b>Total 700001 · Property Taxes</b>	<b>384,173.94</b>	<b>345,000.00</b>	<b>630,000.00</b>
--------------------------------------	-------------------	-------------------	-------------------

740020 · Interest and Dividend Income

740020G · Interest on General Fnd at Cnty	8,885.52	5,000.00	10,000.00
740020E · Interest on Endow Fnd at County	2,272.67	250.00	500.00
740020O · Interest on ACO at County	13,114.92	4,800.00	9,000.00
740021 · Interest - Wells Fargo Advisors	31,363.39	20,419.00	35,000.00
740022 · Dividend Income - WFA	5,338.01	3,206.00	5,500.00

<b>Total 740020 · Interest and Dividend Income</b>	<b>60,974.51</b>	<b>33,675.00</b>	<b>60,000.00</b>
--	------------------	------------------	------------------

770001 · Other Revenue

770100E · Endowment	100,208.33	87,500.00	150,000.00
777030 · Marker Setting	8,110.00	5,831.00	10,000.00
777040 · Open, Close Fees	21,200.00	21,000.00	36,000.00
777520 · Sale of Lots	33,241.67	35,000.00	60,000.00
777530 · Cremation	11,800.00	6,419.00	11,000.00
777600 · Cenotaph	0.00	294.00	500.00
780160 · Vaults, Flower Vases, etc.	7,780.00	6,419.00	11,000.00
781360 · Other Misc. Revenue	25,458.91	119.00	200.00

<b>Total 770001 · Other Revenue</b>	<b>207,798.91</b>	<b>162,582.00</b>	<b>278,700.00</b>
-------------------------------------	-------------------	-------------------	-------------------

<b>Total Income</b>	<b>652,947.36</b>	<b>541,257.00</b>	<b>968,700.00</b>
---------------------	-------------------	-------------------	-------------------

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
January 2019

	Jul '18 - Jan 19 YTD Budget Annual Budget		
<b>Expense</b>			
<b>510000 · Salaries and Employee Benefits</b>			
<b>510040T · Regular Salaries.</b>			
510040 · Regular Salaries	137,343.93	134,169.00	230,000.00
510330 · Year End Bonuses	4,212.17	2,919.00	5,000.00
515100 · Life Insurance Policy	249.48	266.00	450.00
<b>Total 510040T · Regular Salaries.</b>	<b>141,805.58</b>	<b>137,354.00</b>	<b>235,450.00</b>
<b>513000T · Retirement - Miscellaneous</b>			
518000 · Employer Contributions-457	7,054.41	8,750.00	15,000.00
551000 · Employee Contributions	2.92	0.00	0.00
<b>Total 513000T · Retirement - Miscellaneous</b>	<b>7,057.33</b>	<b>8,750.00</b>	<b>15,000.00</b>
<b>513120T · Retirement - Social Security</b>			
513120 · Social Security	9,033.75	8,750.00	15,000.00
513140 · Medicare Tax	2,112.78	2,044.00	3,500.00
<b>Total 513120T · Retirement - Social Security</b>	<b>11,146.53</b>	<b>10,794.00</b>	<b>18,500.00</b>
<b>515080T · Health Insurance (eer share)</b>			
515081 · Health Insurance	36,056.91	36,169.00	62,000.00
515082 · Vision Insurance	456.51	644.00	1,100.00
515083 · Dental Insurance	2,892.96	2,569.00	4,400.00
<b>Total 515080T · Health Insurance (eer share)</b>	<b>39,406.38</b>	<b>39,382.00</b>	<b>67,500.00</b>
<b>515260T · Unemployment Insurance</b>			
517000 · Workers Comp Insurance	8,643.15	9,331.00	16,000.00
515060 · State Unemployment Ins EDD	0.00	581.00	1,000.00
513130 · CA SUI	1,004.82	1,750.00	3,000.00
<b>Total 515260T · Unemployment Insurance</b>	<b>9,647.97</b>	<b>11,662.00</b>	<b>20,000.00</b>
<b>Total 510000 · Salaries and Employee Benefits</b>	<b>209,063.79</b>	<b>207,942.00</b>	<b>356,450.00</b>
<b>520000 · Services and Supplies</b>			
<b>529540T · Utilities</b>			
520320 · Telephone Service	1.79	1,981.00	3,400.00
520845 · Trash	1,806.84	1,925.00	3,300.00
529500 · Electricity	2,464.55	2,919.00	5,000.00
<b>Total 529540T · Utilities</b>	<b>4,273.18</b>	<b>6,825.00</b>	<b>11,700.00</b>

## Temecula Public Cemetery District Profit & Loss Budget Performance January 2019

	<u>Jul '18 - Jan 19 YTD Budget Annual Budget</u>		
<b>524520T · Administrative Expenses</b>			
518160 · Board Stipend	4,000.00	8,750.00	15,000.00
520115 · Uniforms - Replacement Clothing	1,904.47	1,050.00	1,800.00
520230 · Cellular Phone	1,769.56	2,625.00	4,500.00
520240 · Answering Service	443.30	1,631.00	2,800.00
520705 · Food	390.12	700.00	1,200.00
520930 · Insurance - Liability	5,364.31	5,369.00	9,200.00
523100 · Memberships	2,452.00	1,281.00	2,200.00
523290 · Bank Charges	161.00	203.00	350.00
523621 · Subscriptions	205.53	231.00	400.00
523660 · Computer Service	3,712.15	4,375.00	7,500.00
523700 · Office Supplies	0.00	1,519.00	2,600.00
523720 · Photocopies	966.26	1,575.00	2,700.00
523760 · Postage/Mailing	100.00	644.00	1,100.00
523840 · Computer Equip/Software/T1	1,987.86	2,331.00	4,000.00
524520 · County Journal Recording	197.37	1,400.00	2,400.00
524540 · Payroll Processing Services	2,425.37	2,219.00	3,800.00
524560 · Auditing	11,620.00	7,000.00	12,000.00
524561 · Accounting	4,631.25	4,319.00	7,400.00
524566 · Temp for e-File	0.00	5,831.00	10,000.00
524800 · Drug Testing/Pre-Employment	0.00	350.00	600.00
525025 · Legal - General Counsel	5,865.00	29,169.00	50,000.00
525030 · Paychex HR Support	2,899.05	2,919.00	5,000.00
526420 · Advertising	850.00	875.00	1,500.00
527280 · Awards/Recognition	0.00	525.00	900.00
527880 · Training/ Staff	247.50	2,044.00	3,500.00
528140 · Conferences and Meetings	15,776.35	24,500.00	42,000.00
528980 · Meals	598.71	1,169.00	2,000.00
528990 · Semi-Annual Team Dinner	2,605.79	2,100.00	3,600.00
529040 · Private Mileage Reimbursement	969.40	1,456.00	2,500.00
529050 · Website	350.00	581.00	1,000.00
529550 · Water	1,030.68	931.00	1,600.00
<b>Total 524520T · Administrative Expenses</b>	<b>73,523.03</b>	<b>119,672.00</b>	<b>205,150.00</b>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
January 2019

	<u>Jul '18 - Jan 19 YTD Budget Annual Budget</u>		
<b>524500T · Operational Expenses.</b>			
521420 · Maint-Field Equipment	2,687.33	5,831.00	10,000.00
522310 · Maint-Building Improvements	1,521.37	1,456.00	2,500.00
522320 · Maint - Grounds	3,751.87	8,169.00	14,000.00
522360 · Maintenance-Extermination	3,334.00	3,500.00	6,000.00
523250 · Repurchase	400.00	2,044.00	3,500.00
523800 · Engraving Expense	475.00	875.00	1,500.00
525320 · Security Guard Services	200.00	147.00	250.00
525600 · Security	2,365.90	2,100.00	3,600.00
527100 · Fuel	1,228.62	1,456.00	2,500.00
527180 · Operational Supplies	6,657.54	8,169.00	14,000.00
528020 · Inventory	2,393.37	5,831.00	10,000.00
<b>Total 524500T · Operational Expenses.</b>	<b>25,015.00</b>	<b>39,578.00</b>	<b>67,850.00</b>
<b>Total 520000 · Services and Supplies</b>	<b>102,811.21</b>	<b>166,075.00</b>	<b>284,700.00</b>
<b>530000 · Other Charges</b>			
530100 · Miscellaneous non-operating exp	1,630.15	2,331.00	4,000.00
<b>Total 530000 · Other Charges</b>	<b>1,630.15</b>	<b>2,331.00</b>	<b>4,000.00</b>
<b>540000 · Capital Assets</b>			
<b>542060T · Cemetery Grounds</b>			
542040 · - Buildings, Capital Projects	0.00	78,750.00	135,000.00
542060 · Improvements -Building	2,100.00	3,500.00	6,000.00
542065 · Tree Renovaton	9,700.00	2,919.00	5,000.00
542075 · Grounds Improvements	0.00	3,500.00	6,000.00
548300 · Office Renovation	0.00	3,500.00	6,000.00
<b>Total 542060T · Cemetery Grounds</b>	<b>11,800.00</b>	<b>92,169.00</b>	<b>158,000.00</b>
<b>540040T · Land, Purchase of Land</b>			
540042 · Future Cemetery Property	16,900.00	116,669.00	200,000.00
<b>Total 540040T · Land, Purchase of Land</b>	<b>16,900.00</b>	<b>116,669.00</b>	<b>200,000.00</b>
<b>546020T · Equipment, etc</b>			
542070 · Well Motor	0.00	43,750.00	75,000.00
546020 · Equipment - Automitive	0.00	9,919.00	17,000.00
546240 · Mapping Software	2,510.00	4,081.00	7,000.00
<b>Total 546020T · Equipment, etc</b>	<b>2,510.00</b>	<b>57,750.00</b>	<b>99,000.00</b>
<b>Total 540000 · Capital Assets</b>	<b>31,210.00</b>	<b>266,588.00</b>	<b>457,000.00</b>
<b>551100G · Contrib to Other Funds - Gen</b>	<b>0.00</b>	<b>101,241.00</b>	<b>173,550.00</b>



**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 January 2019

	Jul '18 - Jan 19 YTD Budget Annual Budget		
551100E · Contrib to Other Funds - Endow	0.00	87,500.00	150,000.00
Total Expense	344,715.15	831,677.00	1,425,700.00
Net Ordinary Income	308,232.21	-290,420.00	-457,000.00
Other Income/Expense			
Other Income			
731000 · Realized Gain (Loss) on Invest	0.00	0.00	0.00
731100 · Unrealized Gain (Loss) on Invest	16,928.09	0.00	0.00
Total Other Income	16,928.09	0.00	0.00
Net Other Income	16,928.09	0.00	0.00
Net Income	325,160.30	-290,420.00	-457,000.00



**SNAPSHOT**

TEMECULA PUBLIC CEMETERY DIST  
 ENDOWMENT PRINCIPAL

JANUARY 1, 2019 - JANUARY 31, 2019  
 ACCOUNT NUMBER: 5397-7799

**Progress summary**

	THIS PERIOD	THIS YEAR
<b>Opening value</b>	<b>\$2,051,456.20</b>	<b>\$2,051,456.20</b>
Cash deposited	0.00	0.00
Securities deposited	0.00	0.00
Cash withdrawn	-1,906.26	-1,906.26
Securities withdrawn	0.00	0.00
Change in value	12,661.63	12,661.63
<b>Closing value</b>	<b>\$2,062,211.57</b>	<b>\$2,062,211.57</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**

ASSET TYPE	PREVIOUS VALUE ON DEC 31	%	CURRENT VALUE ON JAN 31	%	ESTIMATED ANN. INCOME
<b>ASSETS</b>					
Cash and sweep balances	53,129.74	2.59	4,809.79	0.23	262
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	1,751,197.79	85.36	1,807,993.14	87.67	44,852
Mutual funds	247,128.67	12.05	249,408.64	12.09	5,811
<b>Asset value</b>	<b>\$2,051,456.20</b>	<b>100%</b>	<b>\$2,062,211.57</b>	<b>100%</b>	<b>\$50,925</b>

**SNAPSHOT**

TEMECULA PUBLIC CEMETERY DIST  
 ENDOWMENT INTEREST

JANUARY 1, 2019 - JANUARY 31, 2019  
 ACCOUNT NUMBER: 5559-0516

**Progress summary**

	THIS PERIOD	THIS YEAR
<b>Opening value</b>	<b>\$677,040.75</b>	<b>\$677,040.75</b>
Cash deposited	1,906.26	1,906.26
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	3,464.63	3,464.63
<b>Closing value</b>	<b>\$682,411.64</b>	<b>\$682,411.64</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**

ASSET TYPE	PREVIOUS VALUE ON DEC 31	%	CURRENT VALUE ON JAN 31	%	ESTIMATED ANN. INCOME
<b>ASSETS</b>					
Cash and sweep balances	68,172.32	10.07	-329.64	0.00	0
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	494,214.25	73.00	566,858.00	83.03	13,514
Mutual funds	114,654.18	16.93	115,883.28	16.97	2,720
<b>Asset value</b>	<b>\$677,040.75</b>	<b>100%</b>	<b>\$682,411.64</b>	<b>100%</b>	<b>\$16,234</b>

Negative values are not included in percent calculations.

FYE 06/30/19	July	August	September	October	November	December	January
Single	2,000.00	2,000.00	1,000.00	2,000.00	-	5,000.00	2,500.00
Single End	1,500.00	1,500.00	1,500.00	1,500.00	-	7,000.00	3,500.00
Single/Dual	-	-	-	-	-	-	-
S/D End	-	-	-	-	-	-	-
Dual	6,500.00	3,000.00	5,500.00	2,500.00	2,500.00	5,500.00	2,000.00
Dual End	11,500.00	5,000.00	7,500.00	4,500.00	2,500.00	8,000.00	1,500.00
Collum	500.00	700.00	-	-	400.00	700.00	1,000.00
Column End	1,200.00	1,500.00	-	-	1,200.00	1,000.00	2,400.00
cenotaph	-	-	-	-	-	-	-
Ground Crem	-	-	600.00	-	-	-	-
G Crem End	-	-	3,900.00	-	-	-	-
O/C-B	2,600.00	1,100.00	1,850.00	2,400.00	1,850.00	4,650.00	1,850.00
O/C-C	300.00	600.00	800.00	1,000.00	700.00	400.00	800.00
Vault	182.00	-	182.00	182.00	182.00	728.00	182.00
Crem Vase	246.08	246.08	-	123.04	123.04	-	-
Grave Vase	64.50	43.00	107.50	64.50	107.50	129.00	86.00
Set Fee	750.00	350.00	1,200.00	1,000.00	1,550.00	1,500.00	1,750.00
Niche	-	25.00	-	-	-	-	-
Non-Res	1,500.00	-	1,500.00	6,000.00	1,500.00	4,500.00	4,500.00
Disinter	-	-	-	-	-	-	-
Graveside	2,000.00	1,500.00	-	2,500.00	1,500.00	3,500.00	1,000.00
Engraving	225.00	225.00	-	225.00	225.00	225.00	-
2nd End	-	50.00	-	1,500.00	500.00	-	-
Handling	250.00	-	-	-	-	-	-
Taxes	41.24	25.63	25.32	31.40	35.16	74.96	23.44
Labor	521.18	250.29	610.18	489.06	642.30	1,368.04	534.36
<b>Total</b>	<b>31,880.00</b>	<b>18,115.00</b>	<b>26,275.00</b>	<b>26,015.00</b>	<b>15,515.00</b>	<b>44,275.00</b>	<b>23,625.80</b>









# January 2019 Burial Depletion Sales

## Pre-Need

Single Lots	
Dual Lots	
Wall	2
Cremation Ground	
<u>Duals as Singles</u>	

## At Need

Single Lots	2
Dual Lots	
Wall	
Cremation Ground	
<u>Duals as Singles</u>	<u>1</u>



February 11, 2019

Subject Matter:  
Cem-Safe and Cem-Sites Mapping Software

Cem-Safe Mapping was purchased by the Temecula Public Cemetery District for their mapping needs in 2006. The software was designed and owned by Jerry Figueroa.

The software program was initially designed for each cemetery's individual needs; therefore, not one price was the same for each cemetery.

The original purchase cost was somewhere in the neighborhood of \$4000, 00, documentation has been removed from the QB since it has been inactive for so long.

The mapping system was still under constant review by Jerry and his cousin Jessie, we were able to get the whole cemetery mapped and online which was a huge feat for the District after operating years without any computerized mapping system.

In March of 2010, Jerry Figueroa presented a Kiosk to the District, 3 other cemeteries, Kern County, Taft and OC had already had theirs put into place and were extremely satisfied. TPCD purchased soon after at the cost of \$11,550.00

The kiosk was set up and was put in place outside of the office for customers to use to locate their loved ones after hours, it was a huge help.

How Cem-Safe worked:

- ❖ Data was uploaded nightly at the cemetery
- ❖ Data was sent to Jerry through a Help Desk File
- ❖ Data was then updated on Jerry's end and would be placed onto the kiosk.

For reasons unknown to us, Jerry succumbed to an untimely death in 2014, because it was a relatively new business, Jerry had not worked with anyone to be able to move forward with his software, and as everyone that used him has said "It was all in his head"

Cem-Safe continued to work for me as far as in putting and printing reports were concerned, however, it was much more limited for the staff, as they could only view and lost all abilities to view anything after his death in 2014.

Moving forward, in 2016 the BOT agreed on purchasing a new mapping software program, "Cem-Sites" they are located out of Pennsylvania, this program has cost us to date about \$6,000.00. They were successful in migrating our data over to the new system, but nothing new comes without glitches.

What we and other Districts have discovered:

- ❖ By migrating without having updated software in place, a big portion of burials do not line up with graves,
- ❖ Existing maps do not read well, such as lanes and blocks within sections,
- ❖ Cremation lots, or any lane with a row of burials are not recognized
- ❖ If more than one burial existed in a grave, only one is recognized
- ❖ There is no way to see if the decedent has a headstone or flower vase.

This is something we are tackling with the new software company, but in actuality it is something that we, the staff will have to do to be assured we have everyone in the proper location.

I have Michelle working on this daily, and as it plays out it will probably take us 2-5 years to have everything up to snuff.

Where are we now:

- ❖ On January 22<sup>nd</sup> I was inputting the data for January; I stepped away from my desk to meet with a family, upon my return the Cem-Safe software disappeared from my desktop.
- ❖ I contacted our IT person, George Ortiz
- ❖ He worked for several hours to try and retrieve it
- ❖ It was lost and not connecting with the ODBC which was Jerry software read capability.

Fortunately I was still able to print limited reports, so I do have our burials from inception to 2017; the attached report shows the limitation to the District. With these limitations we are unable to input all the proper information needed for the new software moving forward.

Solution:

- ❖ Last week was spent at OC cemetery sitting with their Admin reviewing their system
- ❖ They too have limited access as they lost control of Cem-Safe in 2014
- ❖ I met with their IT person, Don Monte and he has found a way to pull the complete data for report purposes only,
- ❖ He has also resurrected their Kiosk
- ❖ I will be meeting with Don, on our grounds to give him access to our computers in the near future

Cindi Beaudet  
General Manager

# Interment Summary Report

Temecula Cemetery District

January 04, 2018

Name	Location	Inter. Date
1 Abbe, Jorita	Sec: 50 Lot: 2-G	03/29/1997
2 Abbe, Robert	Sec: 50 Lot: 2-F	12/03/2001
3 Abbey, Unknown	Lane: 6 Lot: 32	
4 Abbey, Joyce Ruth	Lane: 6 Lot: 29	02/20/1983
5 Abbey, Paul	Lane: 6 Lot: 30	07/24/1980
6 Abbey Jr., Glenn	Lane: 6 Lot: 31	04/28/2002
7 Mack, Albert	Sec: 11 DUAL Lot: 3-E	
8 Ackerman, Nicholas	Sec: 9 Dual Lot: 2-F	09/07/2011
9 Acosta, Jaime	Sec: 14 Dual Lot: 4-I	02/22/2005
10 Adame, Maria	Hex: 5 Niche: 8	06/30/2006
11 Adams, Nancy	Sec: 7 Dual Lot: 1-B	
12 Adams, Harold	Sec: 7 Dual Lot: 1-B	
13 Adams, Shirley	Sec: 103 Lot: D	
14 Agbay, Severina	Sec: 15 Dual Lot: 4-I	05/21/2009
15 aguiar, Juan	Sec: 7 DUAL Lot: 4-E	01/04/2016
16 Aguilar, Patricia	Lane: 2 Lot: 10	12/12/1987
17 Albao, Clinton	Sec: 12 DUAL Lot: 3-H	
18 Alberts, Ladonne	Sec: 48 Lot: 3-F	02/25/2000
19 Alberts, Pearl	Sec: 48 Lot: 3-G	
20 Albillar, Manuel	Sec: 6 Lot: D	02/24/1996
21 Alexander, Gene	Sec: 53 Lot: 3-E	
22 Alexander, Penne Lynn	Sec: 53 Lot: 3-E	09/11/1999
23 Alexopoulos, Elsa	Sec: 15 Dual Lot: 4D	07/18/2014
24 Alexopoulos, Argyrios	Sec: 15 Dual Lot: 4-D	09/26/2011
25 Allotta, Betty	Hex: 5 Niche: 5	06/11/2007

Missing:  
DOB  
DOD  
marker and  
Flower vase



TEMECULA PUBLIC CEMETERY DISTRICT  
POLICY MANUAL

**POLICY TITLE:** Purpose of Board Policies  
**POLICY NUMBER:** 1025

1025.1 It is the intent of the Board of Trustees of the Temecula Public Cemetery District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Trustees, staff and members of the public in determining the manner in which matters of District Business are to be conducted. However, the manual cannot anticipate every situation. Accordingly, trustees, managers and supervisors are expected to exercise sound judgment and common sense when administering personnel policies and making employment-related decisions

1025.2 If any policy or portion of a policy contained within the Manual of Policies is conflict with rules, regulations or legislation having authority over Temecula Public Cemetery District, said rules, regulations or legislation shall prevail.

