

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)

**AGENDA- Estimated Time: 1 1/2 Hr.
July 20, 2023 @ 8:00 a.m.**

REGULAR BOARD MEETING

TEMECULA PUBLIC CEMETERY DISTRICT

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

1. CALL TO ORDER: Trustee Davis

2. FLAG SALUTE : Trustee Davis

3 ROLL CALL:

Chair- Davis, Vice Chair- Dugan, Trustee Qualm, Trustee Vanderhaak,
Trustee Kelleher, General Manager, Beaudet, Administration, Santos

4 MOTIONS TO EXCUSE:

5 VISITORS: None

6 PUBLIC COMMENTS:

Currently, 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. Requests must be submitted in writing or in person prior to the start of the meeting. Every person will be allowed **5 minutes** to address the Board of Trustees; in accordance with State Law (Brown Act) all items to be acted on must be posted 72 hours in advance.

7 CONSENT CALENDAR:

All matters listed under the Consent Calendar are considered routine and may all be approved by one motion. There will be no discussion of these items unless members of the Board or the public request an item be removed from the Consent Calendar for separate action. A total of five minutes is provided for members of the public to address the Trustees on items that appear on the consent calendar. Unless otherwise specified in the request to remove an item from the Consent Calendar, all items shall be considered immediately following action on the remaining items on the Consent Calendar.

A. APPROVAL OF MINUTES

Recommendation: That the Board approve the minutes of the Regular Board Meeting of June 15, 2023

B. APPROVAL OF CHECK REGISTERS

Recommendation: That the Board approves the June 2023 Check Register Nos. 101100, 101200 and 101300.

C. APPROVAL OF BOOKKEEPER REPORT

Recommendation: That the Board receives and files the June 2023 Bookkeeper Report

8 ACTION ITEMS:

A. SECOND DRAFT BUDGET FOR FISCAL YEAR 2023-2024

Recommendation: That the Trustees review the second draft budget

B. CAPC ANNUAL EDUCATION SEMINAR-OCTOBER 6, 2023

Recommendation: Let the manager know who will be in attendance so she can make reservations.

B. RESOLUTION 2023- PAYMENT FOR DISINTERMENT

Recommendation: October of 2005 a motion was made and passed. The board never had a resolution drawn up. Trustees need to sign this resolution drawn up by our legal counsel.

9. FINANCIAL REPORTS:

- A. June 2023 Balance Sheet
- B. June 2023 Profit and Loss
- C. June 2023 Stifel Investments; principal and interest

10 . GENERAL MANAGERS REPORTS:

- A. June 2023 Revenues
- B. June 2023 Inventory
- C. June Burial Calendar
- D. ADM Form to be signed.

11. FISCAL YEAR 2023-2024 SUBCOMMITTEES-

- A. 52-acre Cemetery Property (**Qualm, Dugan**)
- B. Landscape Plan (**Vanderhaak, Davis**)
- C. Cenotaph/ Ossuary (**Dugan, Qualm**)
- D. Conférence Liaison (**Kelleher, Vanderhaak**)
- E. Polices (**Dugan, Kelleher**)
- F. General Price List (**Davis-Vanderhaak**)
- G. Investments (**Qualm-Dugan**)

12. ITEMS FOR FUTURE TRUSTEE AGENDAS

Any Trustee may request an item to be placed on a future agenda. Any such request will be discussed only under this section. In making the request, a Trustee may briefly describe the topic of the proposed agenda item. This description shall not exceed 5 minutes. No substantive discussion on the subject or a motion may occur.

13. GENERAL COUNSEL REPORTS: Nothing to Report

14. ADJOURNMENT:

1st Motion:

2nd Motion:

All in Favor:

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, August 17, 2023, at 8:00 a.m.

POSTED July 17, 2023

All supporting documentation is available for public review after the agenda has been posted and no less than 72 hours prior to the meeting date. The material will be made available at the Temecula Public Cemetery District Office during business hours, or on the website:

www.temeculacemetery.org

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**AGENDA- Estimated Time: 1 1/2 Hr.
June15, 2023 @ 8:00 a.m.**

MINUTES

TEMECULA PUBLIC CEMETERY DISTRICT

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

1. CALL TO ORDER: Trustee Davis @ 8:00 AM

2. FLAG SALUTE : Trustee Davis

3. ROLL CALL:

Chair- Davis, Vice Chair- Dugan,
Trustee Vanderhaak, Trustee Kelleher, General Manager, Beaudet, Administration,
Santos

**4. MOTIONS TO EXCUSE: A motion was made by Trustee Dugan to excuse Trustee Qualm, Seconded by Trustee Vanderhaak and passed with a 3/0 vote.
Trustee Kelleher stepped out to take a phone call during the vote.**

5. VISITORS: None

6 PUBLIC COMMENTS:

Currently, 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. Requests must be submitted in writing or in person prior to the start of the meeting. Every person will be allowed **5 minutes** to address the Board of Trustees; in accordance with State Law (Brown Act) all items to be acted on must be posted 72 hours in advance.

7.CONSENT CALENDAR: A motion was made by Trustee Dugan to accept the consent calendar as presented, seconded by Trustee Vanderhaak and passed with a 4/0 vote.

All matters listed under the Consent Calendar are considered routine and may all be approved by one motion. There will be no discussion of these items unless members of the Board or the public request an item be removed from the Consent Calendar for separate action. A total of five minutes is provided for members of the public to address the Trustees on items that appear on the consent calendar. 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 MAY 25, 2023

B. APPROVAL OF CHECK REGISTERS

Recommendation: That the Board approves the May 2023 Check Register Nos. 101100, 101200 and 101300.

C. APPROVAL OF BOOKKEEPER REPORT

Recommendation: That the Board receives and files the May 2023 Bookkeeper Report

8. ACTION ITEMS:FIRST DRAFT BUDGET FOR FISCAL YEAR 2023-2024

A motion was made by Trustee Vanderhaak to look at another draft budget at the July board meeting, seconded by Trustee Kelleher and passed with a 4/0 vote.

Recommendation: That the Trustees review the first draft budget

9. FINANCIAL REPORTS: A motion was made by Trustee Vanderhaak to receive and file the May finances, seconded by Trustee Kelleher and passed with a 4/0 vote.

- A. May 2023 Balance Sheet
- B. May 2023 Profit and Loss
- C. May2023 Stifel Investments; principal and interest

10. GENERAL MANAGERS REPORTS: A motion was made by Trustee Dugan to receive the general manager's report, seconded by Trustee Kelleher and passed with a 4/0 vote.

- A. May 2023 Revenues
- B. May 2023 Inventory
- C. May Burial Calendar

11. FISCAL YEAR 2023-2024 SUBCOMMITTEES-

- A. 52-acre Cemetery Property (**Qualm, Dugan**)
- B. Landscape Plan (**Vanderhaak, Davis**)
- C. Cenotaph/ Ossuary (**Dugan, Qualm**)
- D. Conférence Liaison (**Kelleher, Vanderhaak**) –
5 trustees attending CSDA, Monterey 08/28/2023
- E. Polices (**Dugan, Kelleher**)
- F. General Price List (**Davis-Vanderhaak**)
- G. Investments (**Qualm-Dugan**)

12. ITEMS FOR FUTURE TRUSTEE AGENDAS

Any Trustee may request an item to be placed on a future agenda. Any such request will be discussed only under this section. In making the request, a Trustee may briefly describe the topic of the proposed agenda item. This description shall not exceed 5 minutes. No substantive discussion on the subject or a motion may occur.

13. GENERAL COUNSEL REPORTS: Nothing to Report

14. CLOSED SESSION ITEMS:

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant Exposure to Litigation

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

C. CLOSED SESSION ANNOUNCEMENT:

The Next Regular Meeting of the Temecula Public Cemetery Board of Trustees will be held on Thursday, July 20, 2023, at 8:00 a.m.

15. ADJOURNMENT: 9:03 am

1st Motion: Trustee Kelleher

2nd Motion: Trustee Vanderhaak

All in Favor: 4/0

Temecula Public Cemetery District

7/12/2023 10:32 AM

Register: 101100 - US Bank Checking

From 06/01/2023 through 06/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/01/2023	8852	Agape Construction	201100 - Accounts Pay...	Cemetery Impr...	3,987.00	X		44,482.66
06/01/2023	8853	Kyle Means	201100 - Accounts Pay...	Personal Mileage	3.20	X		44,479.46
06/01/2023	8896	Cindi Beaudet	529040 - Private Milea...	june	80.63			44,398.83
06/01/2023	060123	CalPers 457 Plan	201100 - Accounts Pay...	pay period 06/09	1,439.14	X		42,959.69
06/01/2023	061023	California Public Em...	201100 - Accounts Pay...	7490021932 ...	2,995.71	X		39,963.98
06/01/2023	JE 21061	Metlife	116137 - Miscellaneou...	Met Life - Met...	27.26	X		39,936.72
06/01/2023			101200 - US Bank Pay...	Funds Transfer	12,340.66	X		27,596.06
06/02/2023	8854	American Mini Storage	201100 - Accounts Pay...	June	115.00	X		27,481.06
06/02/2023	8855	Cherry Santos	201100 - Accounts Pay...		6.65	X		27,474.41
06/02/2023	8856	Cindi Beaudet	201100 - Accounts Pay...	May	111.05	X		27,363.36
06/02/2023	8857	EcoFert Inc	201100 - Accounts Pay...	5633- May	515.00	X		26,848.36
06/02/2023	8858	Lawnscap Systems I...	201100 - Accounts Pay...	437336	1,738.00	X		25,110.36
06/02/2023	8859	Nutrien Ag Solutions	201100 - Accounts Pay...	443226	125.83	X		24,984.53
06/02/2023	8860	US Bank	201100 - Accounts Pay...	May	4,229.76	X		20,754.77
06/05/2023	060523	Compass HR	201100 - Accounts Pay...	HR	225.00	X		20,529.77
06/08/2023	8861	Cherry Santos	201100 - Accounts Pay...		11.13	X		20,518.64
06/08/2023	8862	Kyle Means	201100 - Accounts Pay...	Personal Mileage	163.53	X		20,355.11
06/08/2023	8863	Alfredo Aguilar	201100 - Accounts Pay...	balance due for...	77.04	X		20,278.07
06/08/2023	8864	Cherry Santos	201100 - Accounts Pay...	balance due on ...	91.45	X		20,186.62
06/08/2023	8865	Kyle Means	201100 - Accounts Pay...	balance due on ...	112.21	X		20,074.41
06/08/2023	JE 21063		515100 - Life Insuranc...	Automatic with...	35.64	X		20,038.77
06/12/2023			523290 - Bank Charges	Service Charge	37.00	X		20,001.77
06/12/2023	8866	Agape Construction	201100 - Accounts Pay...	Cemetery Impr...	867.00	X		19,134.77
06/12/2023	8867	Crowne Hill Consulti...	201100 - Accounts Pay...	17170/17209	587.89	X		18,546.88
06/12/2023	8868	Honor Life DBA	201100 - Accounts Pay...		2,500.00	X		16,046.88
06/12/2023	8869	Linda Glau CPA	201100 - Accounts Pay...	June	635.25	X		15,411.63
06/12/2023	8870	Nutrien Ag Solutions	201100 - Accounts Pay...	51165844/510...	478.16	X		14,933.47
06/12/2023	8871	Protection One (corp)	201100 - Accounts Pay...	150634258-June	228.97	X		14,704.50
06/12/2023	8872	PureRite Drinking W...	201100 - Accounts Pay...	296866	30.20	X		14,674.30
06/12/2023	8873	Southern California ...	201100 - Accounts Pay...	2-03-325-4707	813.46	X		13,860.84
06/12/2023	8874	Standard Insurance C...	201100 - Accounts Pay...	160-513170-00...	264.16	X		13,596.68
06/12/2023	8875	Streamline	201100 - Accounts Pay...	7235D26B-003...	50.00	X		13,546.68
06/12/2023	8876	Wildlife Control Ser...	201100 - Accounts Pay...	WL3573	500.00	X		13,046.68
06/16/2023			101200 - US Bank Pay...	Funds Transfer	15,874.71	X		-2,828.03
06/19/2023			101100G - Cash - Gen...	Deposit		X	71,706.94	68,878.91
06/20/2023	061123	California Public Em...	201100 - Accounts Pay...	7490021932 ...	2,995.71	X		65,883.20
06/20/2023	062323	CalPers 457 Plan	201100 - Accounts Pay...	pay period 06/23	1,438.10	X		64,445.10
06/21/2023		Downs Energy	527100 - Fuel	June - as seen o...	187.67	X		64,257.43
06/22/2023	8877	Agriscap	201100 - Accounts Pay...		47.85	X		64,209.58
06/23/2023	8878	AT&T Mobility	201100 - Accounts Pay...	287328075503	57.87	X		64,151.71

Temecula Public Cemetery District

7/12/2023 10:32 AM

Register: 101100 · US Bank Checking

From 06/01/2023 through 06/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/26/2023	0626	Metlife	201100 · Accounts Pay...	KMO5754034-...	8.34			64,143.37
06/26/2023	0629	Downs Energy	201100 · Accounts Pay...	CL-94084-June	203.72	X		63,939.65
06/26/2023	0631	SDRMA	201100 · Accounts Pay...	VOID: 73651/...		X		63,939.65
06/26/2023	8880	GEO Soils Inc	201100 · Accounts Pay...	Retainer	8,771.48			55,168.17
06/26/2023	8881	RJM Design Group I...	201100 · Accounts Pay...	35761	2,553.25			52,614.92
06/26/2023	8882	Temecula Valley Pip...	201100 · Accounts Pay...		1,070.15	X		51,544.77
06/26/2023	8883	Hank's Hardware & ...	201100 · Accounts Pay...	455763	516.70			51,028.07
06/26/2023	8884	Verizon Wireless	201100 · Accounts Pay...	95-83963815	215.26			50,812.81
06/26/2023	8885	Home Depot Credit S...	201100 · Accounts Pay...	9291005	656.23			50,156.58
06/26/2023	8886	County of Riverside L...	201100 · Accounts Pay...	IT 5621-may	185.02			49,971.56
06/26/2023	8887	Stehly Brothers Drilli...	201100 · Accounts Pay...	215449	627.29	X		49,344.27
06/26/2023	8888	CR&R Incorporated	201100 · Accounts Pay...	001-424969	371.20			48,973.07
06/27/2023	8889	Kyle Means	201100 · Accounts Pay...		12.07			48,961.00
06/28/2023	8890	US Bank	201100 · Accounts Pay...	June	6,452.86			42,508.14
06/30/2023	070723	CalPers 457 Plan	201100 · Accounts Pay...	pay period 07/0...	1,414.88			41,093.26
06/30/2023			101200 · US Bank Pay...	Funds Transfer	12,050.26	X		29,043.00

Temecula Public Cemetery District

7/12/2023 10:32 AM

Register: 101200 · US Bank Payroll
 From 06/01/2023 through 06/30/2023
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/01/2023			101100 · US Bank Che...	Funds Transfer		X	12,340.66	16,130.69
06/09/2023	JE 21056		510040 · Regular Salar...	Bank Draft Am...	8,718.10	X		7,412.59
06/09/2023	JE 21056		510040 · Regular Salar...	Bank Draft Am...	3,473.85	X		3,938.74
06/09/2023	JE 21056		510040 · Regular Salar...	Monthly charg...	148.71	X		3,790.03
06/16/2023			101100 · US Bank Che	Funds Transfer		X	15,874.71	19,664.74
06/23/2023	JE 21064		510040 · Regular Salar...	Bank Draft Am...	8,494.76	X		11,169.98
06/23/2023	JE 21064		510040 · Regular Salar...	Bank Draft Am...	4,189.04	X		6,980.94
06/23/2023	JE 21064		510040 · Regular Salar...	Monthly charg...	191.16	X		6,789.78
06/30/2023			101100 · US Bank Che...	Funds Transfer		X	12,050.26	18,840.04

Temecula Public Cemetery District

7/12/2023 10:33 AM

Register: 101300 - US Wash Account

From 06/01/2023 through 06/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/12/2023	5056	Deborah Reider	116137 · Miscellaneou...	over payment r...	550.00	X		8,467.56
06/30/2023			100499 · Revenues to ...	Deposit		X	6,600.00	15,067.56
06/30/2023			-split-	Deposit		X	50,822.57	65,890.13
06/30/2023			100499 · Revenues to ...	Deposit		X	150.00	66,040.13
06/30/2023	5057	County of Riverside ...	-split-	June 30, 2023- ...	56,125.00			9,915.13

Date: 07/10/2023 *Shirley Daw*

Remote Tasks Performed:

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts Statements – Two Months
- X Enter Property Taxes - Code Deposits as Necessary
- X Support Voucher Balance to County

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

- X Verify check sequence is intact.
8861-8699

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

Number	Date	Payee	Amount	Memo	2nd Sig
8868	6/12/2023	Honor Life DBA	2,500.00	Columbarium Wall Cleaning	yes
8880	6/26/2023	GEO Soils	8,771.48	New Cemetery Property	yes
8881	6/26/2023	RJM Design Group Inc.	2,553.55	New Cemetery Property	yes
8890	6/26/2023	US Bank	6,452.86	Credit Card	yes
8891	7/5/2023	Law Office Quintanilla	4,365.00	Legal	yes
8899	7/10/2023	Agape Construction	3,191.00	New Cemetery Property	yes

X Verify all checks to the GM have two signatures.

Date	Payee	Amount	Memo	2nd Sig
6/1/2023	Cindi Beaudet	80.63	June Mileage	Yes

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

X Confirm Proper Endowment Income figure booked.

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

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

X On the Profit and Loss – Show only the Year to Date and Annual Budget Figures. Check Pagination.

- X Update Endowment Allocation Schedule. Cash Subledgers not yet available
- X Update Wash Account Analysis.
- X Update Prepaid subledger and validate QB information.
- X Read Agenda and Minutes of the previous Board Meeting. Agenda not yet available

Items to note. Open items: Continued work on 2023-2024 Draft Budget

Temecula Public Cemetery District Second Year Budget

FY 23-24

Ordinary Income/Expense	Est TOTAL 22-23	Approved Budget 22-23	Draft Budget 23-24	
Income				
700001 · Property Taxes				
700020 · Prop Tax Current Secured	701,790.93	696,200.00	680,000.00	
701020 · Prop Tax Current Unsecured	30,323.08	25,000.00	30,000.00	
703000 · Prop Tax Prior Unsecured	1,919.18	0.00	900.00	
704000 · Prop Tax Curr Supplemental	30,791.20	9,600.00	24,000.00	
705000 · Prop Tax Prior Supplemental	8,541.57	4,500.00	8,000.00	
706000 · Teeter Settlement	8,500.69	10,000.00	8,500.00	
707000 · RDV Apportionment	110,890.90	40,000.00	110,600.00	
752800 · CA-Homeowners Tax Relief	6,048.61	4,000.00	3,000.00	
770100 · Property Tax - SBE	15,031.26	10,500.00	15,000.00	
770102 · Other Taxes	8.69	200.00	0.00	
Total 700001 · Property Taxes	913,846.11	800,000.00	880,000.00	Budget 10% higher than prior year budget
740020 · Interest and Dividend Income				
740024 · Dividend Income - Stifel	10,710.36	5,000.00	10,000.00	
740023 · Interest - Stifel	78,258.05	68,900.00	75,900.00	
740020G · Interest on General Fnd at Cnty	17,833.96	5,000.00	17,800.00	
740020E · Interest on Endow Fnd at County	1,816.16	100.00	1,800.00	
7400200 · Interest on ACO at County	24,622.06	10,000.00	24,500.00	
Total 740020 · Interest and Dividend Income	133,240.59	89,000.00	130,000.00	Budget close to actual
770001 · Other Revenue				
777700 · Non-Resident Fee Income	40,500.00	0.00	40,000.00	Only immediate burials ✓ 110,000
770100E · Endowment	70,702.00	145,000.00	64,000.00	Only immediate burials
777030 · Marker Setting	23,450.00	18,000.00	19,000.00	Only immediate burials
777031 · Niche Engraving	2,730.00	3,000.00	4,500.00	Only immediate burials
777040 · Open, Close Fees	50,700.00	37,000.00	49,000.00	Only immediate burials
777520 · Sale of Lots	99,098.00	56,800.00	70,000.00	Only immediate burials
777530 · Cremation	43,300.00	17,000.00	40,000.00	Only immediate burials
777600 · Cenotaph	0.00	300.00	300.00	Only immediate burials
777650 · Graveside Service	31,100.00	16,000.00	27,000.00	Only immediate burials
780160 · Vaults, Flower Vases, etc.	24,358.69	16,000.00	20,000.00	Only immediate burials

**Temecula Public Cemetery District
Second Fiscal Year Budget**

FY 23-24

	Est TOTAL 22-23	Approved Budget 22-23	Draft Budget 23-24	
781360 · Other Misc. Revenue	1,814.40	400.00	1,000.00	Only immediate burials
Total 770001 · Other Revenue	387,753.09	309,500.00	334,800.00	Close to actual
Total Income	1,434,839.79	1,198,500.00	1,344,800.00	
Gross Profit	1,434,839.79	1,198,500.00	1,344,800.00	
Expense				
510000 · Salaries and Employee Benefits				
510040T · Regular Salaries.				
510040 · Regular Salaries	273,734.52	319,000.00	349,000.00	From Wage and Benefit Page
510330 · Incentive Pay	6,454.25	6,500.00	4,000.00	From Wage and Benefit Page
515100 · Life Insurance Policy	427.68	450.00	450.00	
Total 510040T · Regular Salaries.	280,616.45	325,950.00	353,450.00	
510320T · Temporary Salaries	40.00	0.00	0.00	
Total 510320T · Temporary Salaries.	40.00	0.00	0.00	
513000T · Retirement - Miscellaneous				
518000 · Employer Contributions-457	17,005.70	23,500.00	25,500.00	From Wage and Benefit Page
551000 · Employee Contributions	0.00	0.00	0.00	
Total 513000T · Retirement - Miscellaneous	17,005.70	23,500.00	25,500.00	
513120T · Retirement - Social Security				
513120 · Social Security	17,790.22	21,500.00	22,500.00	From Wage and Benefit Page
513140 · Medicare Tax	4,160.84	5,000.00	5,500.00	From Wage and Benefit Page
Total 513120T · Retirement - Social Security	21,951.06	26,500.00	28,000.00	
515080T · Health Insurance (eer share)				
515081 · Health Insurance	36,210.43	52,000.00	60,500.00	From Wage and Benefit Page
515082 · Vision Insurance	358.24	800.00	800.00	From Wage and Benefit Page
515083 · Dental Insurance	2,914.76	3,200.00	4,500.00	From Wage and Benefit Page
Total 515080T · Health Insurance (eer share)	39,483.43	56,000.00	65,800.00	
515260T · Unemployment Insurance				
517000 · Workers Comp Insurance	15,137.03	22,000.00	15,500.00	From invoice
515060 · State Unemployment Ins EDD	0.00	1,500.00	1,500.00	
513130 · CA SUI	750.07	2,000.00	2,000.00	
Total 515260T · Unemployment Insurance	15,887.10	25,500.00	19,000.00	

Temecula Public Cemetery District Second Year Budget

FY 23-24

	Est TOTAL 22-23	Approved Budget 22-23	Draft Budget 23-24	
Total 510000 - Salaries and Employee Benefits	374,983.74	457,450.00	491,750.00	
520000 - Services and Supplies				
529540T - Utilities				
520845 - Trash	4,372.97	4,400.00	4,400.00	
529500 - Electricity	6,736.55	6,000.00	8,000.00	increase from provider
Total 529540T - Utilities	11,109.52	10,400.00	12,400.00	
524520T - Administrative Expenses				
518160 - Board Stipend	6,750.00	11,250.00	11,250.00	
520115 - Uniforms - Replacement Clothing	3,962.63	3,600.00	4,500.00	increase from provider
520230 - Cellular Phone	2,363.88	3,300.00	2,500.00	
520705 - Food	147.37	1,200.00	1,000.00	
520930 - Insurance - Liability	20,473.83	20,500.00	24,000.00	From Insurance Estimate
523100 - Memberships	3,495.00	3,600.00	3,600.00	
523290 - Bank Charges	257.00	300.00	300.00	
523621 - Subscriptions	0.00	500.00	4,500.00	CemSites License and walk to gps-2880.00 - operate
523660 - Computer Service	8,149.93	7,000.00	9,000.00	Three operating computers
523700 - Office Supplies	0.00	1,000.00	6,000.00	Placed under operational last fy
523720 - Photocopies	3,241.36	3,000.00	3,800.00	
523760 - Postage/Mailing	431.01	1,000.00	1,000.00	Placed under operational last fy
523780 - Programs	0.00	0.00	2,000.00	Memorial Day, etc - no service last year
523840 - Computer Equip/Software/T1	4,437.85	2,500.00	5,000.00	Placed under operational last fy
524520 - County Journal Recording	2,080.82	2,400.00	2,400.00	
524530 - Storage Fees	1,390.00	1,400.00	1,400.00	1500 ✓
524540 - Payroll and Timekeeping Services	4,080.77	4,100.00	5,240.00	R, less 90 disc, plus 600 TK set up plus \$108/mo TK
524560 - Auditing	10,500.00	10,500.00	10,500.00	
524561 - Accounting	9,581.50	9,500.00	10,200.00	
524566 - Temp for efile	0.00	9,000.00	35,000	Will wait until 2024-2025
524800 - Drug Testing/Pre-Employment	985.00	400.00	1,000.00	
525025 - Legal - General Counsel	8,710.00	30,000.00	30,000.00	Future cemetery
525030 - Compass HR Support	5,937.64	5,400.00	3,000.00	- hand book - 2700 monthly
526420 - Advertising	1,250.50	1,800.00	1,800.00	
527280 - Awards/Recognition	0.00	300.00	300.00	

Temecula Public Cemetery District

Second Year Budget

FY 23-24

	Est TOTAL 22-23	Approved Budget 22-23	Draft Budget 23-24	
527880 · Training/ Staff	1,065.70	2,500.00	3,000.00	New staff
528140 · Conferences and Meetings	19,130.11	30,000.00	30,000.00	
528980 · Meals	1,353.02	2,000.00	3,000.00	increasing since covid
528990 · Semi-Annual Team Dinner	2,666.28	5,000.00	5,000.00	team building day
529040 · Private Mileage Reimbursement	1,511.34	2,500.00	3,000.00	increasing since covid
529050 · Website	550.00	800.00	800.00	increasing cost 50 to 63
529550 · Water	997.85	1,600.00	1,600.00	holiday special deliveries
Total 524520T · Administrative Expenses	125,500.39	177,950.00	190,690.00	
524500T · Operational Expenses.				
521420 · Maint-Field Equipment	8,398.58	15,000.00	15,000.00	
522310 · Maint-Building Improvements	0.00	2,500.00	5,000.00	
522320 · Maint - Grounds	22,832.65	18,000.00	27,000.00	increase in supplies/cleaning service
522360 · Maintenance-Extermination	6,276.00	6,800.00	6,800.00	
523250 · Repurchase	0.00	2,650.00	1,500.00	
523800 · Engraving Expense	2,387.00	3,000.00	4,000.00	
525320 · Security Guard Services	0.00	400.00	0.00	
525600 · Security	2,747.64	7,500.00	3,000.00	increase of 20.54
527100 · Fuel	3,389.75	4,800.00	5,000.00	
527180 · Operational Supplies	21,239.33	13,000.00	15,000.00	
528020 · Inventory	14,645.67	8,500.00	15,000.00	Purchase Additional Vaults
Total 524500T · Operational Expenses.	81,916.62	82,150.00	97,300.00	
Total 520000 · Services and Supplies	218,526.53	270,500.00	300,390.00	
530000 · Other Charges				
535540T · Depreciation Building	0.00	0.00	0.00	District does not budget for Depreciation
585000 · Depreciation	0.00	0.00	0.00	
Total 535540T · Depreciation Building	0.00	0.00	0.00	
530100 · Miscellaneous non-operating exp	832.60	4,000.00	4,000.00	
Total 530000 · Other Charges	832.60	4,000.00	4,000.00	
540000 · Capital Assets				
542060T · Cemetery Grounds				
542040 · - Buildings, Capital Projects	20,221.75	100,000.00	50,000.00	New staff lounge
542050 · Improvements Buildings	982.08	6,000.00	15,000.00	office, wrought iron and engrave trustee wall

Temecula Public Cemetery District

Second Year Budget

FY 23-24

	Est TOTAL 22-23	Approved Budget 22-23	Draft Budget 23-24	
542065 · Tree Renovaton	16,540.00	7,500.00	30,000.00	North wall needs to be cut back
542300 · Office Renovation	0.00	6,000.00	7,500.00	
Total 542060T · Cemetery Grounds	37,743.83	119,500.00	102,500.00	
540040T · Land, Purchase of Land	965,603.00	1,600,000.00	2,500,000.00	26 acres
540042 · Future Cemetery Property	965,603.00	1,600,000.00	2,500,000.00	
Total 540040T · Land, Purchase of Land	965,603.00	1,600,000.00	2,500,000.00	
546020T · Equipment, etc	2,748.28	60,000.00	60,000.00	
542070 · Well Motor	0.00	17,000.00	35,000.00	new mower plus whats needed
546020 · Equipment - Automotive	2,040.00	6,000.00	0.00	Moved to Subscriptions starting 23-24
546240 · Mapping Software	4,788.28	83,000.00	95,000.00	
Total 546020T · Equipment, etc	1,008,135.11	1,802,500.00	2,697,500.00	
Total 540000 · Capital Assets	0.00	145,100.00	0.00	
551100E Cont to Other Funds- Endowment	0.00	-1,802,500.00	0.00	
551100C Cont to Other Funds ACO	0.00	321,450.00	0.00	
551100G Cont to Other Funds Gen	1,602,477.98	1,198,500.00	3,493,640.00	
Total Expense	-167,638.19	0.00	-2,148,840.00	
Net Ordinary Income				
Other Income/Expense				
Other Income				
731000 · Realized Gain (Loss) on Invest	1,755.89	0.00	0.00	
731100 · Unrealized Gain (Loss) on Invst	-70,762.53	0.00	0.00	
Total Other Income	-69,006.64	0.00	0.00	
Net Other Income	-69,006.64	0.00	0.00	
Net Income	-236,644.83	0.00	-2,148,840.00	
Net Income without regard to Capital Assets			548,660.00	

Temecula Public Cemetery District
Balance Sheet
 As of June 30, 2023

	Jun 30, 23	Jun 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	29,043.00	66,144.24	
101200 · US Bank Payroll	18,840.04	2,779.70	
101300 · US Wash Account	9,915.13	27,615.77	
101100C · Cash - Accumulative Outlay Fund	2,405,640.66	2,343,371.20	
101100E · Cash - Endowment Fund	25,030.36	126,477.95	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	1,071,557.96	1,438,472.92	
Total Checking/Savings	3,560,207.15	4,005,041.78	-444,834.63
Other Current Assets			
102200 · Stifel Investments			
102210 · Stifel Endowment Care	2,495,694.53	2,360,258.27	
102220 · Stifel Endowment Interest	923,729.65	866,599.51	
Total 102200 · Stifel Investments	3,419,424.18	3,226,857.78	192,566.40
112011 · Inventory Asset	155,231.00	152,695.00	
102100 · Taxes Receivable	0.00	40,532.15	
116100 · Interest Receivable			
116100G · Interest Receivable - General	0.00	111.30	
116100A · Interest Receivable - ACO	0.00	205.58	
116100E · Interest Receivable - Endowment	0.00	10.08	
116100P · Interest Receivable - End Prin	14,660.22	13,772.79	
116100I · Interest Receivable - End Int	6,529.72	5,526.20	
Total 116100 · Interest Receivable	21,189.94	19,625.95	
116137 · Miscellaneous Receivable	35.60	0.00	
117000 · PrePaid Expenses	6,643.21	7,605.96	
Total Other Current Assets	3,602,523.93	3,447,316.84	155,207.09
Total Current Assets	7,162,731.08	7,452,358.62	-289,627.54

Temecula Public Cemetery District
Balance Sheet
As of June 30, 2023

	Jun 30, 23	Jun 30, 22	\$ Change
Fixed Assets			
191650 · Intangible Assets	24,470.00	24,470.00	
198950 · Accum Depr - Software	-4,893.99	-4,893.99	
191000 · Future Cemetery Property	3,473,796.98	3,467,644.98	
191100 · Buildings and Improvements	321,105.07	318,605.07	
191400 · Structures and Improvements	363,678.03	363,678.03	
191500 · Equipment	188,672.05	188,322.08	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	22,079.50	22,079.50	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-166,004.34	-166,004.34	
198400 · Accumulated Depr - Struct/Imp	-255,214.97	-255,214.97	
198500 · Accum Depr - Equipment	-163,194.07	-163,194.07	
198800 · Accum Depr- Grnd Imp	-5,473.71	-5,473.71	
198900 · Accum Depr-Pav 15	-51,238.02	-51,238.02	
Total Fixed Assets	3,968,903.55	3,959,901.58	9,001.97
TOTAL ASSETS	11,131,634.63	11,412,260.20	-280,625.57
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	7,851.52	7,473.88	
Total Accounts Payable	7,851.52	7,473.88	
Other Current Liabilities			
201200 · Miscellaneous Short Term Liabil	0.00	2,072.19	
212200 · Accrued Vacation Pay	14,771.16	14,771.16	
202100 · Accrued Payroll	0.00	12,274.82	
Total Other Current Liabilities	14,771.16	29,118.17	
Total Current Liabilities	22,622.68	36,592.05	
Total Liabilities	22,622.68	36,592.05	-13,969.37
Equity			
36001 · Net Investments in Cap Assets	3,309,357.00	3,309,357.00	
36002 · Endowment Care Corpus	2,635,110.00	2,635,110.00	
36003 · Endowment Care Earnings	821,514.00	821,514.00	
36004 · Unrestricted Earnings ACO Fund	2,930,348.00	2,930,348.00	
36005 · Unrestricted Earnings Gen Fund	882,307.00	882,307.00	
308100 · General Reserve	3,634.00	3,634.00	
325100G · Unreserved Fund Balance - Gen	280,455.17	280,455.17	
390000 · Retained Earnings	512,942.98	-19,996.70	
Net Income	-266,656.20	532,939.68	
Total Equity	11,109,011.95	11,375,668.15	-266,656.20
TOTAL LIABILITIES & EQUITY	11,131,634.63	11,412,260.20	-280,625.57

Temecula Public Cemetery District
Profit & Loss Budget Performance
 June 2023

Jul '22 - Jun 23 Annual Budget

Ordinary Income/Expense

Income

700001 · Property Taxes

700020 · Prop Tax Current Secured	679,400.17	696,200.00
701020 · Prop Tax Current Unsecured	32,029.44	25,000.00
703000 · Prop Tax Prior Unsecured	954.17	0.00
704000 · Prop Tax Curr Supplemental	23,104.50	9,600.00
705000 · Prop Tax Prior Supplemental	7,527.84	4,500.00
706000 · Teeter Settlement	8,500.69	10,000.00
707000 · RDV Apportionment	110,890.90	40,000.00
752800 · CA-Homeowners Tax Relief	6,048.61	4,000.00
770100 · Property Tax - SBE	15,003.22	10,500.00
770102 · Other Taxes	0.00	200.00

Total 700001 · Property Taxes 883,459.54 800,000.00

740020 · Interest and Dividend Income

740024 · Dividend Income - Stifel	10,710.36	5,000.00
740023 · Interest - Stifel	78,258.05	68,900.00
740020G · Interest on General Fnd at Cnty	16,846.68	5,000.00
740020E · Interest on Endow Fnd at County	1,734.55	100.00
740020O · Interest on ACO at County	22,285.88	10,000.00

Total 740020 · Interest and Dividend Income 129,835.52 89,000.00

770001 · Other Revenue

777700 · Non-Resident Fee Income	40,500.00	0.00
770100E · Endowment	70,502.00	145,000.00
777030 · Marker Setting	23,450.00	18,000.00
777031 · Niche Engraving	2,730.00	3,000.00
777040 · Open, Close Fees	50,700.00	37,000.00
777520 · Sale of Lots	99,098.00	56,800.00
777530 · Cremation	43,300.00	17,000.00
777600 · Cenotaph	0.00	300.00
777650 · Graveside Service	31,100.00	16,000.00
780160 · Vaults, Flower Vases, etc.	24,358.69	16,000.00
781360 · Other Misc. Revenue	2,014.40	400.00

Total 770001 · Other Revenue 387,753.09 309,500.00

Total Income 1,401,048.15 1,198,500.00

Gross Profit 1,401,048.15 1,198,500.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 June 2023

	<u>Jul '22 - Jun 23</u>	<u>Annual Budget</u>
Expense		
510000 · Salaries and Employee Benefits		
510040T · Regular Salaries.		
510040 · Regular Salaries	273,734.52	319,000.00
510330 · Incentive Pay	6,454.25	6,500.00
510335 · Hazard Pay	0.00	0.00
515100 · Life Insurance Policy	427.68	450.00
Total 510040T · Regular Salaries.	280,616.45	325,950.00
510320T · Temporary Salaries.		
510320 · Temporary Salaries	40.00	0.00
510320T · Temporary Salaries. - Other	0.00	0.00
Total 510320T · Temporary Salaries.	40.00	0.00
513000T · Retirement - Miscellaneous		
518000 · Employer Contributions-457	17,005.70	23,500.00
551000 · Employee Contributions	0.00	0.00
Total 513000T · Retirement - Miscellaneous	17,005.70	23,500.00
513120T · Retirement - Social Security		
513120 · Social Security	17,790.22	21,500.00
513140 · Medicare Tax	4,160.84	5,000.00
Total 513120T · Retirement - Social Security	21,951.06	26,500.00
515080T · Health Insurance (eer share)		
515081 · Health Insurance	36,210.43	52,000.00
515082 · Vision Insurance	358.24	800.00
515083 · Dental Insurance	2,914.76	3,200.00
Total 515080T · Health Insurance (eer share)	39,483.43	56,000.00
515260T · Unemployment Insurance		
517000 · Workers Comp Insurance	15,137.03	22,000.00
515060 · State Unemployment Ins EDD	0.00	1,500.00
513130 · CA SUI	750.07	2,000.00
515260T · Unemployment Insurance - Other	0.00	0.00
Total 515260T · Unemployment Insurance	15,887.10	25,500.00
Total 510000 · Salaries and Employee Benefits	374,983.74	457,450.00
520000 · Services and Supplies		
529540T · Utilities		
520845 · Trash	4,372.97	4,400.00
529500 · Electricity	6,736.55	6,000.00
Total 529540T · Utilities	11,109.52	10,400.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 June 2023

	<u>Jul '22 - Jun 23</u>	<u>Annual Budget</u>
524520T · Administrative Expenses		
518160 · Board Stipend	6,750.00	11,250.00
520115 · Uniforms - Replacement Clothing	3,962.63	3,600.00
520230 · Cellular Phone	2,363.88	3,300.00
520705 · Food	147.37	1,200.00
520930 · Insurance - Liability	20,473.83	20,500.00
523100 · Memberships	3,495.00	3,600.00
523290 · Bank Charges	257.00	300.00
523621 · Subscriptions	0.00	500.00
523660 · Computer Service	8,149.93	7,000.00
523700 · Office Supplies	0.00	1,000.00
523720 · Photocopies	3,241.36	3,000.00
523760 · Postage/Mailing	431.01	1,000.00
523840 · Computer Equip/Software/T1	4,437.85	2,500.00
524520 · County Journal Recording	2,080.82	2,400.00
524530 · Storage Fees	1,390.00	1,400.00
524540 · Payroll Processing Services	4,080.77	4,100.00
524560 · Auditing	10,500.00	10,500.00
524561 · Accounting	9,581.50	9,500.00
524566 · Temp for e-File	0.00	9,000.00
524800 · Drug Testing/Pre-Employment	985.00	400.00
525025 · Legal - General Counsel	8,710.00	30,000.00
525030 · Compass HR Support	5,937.64	5,400.00
526420 · Advertising	1,250.50	1,800.00
527280 · Awards/Recognition	0.00	300.00
527880 · Training/ Staff	1,065.70	2,500.00
528140 · Conferences and Meetings	19,655.11	30,000.00
528980 · Meals	1,353.02	2,000.00
528990 · Semi-Annual Team Dinner	2,666.28	5,000.00
529040 · Private Mileage Reimbursement	1,511.34	2,500.00
529050 · Website	550.00	800.00
529550 · Water	997.85	1,600.00
Total 524520T · Administrative Expenses	126,025.39	177,950.00

Temecula Public Cemetery District Profit & Loss Budget Performance June 2023

	Jul '22 - Jun 23	Annual Budget
524500T · Operational Expenses.		
521420 · Maint-Field Equipment	8,398.58	15,000.00
522310 · Maint-Building Improvements	0.00	2,500.00
522320 · Maint - Grounds	22,832.65	18,000.00
522360 · Maintenance-Extermination	6,276.00	6,800.00
523250 · Repurchase	0.00	2,650.00
523800 · Engraving Expense	2,387.00	3,000.00
525320 · Security Guard Services	0.00	400.00
525600 · Security	2,747.64	7,500.00
527100 · Fuel	3,389.75	4,800.00
527180 · Operational Supplies	21,484.61	13,000.00
528020 · Inventory	14,645.67	8,500.00
Total 524500T · Operational Expenses.	82,161.90	82,150.00
Total 520000 · Services and Supplies	219,296.81	270,500.00
530000 · Other Charges		
530100 · Miscellaneous non-operating exp	-64.97	4,000.00
Total 530000 · Other Charges	-64.97	4,000.00
540000 · Capital Assets		
542060T · Cemetery Grounds		
542040 · - Buildings, Capital Projects	20,221.75	100,000.00
542060 · Improvements -Building	982.08	6,000.00
542065 · Tree Renovaton	16,540.00	7,500.00
548300 · Office Renovation	0.00	6,000.00
Total 542060T · Cemetery Grounds	37,743.83	119,500.00
540040T · Land, Purchase of Land		
540042 · Future Cemetery Property	965,603.00	1,600,000.00
Total 540040T · Land, Purchase of Land	965,603.00	1,600,000.00
546020T · Equipment, etc		
542070 · Well Motor	2,748.28	60,000.00
546020 · Equipment - Automotive	0.00	17,000.00
546240 · Mapping Software	2,040.00	6,000.00
Total 546020T · Equipment, etc	4,788.28	83,000.00
Total 540000 · Capital Assets	1,008,135.11	1,802,500.00
551100G · Contrib to Other Funds - Gen	712,310.14	321,450.00
551100E · Contrib to Other Funds - Endow	72,236.55	145,100.00
551100C · Cont from Other Funds - ACO	-1,051,202.89	-1,802,500.00
Total Expense	1,335,694.49	1,198,500.00
Net Ordinary Income	65,353.66	0.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
June 2023

	<u>Jul '22 - Jun 23</u>	<u>Annual Budget</u>
Other Income/Expense		
Other Income		
731000 · Realized Gain (Loss) on Invest	1,755.89	0.00
731100 · Unrealized Gain (Loss) on Invst	-70,762.53	0.00
732000 · Gain from sale of property	3,652.98	0.00
Total Other Income	<u>-65,353.66</u>	<u>0.00</u>
Net Other Income	<u>-65,353.66</u>	<u>0.00</u>
Net Income	<u>0.00</u>	<u>0.00</u>

STIFEL

1 1 1 0380461 SSNO001003

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

Your Financial Advisor (LU04):
SANDRA HEDSTROM WHEELER
Telephone: (805) 783-2921

Office Serving Your Account:
4460 BROAD STREET
SUITE 210
SAN LUIS OBISPO, CA 93401

PRIMARY INVESTMENT OBJECTIVE: Income

RISK TOLERANCE: Moderate

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

TRADING TAX LOT RELIEF METHOD: First In, First Out INVESTOR UPDATE

Market volatility can be unnerving, even for the most experienced investors. It's also a perfectly normal part of investing. If you're feeling concerned about how day-to-day market fluctuations are impacting your long-term plans, your Stifel Financial Advisor is here to help.

ACCOUNT PROTECTION

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

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

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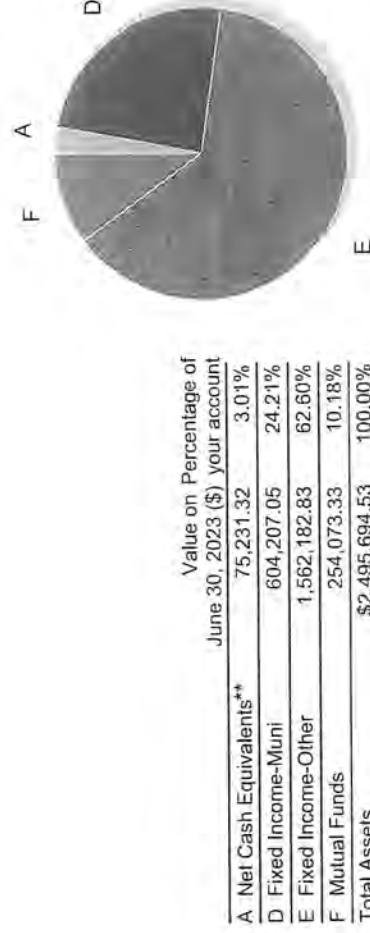
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STIFEL ACCOUNT STATEMENT

PORTFOLIO SUMMARY	June 30	May 31
Net Cash Equivalents **	75,231.32	563.87
Net Portfolio Assets held at Stifel	2,420,463.21	2,506,224.31
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$2,495,694.53	\$2,506,788.18
YOUR CHANGE IN PORTFOLIO VALUE	June 30	May 31
Net Cash Flow (Inflows/Outflows) ²	-4,128.82	169,554.37
Securities Transferred In/Out		
Income and Distributions	4,544.47	5,764.24
Change in Securities Value	-11,509.30	-17,406.94
Net Change in Portfolio Value	-\$11,093.65	\$157,911.67

** See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.
² Does not include cost or proceeds for buy or sell transactions.
You have securities maturing and/or options expiring.

YOUR ASSET SUMMARY



STIFEL

1 1 1 D380462 SSNO001003
**TEMECULA PUBLIC CEMETERY
 DIST ENDOWMENT INTEREST**
 41911 C ST
 TEMECULA CA 92592-3053

Your Financial Advisor (LU04):
 SANDRA HEDSTROM WHEELER
 Telephone: (805) 783-2921

Office Serving Your Account:
 4460 BROAD STREET
 SUITE 210
 SAN LUIS OBISPO, CA 93401

PRIMARY INVESTMENT OBJECTIVE: Income

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

**TRADING TAX LOT RELIEF METHOD: First In, First Out
 INVESTOR UPDATE**

Market volatility can be unnerving, even for the most experienced investors. It's also a perfectly normal part of investing. If you're feeling concerned about how day-to-day market fluctuations are impacting your long-term plans, your Stifel Financial Advisor is here to help.

ACCOUNT PROTECTION

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

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

Stifel, Nicolaus & Company, Incorporated | Member SIPC & NYSE | www.stifel.com | One Financial Plaza | 501 North Broadway | St. Louis, Missouri 63102

Edelivery

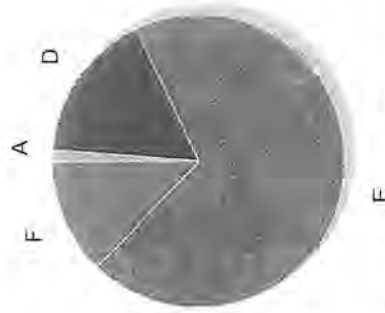
STIFEL ACCOUNT STATEMENT

PORTFOLIO SUMMARY	June 30	May 31
Net Cash Equivalents **	11,157.04	4,514.97
Net Portfolio Assets held at Stifel	912,572.61	916,874.86
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$923,729.65	\$921,389.83
YOUR CHANGE IN PORTFOLIO VALUE	June 30	May 31
Net Cash Flow (Inflows/Outflows) ²	4,128.82	4,941.21
Securities Transferred In/Out		
Income and Distributions	2,870.93	1,433.80
Change in Securities Value	-4,659.93	-6,135.37
Net Change in Portfolio Value	\$2,339.82	\$239.64

** See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.
² Does not include cost or proceeds for buy or sell transactions.
 You have securities maturing and/or options expiring.

YOUR ASSET SUMMARY

	Value on Percentage of	
	June 30, 2023 (\$)	your account
A Net Cash Equivalents**	11,157.04	1.21%
D Fixed Income-Muni	155,594.00	16.84%
E Fixed Income-Other	638,101.97	69.08%
F Mutual Funds	118,876.64	12.87%
Total Assets	\$923,729.65	100.00%



A1 Monthly Revenues
July 20: 2023

FYE_06/30/23	July	August	September	October	November	December	January	February	March	April	May	June
Single	-	-	-	-	-	3,200.00	9,600.00	3,200.00	6,400.00	3,200.00	2,500.00	3,200.00
Single/End	-	-	-	-	-	1,000.00	3,000.00	1,000.00	2,000.00	1,000.00	1,000.00	1,000.00
S/D End	0	0	3000	0	0	9000	0	0	0	0	0	0
Dual	4,000.00	-	1,000.00	-	5,100.00	3,000.00	5,100.00	2,000.00	-	5,100.00	12,800.00	21,600.00
Dual End	2,000.00	-	-	-	1,000.00	1,000.00	1,000.00	1,000.00	-	1,000.00	3,000.00	4,000.00
Collum	-	1,400.00	1,400.00	2,600.00	-	2,600.00	2,700.00	-	-	-	1,100.00	1,400.00
Column End	-	1,000.00	1,000.00	2,000.00	-	2,000.00	2,000.00	-	-	-	1,000.00	1,800.00
cenotaph	-	-	-	-	-	-	-	-	-	-	-	-
Ground Crem	-	5,500.00	1,700.00	7,200.00	1,700.00	1,700.00	1,700.00	3,400.00	3,400.00	1,200.00	-	1,100.00
G Crem End	-	3,000.00	1,000.00	4,000.00	1,000.00	1,000.00	1,000.00	2,000.00	2,000.00	1,200.00	-	1,000.00
O/C-B	2100	4000	2350	2150	2400	5700.00	5350.00	2750	4100.00	3750.00	3950	3050
O/C-C	-	200.00	400.00	1,000.00	1,500.00	200.00	900.00	1,000.00	1,000.00	1,500.00	700.00	1,200.00
Vault	440.00	472.00	592.69	504.00	252.00	870.00	870.00	580.00	1,626.00	-	580.00	-
Crem Vase	-	210.00	190.50	190.50	-	190.50	381.00	168.00	-	-	190.50	190.50
Grave Vase	75.00	165.00	84.00	196.00	84.00	280.00	196.00	-	196.00	168.00	196.00	280.00
Set Fee	750.00	1,550.00	1,500.00	1,250.00	1,150.00	2,000.00	1,750.00	1,500.00	2,850.00	1,500.00	3,300.00	1,750.00
Niche	-	-	-	-	-	-	-	-	-	-	-	200.00
Non-Res	3,000.00	6,000.00	-	3,000.00	4,500.00	3,000.00	1,500.00	4,500.00	6,000.00	3,000.00	4,500.00	3,000.00
Disinter	-	-	-	-	-	-	-	-	-	-	2,000.00	-
Graveside	1,500.00	1,800.00	1,650.00	2,200.00	2,400.00	3,500.00	4,400.00	1,500.00	3,700.00	3,100.00	3,400.00	3,900.00
Engraving	-	250.00	500.00	500.00	500.00	250.00	500.00	-	-	-	250.00	250.00
2nd End	-	2,400.00	1,000.00	900.00	2,000.00	-	-	1,000.00	-	2,000.00	1,600.00	500.00
Bench	-	700.00	400.00	1,500.00	-	-	-	-	-	-	-	6,000.00
Taxes	45.07	55.74	24.02	77.92	29.40	117.28	1485.80	65.44	67.89	14.70	84.56	41.17
Labor	774.93	1182.26	376.48	1331.58	604.6	1827.22	127.2	1126.56	1246.11	717.3	1263.94	1213.33
Total	14,685.00	29,885.00	17,667.69	30,350.00	24,220.00	41,435.00	43,560.00	26,790.00	34,586.00	28,450.00	43,415.00	56,675.00
YTD Total	14,685.00	44,570.00	62,237.69	92,587.69	116,807.69	158,242.69	201,802.69	228,592.69	263,178.69	291,628.69	335,043.69	391,718.69

5096
Retard of \$ 550.00
Reider

Funerals at Temecula Public Cemetery

This calendar includes all funeral services scheduled. Click on any item for more information.

JUNE 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 Memorial Day Ceremony Closed	30	31	1	2 Gene Alexander Maria Graciela De La Torre	3
4	5	6 Maria Garcia	7 Robert MacDonald	8	9 Jerome Burke	10
11	12 Andrea Jackson	13	14	15	16 Charles Tar Mike Reider	17
18	19 Closed	20 Nevrus Hoxha	21	22	23 Norma Spignese Kyle Cloud	24
25	26	27	28	29	30	

WHO SHOULD ATTEND:

Public Cemetery District Trustees, Managers, Secretaries and Key Employees

Education Seminar

- **Featured Cemetery - Davis Cemetery District**
- **Green Burial 101 from the Heart:** A deeply personal journey when planning in a thoughtful and significant manner. Green burial will provide peace of mind now and in eternal life. With a green burial you will continue to restore and protect the natural surroundings and eco system while creating a unique and meaningful experience. By choosing green burial you will be creating a living legacy.
- **Legislative Update:** CSDA will present "Legislative Updates for Cemetery concerns" on AB1572 for Potable Water, Ballot Initiative #21-0042A1 that limits agencies to raise revenue and CARB regulations on weed eaters, blowers etc.
- **Highlights from the Brown Act - How to Properly Agendize & Post:** This program will highlight the portions of the Brown Act that are most likely to come up during meetings, such as what is appropriate to list as a closed session and what language to use on the agenda. It will also touch on when and how to post the agenda.
- **Interment & Disinterment Forms - Best Practices & Procedures:** The Public Cemetery District Law contains various requirements pertaining to interments and disinterments. This presentation will provide an overview of those statutory provisions and the related forms required by public cemetery districts. The presentation will include tips and suggestions regarding the preparation of these forms, as well as proper language to include on the forms.

Area Meeting

- Enjoy the fellowship and share knowledge with other cemeteryans from all areas of the state.
- Participate in discussion of operational problems common to public cemetery districts.
- Bring your questions and participate in group discussions of cemetery district problems and concerns.

Best Practices for Interviewing & Hiring (Do's & Don'ts):

In this presentation, we will discuss a number of guidelines and tips for successfully (and lawfully!) conducting your interviewing and hiring processes, from adopting good HR policies to developing post-hiring training programs that meet your agency's needs. We will discuss incorporating a task-based portion into the interview process when appropriate, the types of questions you should and shouldn't be asking candidates, and how to advertise to successfully fill positions.

- **Standard Operating Procedures & Check Lists:** This presentation will cover setting up for a funeral service. Opening and closing of a grave, proper tools and equipment needed. This will ensure that all cemetery crew can take charge when needed.

Location: The Education Seminar and Area Meeting will be held at the **Holiday Inn Capitol Plaza, Sacramento CA.** For hotel accommodations call (800) 465-4329 or the hotel directly at (916) 446-0100. Mention you are attending the CAPC Education Seminar/Area Meeting and use group code, **PCM.** A special room rate of **\$173.13** for single occupancy (Tax and (1) Breakfast Coupon included) or **\$196.37** for double occupancy (Tax and (2) Breakfast Coupons Included) has been provided. Check in-time is 3:00 p.m. and check-out time is 11:00 a.m. Parking Garage (adjacent to the hotel) is \$20.00 per day. Express Parking (in front of the hotel) is \$30.00 per day. Free Wi-Fi available.



Make your hotel reservations today

Deadline for hotel reservations is

Sunday, September 10, 2023

California Association of Public Cemeteries

Presents the
**CAPC
Annual**

Education Seminar

Friday, October 6, 2023



Area Meeting

Saturday, October 7, 2023

Holiday Inn Capitol Plaza

300 J Street

Sacramento, CA 95814

California Association of Public Cemeteries
 Annual Education Seminar & Area Meeting
 Holiday Inn Capitol Plaza
 Sacramento, California

Registration Form
 "Public Cemetery District
 Annual Education Seminar & Area Meeting"
 Friday, October 6 & Saturday, October 7, 2023

Name _____ Position _____
 District _____
 Address _____
 City/State/Zip _____ Fax _____
 Telephone _____
 First time attendee at CAPC event. Yes _____ No _____
 Guest _____

Friday, October 6, 2023
Education Seminar Registration Fee...
 CAPC Members \$238.00 / Non-Members \$288.00 \$ _____
 (Italian Buffet: Minestrone Soup, Caesar Salad, Chicken Parmesan, Vegetarian
 Lasagna, Rigatoni Pasta w/ Sausage, Veggies, Garlic Bread & Chef's Desserts)
 _____ Guest Buffet Lunch @ \$66.00 each \$ _____

Saturday, October 7, 2023
Area Meeting Registration Fee...
 CAPC Members \$155.00 / Non-Members \$205.00 \$ _____
 (Tex-Mex Buffet: Mixed Greens w/ Cilantro Dressing, Chips & Salsa, Chicken
 Enchiladas, Mini Street Tacos, Onions & Cilantro, Rice, Beans & Bannuelos)
 _____ Guest Buffet Lunch @ \$66.00 each \$ _____
 Total Enclosed: \$ _____

Please complete separate registration for each attendee and
 return with payment no later than Friday, September 15, 2023.

To: CAPC
 P.O. Box 119
 San Jacinto, CA 92581
 Telephone: (888) 344-9858
 Fax: (951) 652-3643

No refunds for cancellations received after September 15, 2023.

Applications from CAPC member districts are being accepted until
 Friday, August 18, 2023 for scholarships to attend the seminar.
 Contact CAPC.

Education Seminar

Thursday, October 5, 2023
 5:30-7:00 p.m. Hospitality Event (Sierra Ballroom - 16th Floor)
Dinner on Your Own

Friday, October 6, 2023
 6:00-9:30 a.m. Breakfast for Hotel Guests (Cypress Grill)

7:15 a.m. Registration Desk Opens
 8:30 a.m. Welcome and Program Introduction

8:45 a.m. **"Featured Cemetery - Davis Cemetery District", Presented By: Jessica Smithers, District Superintendent**

9:00 a.m. **"Green Burial 101 from the Heart", Presented By: Mindy Mohlenbrok, Cemetery Consultant, Morgan Oaks Eternal Preserve**

10:30 a.m. Break
 11:00 a.m. **"Legislative Update", Presented By: CSDA**

Noon: Lunch, (Sierra Ballroom - 16th Floor)

1:30 p.m. **"Highlights from the Brown Act: How to Properly Agendize & Post", Presented By: Anthony Principe, Attorney, Kirk & Simas**

2:30 p.m. **"Interment & Disinterment Forms: Best Practices & Procedures", Presented By: Martin De Los Angeles, Attorney, Best Best & Krieger**

3:30 p.m. Adjourn
 4:00 p.m. CAPC Board of Directors Meeting
Dinner on Your Own

Area Meeting

Saturday, October 7, 2023
 7:00-10:00 a.m. Breakfast for Hotel Guests (Cypress Grill)

7:45 a.m. Registration Desk Opens

8:30 a.m. Combined Breakout Session:
Trustees and Managers Discussion Group, Facilitated By: Mike Ott, Trustee, North County Cemetery District & Carol Griese, General Manager, San Jacinto Valley Cemetery District

10:30 a.m. Break

11:00 a.m. Combined Breakout Session, *Continued*

Noon: Lunch, (Sierra Ballroom - 16th Floor)

1:30 p.m. **"Best Practices for Interviewing & Hiring (Do's & Don'ts)", Presented By: Anne Branham, Attorney, Best Best & Krieger**

2:30 p.m. **"Standard Operating Procedures & Checklists", Presented By: Gina Lopez, Trustee, Coalinga-Huron Cemetery District**

3:30 p.m. Adjourn
Dinner on Your Own

RESOLUTION NO. 2023 - 3

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TEMECULA PUBLIC CEMETERY DISTRICT AUTHORIZING THE PAYMENT FOR DISINTERMENT SERVICES TO BE PAID DIRECTLY TO THE DISTRICT EMPLOYEES PERFORMING SAID SERVICES

WHEREAS, the Temecula Public Cemetery District (the "District") is a special district duly organized and existing under and by virtue of the California Public Cemetery District Law, codified in Health and Safety Code ("HSC") Sections 9000 *et seq.*; and

WHEREAS, California Health & Safety Code Section 9083(a) provides that a public cemetery district may charge fees to cover the cost of any service that the public cemetery district provides; and

WHEREAS, the Temecula Public Cemetery District ("District"), pursuant to HSC Section 9083(a), charges a variety of fees to cover the various costs of the services that it provides, including the costs that it incurs in the process of conducting disinterments; and

WHEREAS, the Board has determined that the costs incurred by the District for disinterments as set forth in the District's Fee Schedule does not exceed the costs reasonably borne by the District in providing the service for which the fee is charged.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF TRUSTEES OF THE TEMECULA PUBLIC CEMETERY DISTRICT, AS FOLLOWS:

Section 1. Recitals.

That the recitals set forth above are true and correct.

Section 2. Authorization to Pass Through Disinterment Fee Payments to The District Employees Performing Said Services

That the District Manager shall pass through disinterment fee payments to the District employees performing the subject disinterment as compensation for the employees services, which shall be subject to same applicable taxes and withholdings applied to the employees' regular compensation.

Section 3. Severability.

That the Board declares that, should any provision, section, paragraph, sentence or word of this policy be rendered or declared invalid by any final court action in a court

of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this policy as hereby adopted shall remain in full force and effect.

Section 4. Repeal of Conflicting Provisions.

That all the provisions heretofore adopted by the District that are in conflict with the provisions of this Resolution are hereby repealed.

Section 5. Effective Date.

That this Resolution shall take effect immediately upon its adoption.

Section 6. Certification.

That the Secretary of the Board shall certify to the passage and adoption of this resolution, enter the same in the book for original resolutions of the District, and make a minute of passage and adoption thereof in the records of the proceedings of the Board of Trustees, in the minutes of the meeting at which this resolution is passed and adopted.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Temecula Public Cemetery District at a regular meeting duly held on the 20th day of July 2023, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Cindi Beaudet, Secretary

APPROVED:

Craig Davis, Chair

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel



AUTHORIZED SIGNATURE LIST

Send to the Chief of the General Accounting Division
OFFICE OF THE AUDITOR-CONTROLLER

SPM FORM

ADM-3

(Policy #103)


Effective Date

Department Name

Business Unit

- 1 Pick-up County Issued Vendor Warrants
- 3 Establish Bank Account (AP-5 Form)
- 5 Establish Revolving Fund (AR-1 Form)
- 7 Cash Revolving Fund Check (AR-1 Form)

- 2 Wire Transfers
- 4 Change to Banking Account (AP-6 Form)
- 6 Change to Revolving Fund (AR-1 Form)

AUTHORIZED TO SIGN	EMPLOYEE NAME	TITLE	FULL SIGNATURE
<i>list all applicable numbers</i>	<i>List Name and Title as shown on County ID Badge - No Nicknames</i>		<i>in BLUE INK only initials will not be accepted</i>
1-2	Craig Davis - Chair	Chair	
1-2	Mike Dugan - Vice	Vice	
1-2	Rosie Vanderhoek	Trustee	
1-2	Dale Qualm	Trustee	
1-2	Patricia Kelleher	Trustee	
1-6	Cindi Beaudet	G.M.	

Cindi Beaudet
DEPARTMENT HEAD OR SPECIAL DISTRICT DIRECTOR
(PRINT OR TYPE)


SIGNATURE
(REQUIRED)

7/20/2023
DATE

Department Contact Info:

_____	_____	_____
Name	Email	Phone
_____	_____	_____
Name	Email	Phone



COUNTY OF RIVERSIDE
DEPARTMENT OF ENVIRONMENTAL HEALTH

(888)722-4234 • RIVCOEH.ORG

INFORMATIONAL BULLETIN NO. 159-23-EPO

Environmental Protection Oversight

DEH TEMECULA WINE COUNTRY REQUIREMENTS

For commercial projects in the Temecula Wine Country area that intend to utilize an onsite wastewater treatment system (OWTS)/septic system for sewage disposal, the following criteria must be met to be under the jurisdiction of the Department of Environmental Health (DEH):

- Sewer must be imminent. To meet this definition, the sewer agency must provide documentation which states that sewer will be available for a project to make a lateral connection within 2 years.
- Only domestic wastewater flows will be considered.
- If any discharge of domestic wastewater flows is proposed, the maximum will be 1200 gallons per day (gpd) for the whole project. Note: Project will include all domestic wastewater flows on a parcel/site/entitlement, including "residential" flows.
- Obtain and maintain a valid Renewable Operating Permit (ROP) that is in good standing with DEH for the system.
- Food facilities cannot use a holding tank for sewage disposal.

If the above conditions are met, DEH can permit the following types of temporary systems:

Option 1: Holding Tank System

Option 2: Hybrid OWTS System

Refer to Holding Tank System / Hybrid System guidelines for more information. All projects will be subject to a review and evaluation process with DEH. Projects that fall outside the scope of DEH will be referred to the San Diego Regional Water Quality Control Board.

San Diego Regional Water Quality Control Board - Region 9
2375 Northside Drive, Suite 100
San Diego, CA 92108-2700
(619) 516-1994



COUNTY OF RIVERSIDE DEPARTMENT OF ENVIRONMENTAL HEALTH

(888)722-4234 • RIVCOEH.ORG

INFORMATIONAL BULLETIN NO. 160-23-EPO

Environmental Protection Oversight

GUIDELINES FOR HOLDING TANK SYSTEM / HYBRID SYSTEM

All projects will be subject to a review and evaluation process with Department of Environmental Health (DEH). Projects must meet requirements of the current Local Agency Management Program (LAMP). Projects that fall outside the scope of DEH will be referred to the appropriate Regional Water Quality Control Board.

HOLDING TANK SYSTEM - a sewage disposal system that has no means of discharge.

Holding tanks have the following requirements:

- a. DEH construction permits to be reviewed and approved by the Department for the holding tank.
- b. Holding tank shall be engineered by a Professional of Record (PR).
- c. Holding tank shall be engineered to address the following at a minimum:
 - i. **Sizing:**
 1. An approved holding tank sized to support the structure(s) it is connected to.
 2. Holding tank capacity shall consider daily sewage flow and pumping service frequency. At a minimum, these tanks shall be pumped weekly.
 - ii. **Siting:**
 1. An approved holding tank shall maintain the same setbacks as septic tanks per DEH LAMP.
 2. The location and depth of lateral tight lines from building(s) to holding tank as well as location of holding tank and depth if installed below ground surface, should take into consideration the anticipated future sewer connection.
 - iii. **Design:**
 1. Designed, constructed, and installed to withstand anticipated stresses associated with use including, but not limited to, resistance to effects of raw sewage, and ability to withstand internal and external loading.
 2. If buried, the holding tank shall be:
 - a. Inherently non-buoyant to prevent floating when empty during high groundwater periods if such events are anticipated.
 - b. A tank is considered non-buoyant if it is installed above the groundwater elevation, weight of the empty tank exceeds buoyant forces, or the tank is sufficiently anchored into the surrounding soil.
 3. Must be able to withstand traffic loading if installed below ground surface and the area is subject to vehicular traffic loads.
 4. Visual and audible high level alarm system.
 5. Water tightness.



COUNTY OF RIVERSIDE DEPARTMENT OF ENVIRONMENTAL HEALTH

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6. Shall be equipped with a flow meter or device that can accurately monitor daily wastewater flow.
 - d. Holding tanks can be concrete, fiberglass, or polyethylene.
 - e. PR letter shall be required after installation.
 - f. Holding tank shall be pumped weekly, at a minimum, by a licensed liquid waste hauler.
 - g. Records of service and maintenance must be maintained by the operator for the duration of the permit and made available upon request to the Department.
 - h. System shall be available for inspection by the Department.
 - i. A document recorded on the property deed, signed by owner indicating the willingness to connect to the sanitary sewer when it is "available". Notification from EMWD will determine when access to their sewer line is "available". The connection shall occur within 60 days of "available".
 - j. Operation of a holding tank system will require an annual renewable operating permit (ROP) with the Department. The permit will be renewed automatically for the first 2 years. After the 2 years, if the facility is in good standing, permit can be renewed until main sanitary sewer line is available to the facility*.
 - k. Destruction permits required for the removal of holding tanks upon connected to sewer.

HYBRID SYSTEM – a system that utilizes a combination of holding tanks and an OWTS that is engineered to limit discharge to 1200 gpd. This system is only allowed in the Temecula Wine Country Area.

Requirements are as follows:

- a. DEH/OWTS construction permits to be reviewed and approved by the Department.
- b. System will be engineered by a Professional of Record (PR).
- c. System design must demonstrate that no more than 1200gpd is discharged for the whole project.
- d. Proposed OWTS shall meet current DEH LAMP and UPC.
- e. Proposed OWTS may be conventional or advanced treatment.
- f. Holding Tank(s) shall meet requirements previously stated in Holding Tank System section of this document.
- g. System components at minimum will include:
 - i. A septic/holding tank sized to support the structure(s) it is connected to
 - ii. Flow meter or device to monitor flows with alarms.
 - iii. Device capable of alternating or regulating wastewater flow to prevent daily wastewater discharge greater than 1200gpd (ex: diverter valves, pumps, siphons, etc...).
- h. The flow meter or monitoring device shall be capable of shutting off flow to the dispersal field and diverting flow to a holding tank once 1,200 gallons per day has been achieved. Under no circumstance shall flow from the holding tank be discharged back into the OWTS for land dispersal.
- i. Holding tank shall be pumped weekly, at a minimum, by a licensed liquid waste hauler.



COUNTY OF RIVERSIDE DEPARTMENT OF ENVIRONMENTAL HEALTH

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- j. Records of service and maintenance must be maintained by the operator for the duration of the permit and made available upon request to the Department.
- k. System shall be available for inspection by the Department.
- l. A document recorded on the property deed, signed by owner indicating the willingness to connect to the sanitary sewer when it is "available". Notification from EMWD will determine when access to their sewer line is "available". The connection shall occur within 60 days of "available".
- m. Operation of a hybrid system will require an annual renewable operating permit (ROP) with the Department. The permit will be renewed automatically for the first 2 years. After the 2 years, if the facility is in good standing, permit can be renewed until main sanitary sewer line is available to the facility*.
- n. Destruction permits required for the removal of holding tanks and OWTS when connected to sewer.

*ROPs are considered in good standing as long as they are current, systems are maintained/serviced in accordance to the LAMP, and systems are not failing.

Thank you Sara,

I just let the girls know to final the report. We may have a final copy ready as early as this afternoon. We'll forward copies to the team as soon as it's available...

Todd A. Greer
Vice President, CEG 2377
GeoSoils, Inc.
18451 Collier Avenue, Suite A
Lake Elsinore, California 92530
T: (951) 471-0700
F: (951) 471-0702
www.geosoilsinc.com

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On 7/12/2023 9:42 AM, Sara Vandebroek wrote:

Good morning Todd,

Thank you for jumping on the call with us earlier this morning. Craig and I just got off the phone with Cindi. We are clear to progress with the holding tanks. I will email Kathleen at the county to let her know that we anticipate submitting early next week (mon/tues) and to get her clarification on whether or not she wants written responses along with the updated package. I will let you know her response as soon as I hear from her.

Thank you for all your help and dedication on finding the solution for this project.

Thank you,
Sara

**ONSITE WASTEWATER TREATMENT SYSTEMS REPORT
(HOLDING TANK SYSTEMS)
52.7-ACRE PROPERTY (CUP NO. 03606)
PROPOSED TEMECULA PUBLIC CEMETERY
TEMECULA AREA, RIVERSIDE COUNTY
CALIFORNIA (APNS 924-360-003 AND -004)**

GeoSoils, Inc.

FOR

**TEMECULA PUBLIC CEMETERY
41911 C STREET
TEMECULA, CALIFORNIA 92592**

**W.O. 5677-A3-SC JULY 12, 2023
PR 8076 AND 8077**



Geotechnical • Geologic • Coastal • Environmental

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July 12, 2023

W.O. 5677-A3-SC
PR 8076 and 8077

Temecula Public Cemetery

41911 C Street

Temecula, California 92592

Attention: Ms. Cindi Beaudet

Subject: Onsite Wastewater Treatment Systems Report (Holding Tank Systems),
52.7-Acre Property (CUP No. 03606), Proposed Temecula Public Cemetery,
Temecula Area, Riverside County, California (APNs 924-360-003 and -004)

Dear Ms. Beaudet:

In accordance with your request and authorization, GeoSoils, Inc. (GSI) is providing this onsite wastewater treatment systems (OWTS) report for the proposed Temecula Public Cemetery project (CUP No. 03606) in the Temecula area of Riverside County, California. In accordance with the Riverside County Transportation and Land Management Agency (TLMA, 2023) review comments received, this report was prepared to provide: site geologic and groundwater conditions; leach line and seepage pit feasibility testing results; proposed onsite wastewater treatment system designs (holding tank systems); and a review of the most recent revision to the Conditional Use permit (CUP No. 03606) site development plans and proposed grading configurations provided by the new civil design engineer of record CivTec (CT, 2022).

Based on our previous and current field explorations, the current and previous onsite percolation feasibility testing conducted (leach lines and seepage pits), and our engineering and geologic analyses, it is our opinion that the project site appears suitable for its intended public commercial use, including the proposed holding tank onsite wastewater treatment systems (OWTS), from a soils engineering, geologic, and percolation feasibility viewpoint. This conclusion is contingent on the associated maximum drainage fixture units and estimated flow-rates not being exceeded, and that the conclusions and recommendations provided herein are properly implemented during planning, construction, maintenance, and the proper operation of the facility and associated holding tank onsite wastewater treatment systems.

SCOPE OF SERVICES

The scope of our services has included the following:

1. Review of available soils, geologic, and groundwater data for the site area including the previous preliminary geotechnical and OWTS reports for the project site by GSI (2009 and 2008), and TLMA conditions of approval for the project (see Appendix A).
2. Review and evaluation of the proposed revision to CUP 03606 site plan by CT (2022).
3. The advancement and geologic logging of six (6) borings for seepage pit and field leach line percolation testing (Appendix B).
4. Excavation and geologic logging of two (2) additional borings for the evaluation of the presence of groundwater, to a depth of 35 feet (seepage pits) and 15 feet (leach lines) below the existing surface elevations (Appendix B).
5. Illustration of photographs of the soil cuttings from the seepage pit, leach line, and groundwater borings advanced onsite (Appendix C)
6. Calculation and evaluation of the percolation rates obtained (Appendix D), based on current onsite testing, as it relates to the currently proposed development plans and site configurations provided by CT (2022).
7. Technical illustration of the locations of field percolation test borings, seepage pit test borings, and groundwater observation borings (see Plate 1) and the proposed locations of the holding tank systems for both the administration and maintenance buildings (see Plate 2).
8. Provide proposed onsite wastewater holding tank system designs (pending review and approval by the controlling authorities), and preparation of this report and accompaniments.

PROJECT BACKGROUND

A preliminary geotechnical investigation and preliminary percolation feasibility study was initially conducted for the 52-acre property by GSI in 2008. This initial study included the excavation of 14 exploratory test pits for geotechnical logging and sampling and the performance of "preliminary" percolation feasibility testing, at a depth of three (3) feet, within two (2) of the exploratory test pits onsite. The initial feasibility testing obtained percolation rates of 30 and 44 minutes/inch at a depth of three (3) feet (GSI, 2008).

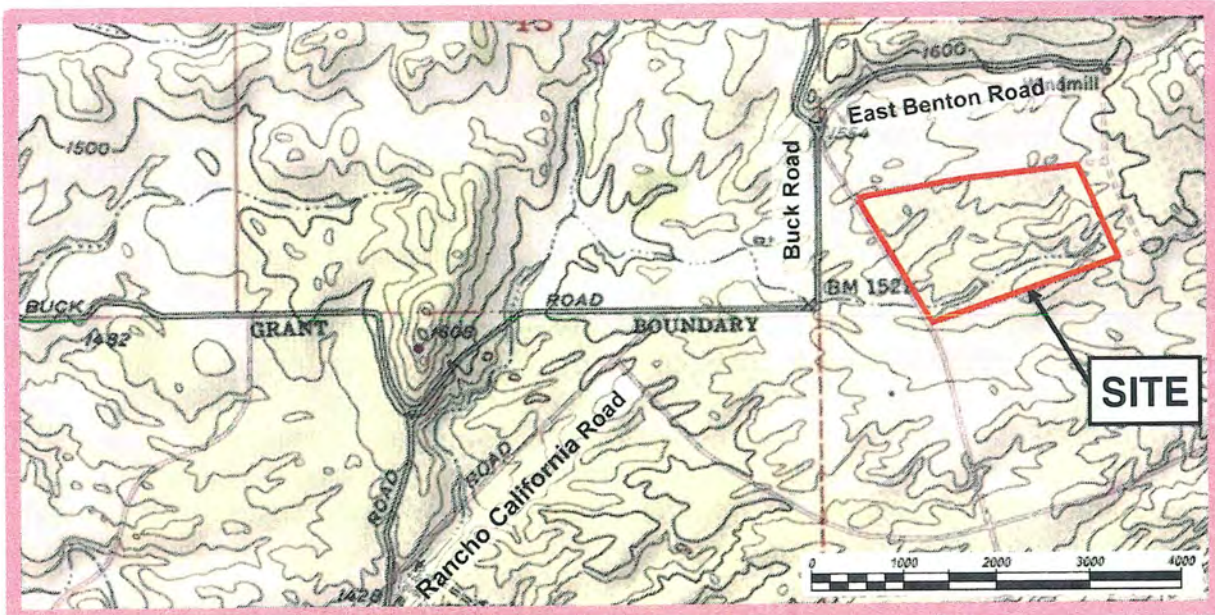
After our initial study, and preparation of the conceptual grading plan (CUP 03606) by the original design engineer RFB (2008), an onsite wastewater treatment system study and report was prepared by GSI in 2009 based on the newly provided building locations for the project. This study (GSI, 2009) included the excavation and geologic logging of eight (8) test pits and two (2) exploratory borings for field leach line and seepage pit percolation testing. In addition, the excavation and geologic logging of two (2) additional test pits and one (1) additional boring for the evaluation of the presence of groundwater, to a minimum depth of approximately 15 and 35 feet, respectively, below the existing surface elevations.

Calculations from our field testing indicated percolation rates for the “administration building” (P-101 through P-104 [GSI, 2009]) varying from 11 to 30 minutes/inch. Calculations from our field testing indicated percolation rates for the “maintenance building” (P-105 through P-108 [GSI, 2009]) at a depth between 36 and 72 inches varying from 60 minutes/inch to in excess of 120 minutes/inch. Based on the failing tests encountered within the location of the maintenance building, and the sandy materials encountered within the deep test pit (DTP-2 [GSI, 2009]) below an approximate depth of 8 feet, seepage pit testing and a seepage pit design was selected for the location of the maintenance building onsite. Calculations from our seepage pit testing indicated rates ranging between 1.8 to 1.7 gallons per square foot of sidewall per day (GSI, 2009).

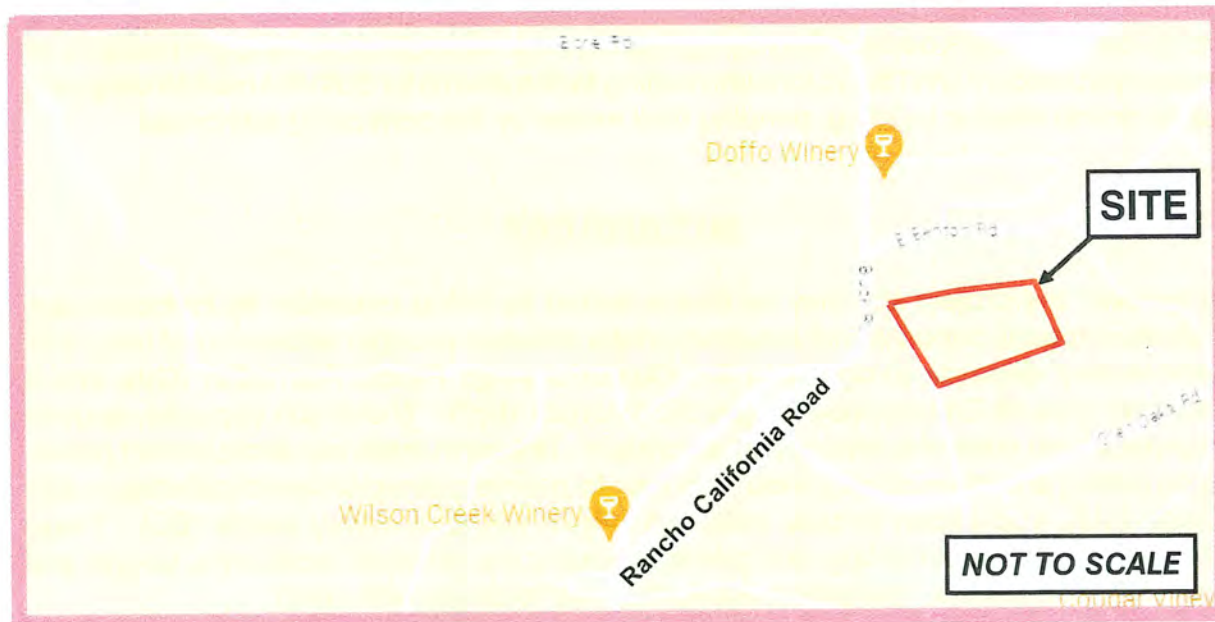
These early studies by GSI (2008 and 2009) concluded that the project site appeared suitable for its intended use, including the proposed OWTs, from a soils engineering, geologic, and percolation feasibility viewpoint.

SITE LOCATION AND CONDITIONS

The overall project site is an irregular-shaped 52.7-acre parcel (APNs 924-360-003 and -004) located south of the intersection of Lemon Hills Drive and Calle Bartizon in the unincorporated area of Temecula, Riverside County, California (see Site Location Map, Figure 1). The site can be easily identified by bounding roadways, surveyed markers located on the property corners, and onsite topographic features. The project site was previously used for agriculture (i.e., citrus orchard); however, the orchards have been removed. The site has been recently disced for weed abatement, a row of large eucalyptus trees bounds the property on the south. Topographically, the site may be characterized as gently rolling terrain; with elevations across the site generally ranging from approximately 1,600 feet Mean Sea Level (MSL) on the southeast portion of the property to approximately 1,538 feet MSL on the southwest portion of the site (CT, 2022). Therefore, total relief across the site is on the order of approximately 62 feet. Overall, site drainage is generally toward the west-southwest by several incised alluvial drainage areas; however, drainage is variable in localized areas depending on the relief. Based upon our initial site investigation (GSI, 2008), the overall project site is underlain by sedimentary bedrock assigned the Quaternary-age Pauba Formation, in-turn underlain at depth, and locally exposed as the surface (outcrops), by Cretaceous-age granitic bedrock. These units are locally mantled by colluvium/topsoil and younger alluvium within the incised drainage courses onsite.



Base Map: TOPO! Copyright 2003 National Geographic, USGS Bachelor Mountain Quadrangle, California -- Riverside Co., 7.5 Minute, dated 1953.



Base Map: Google Maps, Copyright 2023, Map Data Copyright 2023 Google.

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	W.O. 5677-A3-SC
<h1>SITE LOCATION MAP</h1> <p>Figure 1</p>	

PROPOSED DEVELOPMENT

Based upon our review of the proposed revision to CUP 03606 by CT (2022), and conversations with the client, it is our understanding that public commercial development of the site will be conducted in three (3) phases. Phase 1 of the project (approximately 12.7-acres) would consist of the development of portions of the internment cemetery, a maintenance building, an open outdoor committal chapel gazebo structure, with a future administrative building. Phase 1 of the project would also include the construction of a looping roadway, parking areas and pedestrian walkways, entry monument walls, and the installation of associated underground utility and landscape improvements. Phase 2 of the project (approximately 11.8-acres) would consist of the development of additional portions of the internment cemetery, a secondary access roadway, and additions to the looping roadway onsite. Phase 3 of the project (approximately 26.6-acres) would consist of development of the final portions of the internment cemetery on the western portion of the property.

Based on our review of the proposed revision to CUP 03606 by CT (2022), the proposed onsite buildings would consist of one-story structures. It is assumed the structures will use continuous footings and slab-on-grade floors, with wood- or steel-frame or masonry block construction and steel, stucco, or wood-siding exteriors. Building loads are assumed to be typical for these types of relatively light structures. Sewage disposal is proposed to be accommodated by OWTSs, to include holding tank systems for both the maintenance and future administrative building, pending final review by the controlling authorities.

SITE GEOLOGY

In general, the project site may be characterized as being underlain by Holocene-age colluvium/topsoil deposits (not mapped), Holocene-age younger alluvium (not mapped), sedimentary deposits assigned to the Quaternary-age Pauba Formation (Qp), and a localized area of Cretaceous-age granitic bedrock (Kgr). These soil deposits range in thickness from several to tens of feet, or greater. The earth materials encountered onsite, upon drilling and excavation, varied from fine- to coarse-grained brown to pale brown silty sands (SM), and brown to pale yellowish brown silty and clayey sands (SC). These surficial residual, sedimentary, and granitic deposits are generally weathered, porous and loose near the surface, becoming medium dense to dense with depth.

GROUNDWATER

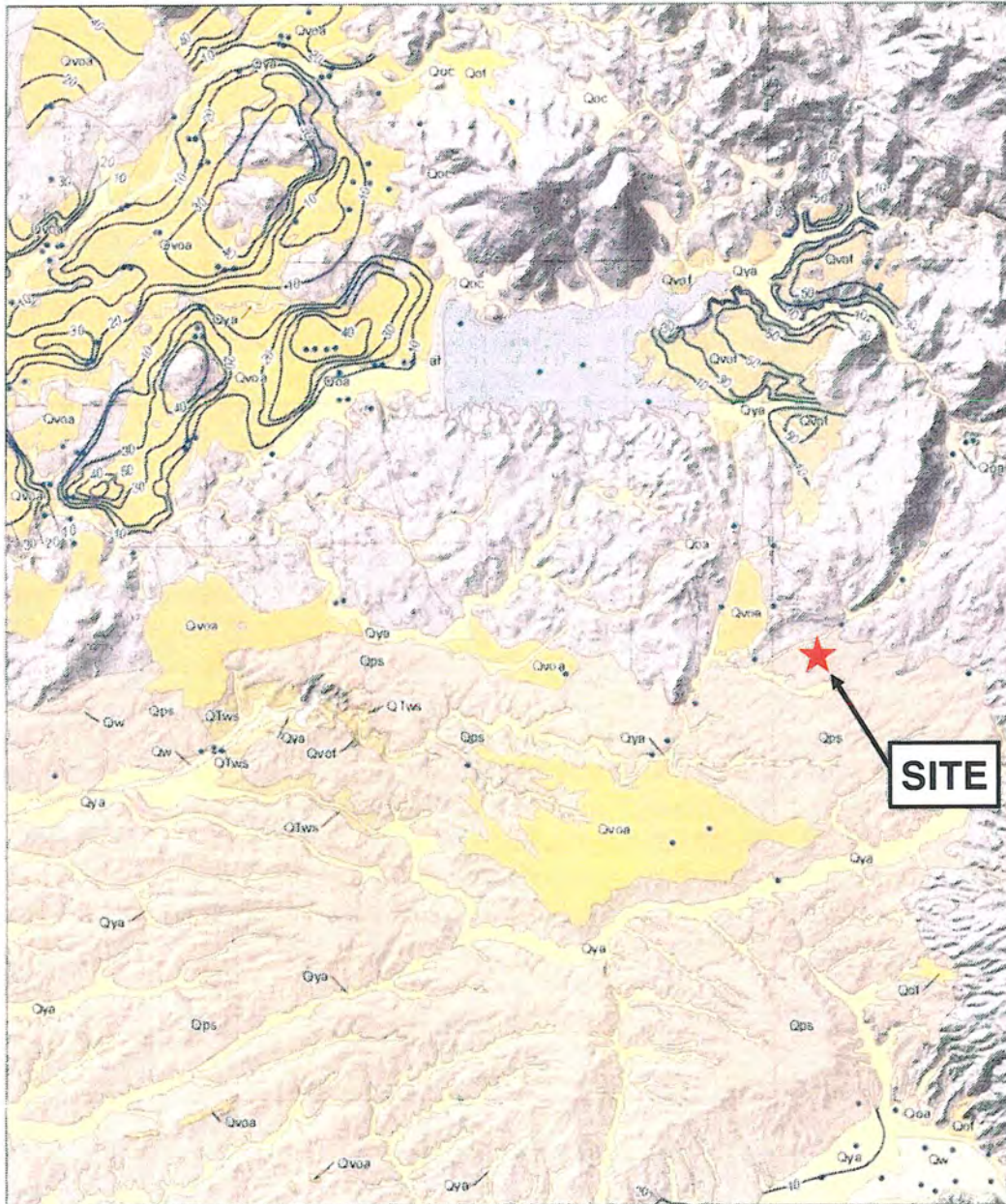
Seeps, springs, mottled soils, or other indications of a high regional groundwater level were not noted on the subject 52.7-acre property during the time of our recent, or prior OWTS field investigation (GSI, 2009). However, our previous geotechnical investigation (GSI, 2008) encountered perched groundwater and seepage within the low-lying drainage

area, on the opposite (southwestern) portion of the property at a depth of approximately 8 to 9 feet below existing grades. No groundwater, seepage, or other indications of high groundwater conditions were noted within the areas of the proposed onsite waste holding tank systems. The deep borings (GW-201 and GW-202) advanced during this study (see Plate 1), were left open for a period in excess of one (1) week to evaluate the presence of localized groundwater conditions onsite. No groundwater was encountered within these explorations at depths of 36½ and 15 feet below the ground surface, respectively (see Appendix B). Several prevailing seasonal storms with a combined total of over 17 inches of rain was recorded by the Riverside County Flood Control (Temecula station), between monitoring periods of July 2022 and May 31, 2023, with no groundwater encountered.

However, in accordance with County and State requirements, and as per County of Riverside Department of Environmental Health Local Agency Management Program (LAMP) for Onsite Wastewater Treatment Systems (CRDEH, 2022), GSI has further evaluated the potential for the groundwater or perched water to rise onsite within allowable limits or adversely affect the currently proposed onsite wastewater holding tank system designs. Based on our review of the California Department of Conservation, California Geological Survey (CGS, 2018), Seismic Hazard Zone report for the Bachelor Mountain quadrangle, no areas of historic-high groundwater levels were documented in the project location (see Figure 2 - Depth to Historic-High Groundwater Levels). Therefore, in our opinion and based on the data reviewed, groundwater within the OWTS locations currently proposed is not anticipated to encroach within allowable limits or adversely affect the proposed holding tank systems.

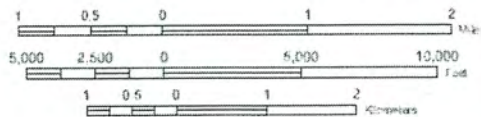
Impaired Bodies of Water and Areas of Special Concern

Based on our review of the California Water Resources Control Board (CWRCB, 2023) Office of Information and Analysis OWTS map tool, no nitrogen- or pathogen-impaired bodies of water are located within approximately 2,000 feet of the project site (see Figure 3 - Nearby Impaired Waters). While the site location is not within the six (6) impaired water bodies listed in Riverside County (LAMP, 2022), the site is located within an area of "special concern" (i.e., Temecula Valley Wine Country Boundary). As such, according to the LAMP (2022) potential siting and operational requirements for protection of water quality could include establishing increased setbacks from capture zones for existing public supply wells, requiring use of Alternative Treatment Systems (ATs) and flow limits/restrictions for new or replacement OWTS located within close proximity to capture zones of public supply wells, additional monitoring requirements, etc.



Topographic base map from USGS. Contour interval 20 feet. Scale 1:75,000. Map preparation by Janine Bird, CGS.

BACHELOR MOUNTAIN QUADRANGLE



See "Geology" in Section 1 of report for descriptions of units.
Pre-Quaternary bedrock units shown without color.

* Groundwater measurement location
—10— Depth to groundwater (in feet)

Plate 1.2 Depth to Historic-High Groundwater Levels in Quaternary Alluvial Deposits and Groundwater Measurement Locations, Bachelor Mountain Quadrangle, California.

GeoSoils, Inc.

Figure 2

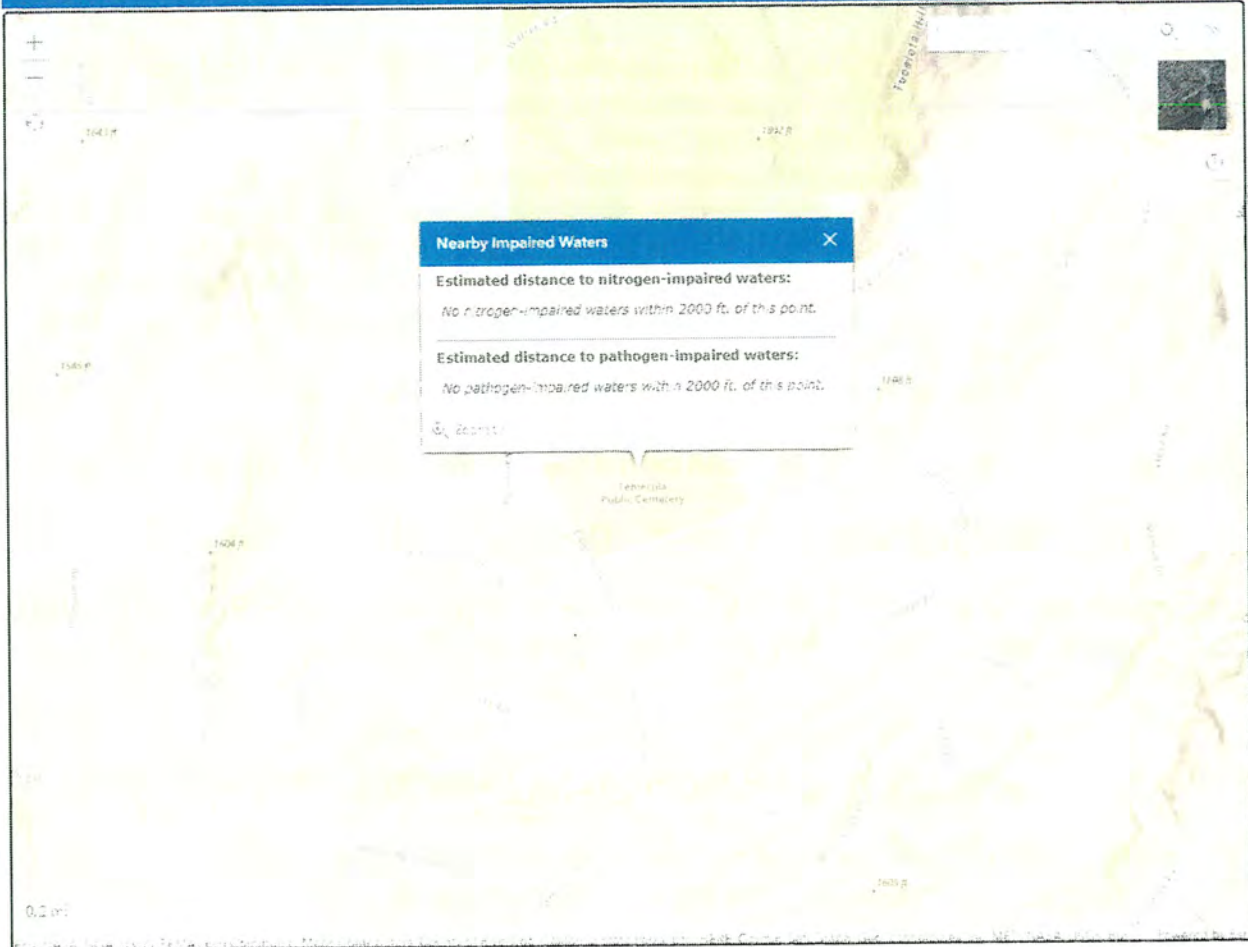
DEPTH TO HISTORIC-HIGH GROUNDWATER LEVELS

W.O. 5677-A3-SC

DATE: 07/23

SCALE: See Bar Scale

OWTS MAP TOOL



OWTS Program

OWTS Map Tool



Figure 3

NEARBY IMPAIRED WATERS

W.O. 5677-A3-SC

DATE: 07/23

SCALE: NTS

TEMECULA WINE COUNTRY REQUIREMENTS

Per the Riverside County Department of Environmental Health (DEH, 2023b) Information Bulletin No. 159-23, for commercial projects in the Temecula Wine Country area that intend to use an onsite wastewater treatment system (OWTS)/septic system for sewage disposal, the following criteria must be met to be under the jurisdiction of the DEH:

- Sewer must be imminent. To meet this definition, the sewer agency must provide documentation which states that sewer will be available for a project to make a lateral connection within 2 years.
- Only domestic wastewater flows will be considered.
- If any discharge of domestic wastewater flows is proposed, the maximum will be 1,200 gallons per day (gpd) for the whole project. Note: Project will include all domestic wastewater flows on a parcel/site/entitlement, including "residential" flows.
- Obtain and maintain a valid Renewable Operating Permit (ROP) that is in good standing with DEH for the system.
- Food facilities cannot use a holding tank for sewage disposal.

If the above conditions are met, DEH can permit the following types of temporary systems:

Option 1: Holding Tank System **Option 2:** Hybrid OWTS System

All projects will be subject to a review and evaluation process with DEH. Projects that fall outside the scope of DEH will be referred to the San Diego Regional Water Quality Control Board.

GUIDELINES FOR HOLDING TANK / HYBRID SYSTEMS

Per the Riverside County Department of Environmental Health (DEH, 2023a) Information Bulletin No. 160-23, the following Holding Tank System and Hybrid System information is provided.

HOLDING TANK SYSTEM - a sewage disposal system that has no means of discharge.

Holding tanks have the following requirements:

- a. DEH construction permits to be reviewed and approved by the Department for the holding tank.
- b. Holding tank shall be engineered by a Professional of Record (PR).
- c. Holding tank shall be engineered to address the following at a minimum:

I. Sizing:

1. An approved holding tank sized to support the structure(s) it is connected to.
2. Holding tank capacity shall consider daily sewage flow and pumping service frequency. At a minimum, these tanks shall be pumped weekly.

ii. Siting:

1. An approved holding tank shall maintain the same setbacks as septic tanks per DEH LAMP.
2. The location and depth of lateral tight lines from building(s) to holding tank as well as location of holding tank and depth if installed below ground surface, should take into consideration the anticipated future sewer connection.

iii. Design:

1. Designed, constructed, and installed to withstand anticipated stresses associated with use including, but not limited to, resistance to effects of raw sewage, and ability to withstand internal and external loading.
 2. If buried, the holding tank shall be:
 - a. Inherently non-buoyant to prevent floating when empty during high groundwater periods if such events are anticipated.
 - b. A tank is considered non-buoyant if it is installed above the groundwater elevation, weight of the empty tank exceeds buoyant forces, or the tank is sufficiently anchored into the surrounding soil.
 3. Must be able to withstand traffic loading if installed below ground surface and the area is subject to vehicular traffic loads.
 4. Visual and audible high level alarm system.
 5. Water tightness.
 6. Shall be equipped with a flow meter or device that can accurately monitor daily wastewater flow.
- d. Holding tanks can be concrete, fiberglass, or polyethylene.
- e. PR letter shall be required after installation.
- f. Holding tank shall be pumped weekly, at a minimum, by a licensed liquid waste hauler.
- g. Records of service and maintenance must be maintained by the operator for the duration of the permit and made available upon request to the Department.
- h. System shall be available for inspection by the Department.
- i. A document recorded on the property deed, signed by owner indicating the willingness to connect to the sanitary sewer when it is "available". Notification from EMWD will determine when access to their sewer line is "available". The connection shall occur within 60 days of "available".
- j. Operation of a holding tank system will require an annual renewable operating permit (ROP) with the Department. The permit will be renewed automatically for the first 2 years. After the 2 years, if the facility is in good standing, permit can be renewed until main sanitary sewer line is available to the facility*.
- k. Destruction permits required for the removal of holding tanks upon connected to sewer.

HYBRID SYSTEM – a system that uses a combination of holding tanks and an OWTS that is engineered to limit discharge to 1,200 gpd. This system is only allowed in the Temecula Wine Country Area.

Requirements are as follows:

- a. DEH/OWTS construction permits to be reviewed and approved by the Department.
- b. System will be engineered by a Professional of Record (PR).
- c. System design must demonstrate that no more than 1,200 gpd is discharged for the whole project.
- d. Proposed OWTS shall meet current DEH LAMP and UPC.
- e. Proposed OWTS may be conventional or advanced treatment.
- f. Holding Tank(s) shall meet requirements previously stated in Holding Tank System section of this document.
- g. System components at minimum will include:
 - i. A septic/holding tank sized to support the structure(s) it is connected to.
 - ii. Flow meter or device to monitor flows with alarms.
 - iii. Device capable of alternating or regulating wastewater flow to prevent daily wastewater discharge greater than 1,200 gpd (ex: diverter valves, pumps, siphons, etc.).
- h. The flow meter or monitoring device shall be capable of shutting off flow to the dispersal field and diverting flow to a holding tank once 1,200 gallons per day has been achieved. Under no circumstance shall flow from the holding tank be discharged back into the OWTS for land dispersal.
- I. Holding tank shall be pumped weekly, at a minimum, by a licensed liquid waste hauler.
- j. Records of service and maintenance must be maintained by the operator for the duration of the permit and made available upon request to the Department.
- k. System shall be available for inspection by the Department.
- l. A document recorded on the property deed, signed by owner indicating the willingness to connect to the sanitary sewer when it is “available”. Notification from EMWD will determine when access to their sewer line is “available”. The connection shall occur within 60 days of “available”.
- m. Operation of a hybrid system will require an annual renewable operating permit (ROP) with the Department. The permit will be renewed automatically for the first 2 years. After the 2 years, if the facility is in good standing, permit can be renewed until main sanitary sewer line is available to the facility*.
- n. Destruction permits required for the removal of holding tanks and OWTS when connected to sewer.

*ROPs are considered in good standing as long as they are current, systems are maintained/serviced in accordance to the LAMP (2022), and systems are not failing.

EFFLUENT CHARACTERIZATION, DRAINAGE FIXTURE UNIT (DFU) VALUES AND ESTIMATED FLOW-RATES

Effluent Characterization

As discussed previously, the proposed public commercial development of the site would include the construction of two (2) habitable structures, a maintenance building and future administrative building. Ultimately, the staff and maintenance crew from the current location of the Temecula Public Cemetery will relocate to the new cemetery location. Burials and internments at the current cemetery location average 90 per year, with ceremony attendance ranging between two (2) to 70 guests (average of 36 guests). These ceremony attendance figures are not anticipated to change appreciably at the new cemetery location. Based on conversations with the Client, no embalming or associated embalming fluids, are proposed to be conducted/used on the cemetery property. All embalming is preformed offsite. In addition, all repair and maintenance of the maintenance building equipment and trucks is conducted offsite. As such, only domestic waste water flows are anticipated to be generated onsite.

Drainage Fixture Unit (DFU) Values

Currently, the CUP 03606 improvement plans by CT (2022) show floor plans for both the maintenance building and future administrative building. The drainage fixture unit (DFU) values, per Table 702.1 of the UPC (2021), for the maintenance building are estimated at 11 DFUs, requiring a minimum septic tank capacity of 750 gallons, per Table H 201.1(1) of the UPC (2021). The drainage fixture unit (DFU) values, per Table 702.1 of the UPC (2021), for the future administrative building are estimated at 13 DFUs, requiring a minimum septic tank capacity of 750 gallons, per Table H 201.1(1) of the UPC (2021).

Estimated Flow-Rates

Considering the office staff (two [2] employees), the maintenance crew (three [3] employees), a conservative ceremony attendance (assumed average of 36 guests), and Table H 201.1(4) of the UPC (2021) the following estimated waste/sewage flow-rates are provided for all structures proposed onsite.

Offices - (per employee) = 20 gallons/day (per Table H 201.1(4) of the UPC (2021)).

5 employees at 20 gallons/day = 100 gallons/day.

70 guests (conservative value) at 1.6 gallons/flush and 1 gallon/lavatory use (water closet and lavatory access only) = 182 gallons/day.

Total employee and guest (total project) estimated waste/sewage flow-rate = 282 gallons/day.

FIELD PERCOLATION TESTING

Five (5) borings were advanced within the area of the administration building for percolation feasibility testing and groundwater observations in general accordance with the LAMP (2022) requirements for such testing. Percolation testing was performed within four (4) of the borings to evaluate site conditions with respect to the onsite wastewater holding tank system now proposed. In addition, as per the requirements of the controlling authorities, one (1) relatively deep boring (GW-202) was advanced to a depth of 15 feet, to assess the presence or absence of groundwater within 5 feet of the bottom elevation of the proposed effluent storage system. The presoak was performed by an engineering geologist from our firm, Todd Greer, CEG 2377, and the field percolation testing was performed by a geologist in training from our firm, Madison Morris, GIT 1400. All field percolation test data sheets are included in Appendix D. Procedures for testing are outlined briefly below:

Procedure

Test Holes:

1. 8 inch Hollow Stem Auger (HSA) drill rig excavated to a depth of between 3 to 9 feet.
2. After the removal of all loose material, 2 inches of gravel was placed on the bottom of the excavation.
3. A perforated pipe with silt-sock was then installed to facilitate accurate field measurements and prevent caving during the pre-soak and testing periods.

Pre-Soaking: Five (5) gallons of water was periodically pored in the test boring to approximately 8 inches over the gravel. The pre-soak period was continued overnight, as all the water did not seep away while the tester was present.

Sandy Soil Test: After the pre-soak period, the test boring was filled to approximately 6 inches over the gravel. Two (2) consecutive measurements were conducted at intervals of approximately 25 minutes. Less than 6 inches of water seeped away during each of the two (2) measurement intervals, therefore a 30 minute test period was selected for standard (percolation) testing.

Testing: After the pre-soak period, the test boring was again filled to approximately 6 inches over the gravel. From a fixed reference point, the drop in water level was measured, refilling to approximately 6 inches over the gravel after each test measurement. The series of measurements were taken for a minimum of six (6) hours, at time intervals of approximately 30 minutes. The field test results and calculated rates are provided in Appendix D.

Locations: The locations and depths of the percolation tests performed were chosen to correspond with proposed development areas as provided by CT (2022, see Plate 1). The locations of test areas were easily identified by measurements to bounding roadways, survey markers located on the property corners, and general topographic features indicated on the site plans (CT, 2022).

Accuracy: All test measurements were read to the nearest $\frac{1}{4}$ -inch. The difference between the last two measurements was less than 20 percent so additional readings were not considered warranted.

Calculations from our field tests indicate percolation rates for the administration building (P-201 through P-204) at a depth between 36 and 108 inches varying from 15 to 60 minutes/inch. Typically, the highest value (i.e., slowest rate) is applied for design, therefore a rate of 60 minutes/inch may be used for any following design calculations for the administration building (as warranted). As indicated previously, holding tank systems for effluent disposal for both structures has now been chosen (pending review by the controlling authorities), and discussed in following sections of this report.

SEEPAGE PIT TESTING

Due to a localized duricrust or hard-pan within the proposed location of the maintenance building, GSI has performed seepage pit percolation testing where the localized hard-pan materials did not allow for the use of conventional leach field systems (GSI, 2009). Two (2) borings were advanced within the specific area of the maintenance building to evaluate subsurface soil conditions and perform seepage pit testing for the proposed wastewater holding tank systems. One (1) additional boring was advanced within the area for the evaluation of the presence or absence of groundwater within 10 feet of the bottom elevation of the originally proposed seepage pit. The total depth of the groundwater boring was approximately 35 feet below existing surface elevations. Testing was performed in general accordance with LAMP (2022) for such testing. The pre-soak and seepage pit testing was performed by an engineering geologist from our firm, Todd Greer, CEG 2377. Copies of the original field seepage pit percolation test data sheets and calculated rates are included in Appendix D. Specific procedures for seepage pit testing, conducted during this study, are outlined briefly below:

Test Procedures

- Test Holes:**
1. 8 inch Hollow Stem Auger (HSA) drill rig excavated to a total depth of approximately 19 to 25 feet.
 2. After the removal of all loose material, 2 inches of gravel was placed on the bottom of the excavation.

3. A perforated pipe with silt-sock was then installed to facilitate accurate field measurements and prevent caving during the pre-soak and testing periods.

Pre-Soaking: The test holes were filled with clear water to approximately 4 feet below the surface of the ground to correspond with the assumed inlet depth based on proposed pad elevations. Due to the character of the onsite soils, the pre-soak period was continued overnight for a period in excess of 24 hours, as the water did not seep away in the test excavations faster than half the wetted depth in less than 25 minutes.

Testing: Percolation testing measurements were conducted the next day following the pre-soak period. From a fixed reference point, the drop in water level was measured during a six-hour period, at approximately 30-minute intervals, refilling after each reading. The total depth of the hole was measured and recorded after each reading to see if any caving had occurred. Testing was conducted from approximately 4 feet below the existing surface to correspond with the estimated inlet depth.

Calculations from our seepage pit testing indicate site specific rates ranging between 1.1 gallons per square foot of sidewall per day at approximately 25-feet in depth, for Seepage Pit No. 201 (SP-201), and 3.8 gallons per square foot of sidewall per day at approximately 19-feet in depth, for Seepage Pit No. 202 (SP-202). Based on the holding tank systems currently proposed for the project, specific rate calculation adjustments for the installation of the perforated pipe were not considered warranted. The boring logs (seepage pit and groundwater observation) are provided in Appendix B, photographs of test boring soil cuttings are provided in Appendix C, the original field copies of the percolation and seepage pit data sheets, final falling head test data, and calculated rates are provided in Appendix D.

HOLDING TANK SYSTEM DESIGN

Our recommendations are based on our experience with earth materials in the Temecula area, the LAMP (2022) and State (2023) criteria, applicable provisions of the UPC (2021), and our experience on similar projects. Based on the general requirements set forth by the LAMP (2022), information bulletin nos. 159-23 and 160-23 (DEH, 2023a and 2023b), and estimated waste/sewage flow-rates, the following table presents the proposed holding tank sizing to be used for the onsite wastewater treatment for the administration and maintenance buildings. The proposed holding tank designs are provided in the following table and use the estimated waste/sewage flow-rates and a Factor of Safety (FOS) of approximately 2 to 3. The illustrated holding tank system designs and proposed locations are provided on Plate 2.

LOCATION	HOLDING TANK SIZE (GALLONS)
Administration Building	3,000
Maintenance Building	1,500

CONCLUSIONS AND RECOMMENDATIONS

Based upon our review of the proposed revision to CUP 03606 site plan by CT (2022), the newly developed design criteria established by the DEH (2021, 2023a, and 2023b), our current percolation feasibility testing (leach line and seepage pit) and engineering and geologic analyses, it is our opinion that the proposed onsite wastewater holding tank systems for the project appear suitable for their intended public commercial use from a wastewater treatment and geologic feasibility viewpoint. Upon final review and approval of the proposed holding tank systems by the DEH or RWQCB, the design engineer (CT, 2022) may remove reference to, and the outlines of, the “proposed septic tank(s) and 100% expansion area” on the proposed revision to CUP 03606 site plans (CT, 2022).

Onsite Wastewater Systems (Holding Tanks) Declarations

- Based on the data presented in this report, and using the recommendations set forth, it is the judgement of this professional that there is sufficient area onsite for the proposed holding tank systems that will meet the current standards, and requirements of the DEH and the OWTS policy.
- Based on the data presented in this report, and the testing data accumulated, it is the judgement of this professional that the groundwater table will not encroach within the current allowable limits set forth in the LAMP (2021) for Riverside County.
- Based on the available data, the proposed onsite wastewater holding tank systems will not, in our opinion, impact the existing onsite wastewater treatment systems on adjacent properties.

PLAN REVIEW

The updated CUP site plan by CT (2022), has been reviewed for general content from an OWTS standpoint. Any proposed changes/additions to building configurations or locations should be made so that the proposed onsite wastewater holding tank systems areas are in accordance with this report. In addition, based on changes to the plans, if proposed, or final review by the DEH or RWQCB, additional percolation studies or field exploration may be necessary.

LIMITATIONS

The materials encountered on the project site and used for our analysis are believed representative of the area; however, soil and bedrock materials vary in character between excavations and natural outcrops or conditions exposed during mass grading. Site conditions may vary due to seasonal changes or other factors.

Inasmuch as our study is based upon our review and engineering analyses and laboratory data, the conclusions and recommendations are professional opinions. These opinions have been derived in accordance with current standards of practice, and no warranty, either express or implied, is given. Standards of practice are subject to change with time. GSI assumes no responsibility or liability for work or testing performed by others, or their inaction; or work performed when GSI is not requested to be onsite, to evaluate if our recommendations have been properly implemented. Use of this report constitutes an agreement and consent by the user to all the limitations outlined above, notwithstanding any other agreements that may be in place. In addition, this report may be subject to review by the controlling authorities. Thus, this report brings to completion our scope of services for this portion of the project.

The opportunity to be of service is sincerely appreciated. If you should have any questions, please do not hesitate to contact our office.

Respectfully submitted,

GeoSoils, Inc.



Todd A. Greer
Engineering Geologist, CEG 2377



Stephen J. Coover
Geotechnical Engineer, GE 2057



TAG/JPF/SJC/sh

- Enclosures:
- Appendix A - References
 - Appendix B - Boring Logs
 - Appendix C - Photographs of Test Boring Soil Cuttings
 - Appendix D - Field Percolation and Seepage Pit Data Sheets and Final Falling Head Test Data
 - Plate 1- Percolation and Seepage Pit Location Map
 - Plate 2 - Holding Tank Location Map

Distribution: (1) Addressee (by email PDF)

APPENDIX A
REFERENCES

APPENDIX A

REFERENCES

- California Building Standards Commission, 2022, California Building Code, California Code of Regulations, Title 24, Part 2, Volumes 1 and 2, based on the 2021 International Building Code, effective January 1, 2023.
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APPENDIX B
BORING LOGS