

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

**41911 C STREET
TEMECULA, CALIFORNIA 92592**

March 21, 2019

8:00 a.m.

AGENDA

1. Call To Order :

2. Pledge of Allegiance: Led by Trustee Dugan

3. Roll Call

Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet
(Legal Counsel, Steve Quintanilla, Robert Lee by phone)

Motions To Excuse:

Visitors: Nancy Hughes, Rancon Real Estate

Public Comments:

At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. Request must be submitted in person prior to the start of the meeting. Each individual will be allowed 5 minutes to address the Board of Trustees; in accordance with State Law, (Brown Act) all items to be acted on must be posted 72 hours in advance.

4. CLOSED SESSION ITEMS:

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code Section 54956.8)

Property: Assessor's Parcel Number 924-360-002, Temecula, CA 92592

Agency Negotiator: Nancy Hughes

Negotiating Parties: Mission Hills Development and Temecula Public Cemetery District

Under Negotiation: Terms of payment

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

C. Closed Session Announcement

5. Consent Calendar

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

A. Approval of Minutes

Recommendation: That the Board approve the minutes of the Regular Board Meeting of February 21, 2019.

B. Approval of Check Registers

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

C. Approval of Bookkeeper Report

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

6. Action Items

A. CSDA call for Nominations

Recommendation: That the Trustees review and direct manager as to their decision.

B. Local Area Meeting/ CAPC / May 16, 2019

Recommendation: That the BOT make a motion,
1. To attend, or not
2. To change May 16th board meeting to May 30th to accommodate both local area meeting and Legislation Days.

C. SDRMA, Property/Liability Program Rate Increases

Recommendation: For the Trustees to review.

D. Compensation and Expense policy

Recommendation: Per section 1005.3 of compensation expense policy the least expensive mode of transportation is advised. In the case of parking reimbursement; look for less expensive long term parking, unless divided between several trustees.

7. Financial Report

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

8. General Managers Reports

- A. February 2019 Revenues
- B. February 2019 Plot Inventories
- C. February Depletion
- D. February Calendar
- E. Collection of 700 forms
- F. Reaching out to dry utility companies
- G. Michael Miller Zion bank

9. General Counsel Reports

10. Fiscal Year 2018-2019 Subcommittees

- A. 52 acre Cemetery Property (Dugan, Qualm)
- B. Landscape Plan (Vanderhaak, Reese)
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Vanderhaak, Dugan)
- E. Conference Liaison (Vanderhaak, Qualm)-
 - 1. **CAPC Conference, Monterey 03-07-2019**
- F. Policies (Dugan, Reese)
- G. **Trustee Dugan to review with BOT approved policy # 1030, Adoption/Amendment of Policies**
- H. General Price List (Vanderhaak, Davis)

11. Future Trustee Agenda Items:

Interview General Contractors

12. Board Comment:

13. Announcements:

Annual Meeting to be scheduled

14. Adjournment Time:

1st Motion

2nd Motion to change May meeting date

1st Motion

2nd Motion to adjourn

Next Regular Board Meeting – April 18, 2019

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

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

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

February 21, 2019

8:00 a.m.

Minutes

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

Motions To Excuse: None

Visitors: None

Public Comments: 8:01-8:03 No one present

At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. Request must be submitted in person prior to the start of the meeting. Each individual will be allowed 5 minutes to address the Board of Trustees; in accordance with State Law, (Brown Act) all items to be acted on must be posted 72 hours in advance.

4. **CLOSED SESSION ITEMS:**

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

B. **Closed Session Announcement:** The Existing Litigation has occurred between the Lemon Packing House and Temecula Public Cemetery District. Agreement was reached and settled out of court. The Cemetery District may now pursue the development of the Lemon Hills Drive.

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

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

A. **Approval of Minutes**

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

B. **Approval of Check Registers**

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

C. Approval of Bookkeeper Report

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

6. **Action Items:** Motion was made by Trustee Qualm to accept the action items as presented, seconded by Trustee Reese and passed 5/0.

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

Recommendation: That the Trustees review

- B. **Local Area Meeting/ CAPC / April 18, 2019:** Manager to contact Tim Deusch in March, if a location has not yet been chosen, then the manager can offer our cemetery.

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

- C. **SDRMA, Notification of Nominations:** Trustees and manager are not interested at this time.

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

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

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

8. General Managers Reports: Motion was made by Trustee Davis to receive the report on the mapping software, seconded by Trustee Qualm and passed 5/0.

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

9. General Counsel Reports

10. Fiscal Year 2018-2019 Subcommittee's

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

11. Future Trustee Agenda Items:

12. Board Comment:

700 Forms distributed

13. Announcements:

14. Adjournment Time: 9:20 a.m

1st Motion: Trustee Reese

2nd Motion: Trustee Davis

Passed 5/0

Next Regular Board Meeting – March 21, 2019



Temecula Public Cemetery District

3/12/2019 10:30 AM

Register: 101100 · US Bank Checking

From 02/01/2019 through 02/28/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2019			101100G · Cash - Gen...	Deposit		X	67,706.38	96,331.83
02/04/2019	7346	Automated gate servi...	201100 · Accounts Pay...	131461	1,060.00	X	repairs	95,271.83
02/04/2019	7347	EcoFert Inc	201100 · Accounts Pay...	4073	490.00	X		94,781.83
02/04/2019	7348	Protection One (corp)	201100 · Accounts Pay...	126944766	296.74	X		94,485.09
02/04/2019	7349	US Bank	201100 · Accounts Pay...		2,046.34	X	C.C.	92,438.75
02/04/2019	7350	Cindi Beaudet	201100 · Accounts Pay...		103.41	X		92,335.34
02/04/2019	7351	Scott Eggum	201100 · Accounts Pay...		400.00	X		91,935.34
02/04/2019	013019	CalPers 457 Plan	201100 · Accounts Pay...		1,144.20	X	457	90,791.14
02/04/2019			101200 · US Bank Pay...	Funds Transfer	9,809.15	X		80,981.99
02/06/2019	7352	Americam Capital En...	201100 · Accounts Pay...		374.60	X		80,607.39
02/07/2019	elect	Intuit	523700 · Office Supplies		424.08	X		80,183.31
02/08/2019	AJE538		515100 · Life Insuranc...	Automatic with...	35.64	X		80,147.67
02/11/2019	AJE539		101200 · US Bank Pay...	Monthly autom...	411.30	X		79,736.37
02/12/2019	7353	CR&R Incorporated	201100 · Accounts Pay...	1089008	258.12	X		79,478.25
02/12/2019	7354	Crowne Hill Consulti...	201100 · Accounts Pay...	11697/11698/1...	844.71	X		78,633.54
02/12/2019	7355	Hank's Hardware & ...	201100 · Accounts Pay...		6.45	X		78,627.09
02/12/2019	7356	Nutrien Ag Solutions	201100 · Accounts Pay...	in37943813/joe	31.97	X		78,595.12
02/12/2019	7357	South County Pest C...	201100 · Accounts Pay...	0228235	46.00	X		78,549.12
02/12/2019	7358	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	275.50	X		78,273.62
02/12/2019	7359	Sparkletts	201100 · Accounts Pay...	5728175012719	184.14	X		78,089.48
02/12/2019	7360	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	413.28	X		77,676.20
02/12/2019	7361	Wildlife Control Ser...	201100 · Accounts Pay...	WL2862	450.00	X		77,226.20
02/14/2019		Eternal Memorials &...	201100 · Accounts Pay...	QuickBooks ge...		X		77,226.20
02/14/2019			523290 · Bank Charges	Service Charge	64.00	X		77,162.20
02/17/2019			101200 · US Bank Pay...	Funds Transfer	8,415.99	X		68,746.21
02/18/2019	7362	Michelle Hesselgeser	201100 · Accounts Pay...		469.25	X		68,276.96
02/22/2019	22219	CalPers 457 Plan	201100 · Accounts Pay...		1,153.52	X	457	67,123.44
02/25/2019			101100G · Cash - Gen...	Deposit		X	20,980.97	88,104.41
02/26/2019	7363	Automated gate servi...	201100 · Accounts Pay...	131789	47.50	X		88,056.91
02/26/2019	7364	California Public Em...	201100 · Accounts Pay...	7490021932 ...	4,920.29	X	Health	83,136.62
02/26/2019	7365	Cem Sites	201100 · Accounts Pay...		2,250.00	X		80,886.62
02/26/2019	7366	Home Depot	201100 · Accounts Pay...		850.40	X		80,036.22
02/26/2019	7367	Josefina Escalante	201100 · Accounts Pay...	invoices 9/10/11	195.00	X		79,841.22
02/26/2019	7368	Linda Glau CPA	201100 · Accounts Pay...		475.00	X		79,366.22
02/26/2019	7369	Metlife	201100 · Accounts Pay...	KMO5754030-...	62.77	X		79,303.45
02/26/2019	7370	Prudential Overall Su...	201100 · Accounts Pay...	130882982/13...	259.25	X		79,044.20
02/26/2019	7371	Streamline	201100 · Accounts Pay...	99598	50.00	X		78,994.20
02/26/2019	7372	Toastmasters	201100 · Accounts Pay...		51.00	X		78,943.20
02/26/2019	7373	Verizon Wireless	201100 · Accounts Pay...	9169445879	195.43	X		78,747.77
02/28/2019	7374	Cindi Beaudet	201100 · Accounts Pay...		169.12	X		78,578.65

5
6-B

Temecula Public Cemetery District

3/12/2019 10:30 AM

Register: 101100 · US Bank Checking

From 02/01/2019 through 02/28/2019

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment C</u>	<u>Deposit</u>	<u>Balance</u>
02/28/2019	7375	Cully Repair	201100 · Accounts Pay...	342306	362.40		78,216.25

Temecula Public Cemetery District

3/12/2019 10:32 AM

Register: 101200 · US Bank Payroll
 From 02/01/2019 through 02/28/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/04/2019			101100 · US Bank Che...	Funds Transfer		X	9,809.15	10,231.19
02/08/2019	AJE535		510040 · Regular Salar...	Green Cash Re...	6,888.31	X		3,342.88
02/08/2019	AJE535		510040 · Regular Salar...	Green Cash Re...	2,758.82	X		584.06
02/08/2019	AJE535		510040 · Regular Salar...	Monthly charg...	162.02	X		422.04
02/11/2019	AJE539		101100 · US Bank Che...	Monthly autom...		X	411.30	833.34
02/15/2019	AJE547		525030 · Paychex HR ...		414.15	X		419.19
02/17/2019			101100 · US Bank Che...	Funds Transfer		X	8,415.99	8,835.18
02/22/2019	AJE545		510040 · Regular Salar...	Green Cash Re...	5,842.91	X		2,992.27
02/22/2019	AJE545		510040 · Regular Salar...	Green Cash Re...	2,438.71	X		553.56
02/22/2019	AJE545		510040 · Regular Salar...	Monthly charg...	134.37	X		419.19

Temecula Public Cemetery District

3/12/2019 10:33 AM

Register: 101300 · US Wash Account

From 02/01/2019 through 02/28/2019

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
02/28/2019			100499 · Revenues to ...	Deposit		X	2,400.00	6,629.34
02/28/2019			-split-	Deposit			30,240.00	36,869.34

5
S-B

Date: 03/06/2019

On-Site Tasks Performed:

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts
- X Balance Voucher to County

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

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

X Verify check sequence is intact.
7362-7380

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.
#7364 Cal Pers Health Insurance \$4920.29 OK

X Verify all checks to the GM have two signatures.
#7374 02/28/19 \$169.12 Mileage OK

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

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

X For the GM -- Add Difference to Balance Sheet. In Excel, change the difference column text to white. Then for all reasonable totals/subtotals, change it to black ~~not done~~. *CS*
Utt

X Update Endowment Allocation Schedule.

X Update Wash Account Analysis. Cash Subledgers not yet available

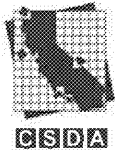
X Update Prepaid subledger and validate QB information.

X Read Agenda and Minutes of the previous Board Meeting.

Items to note:

Created Annual State Controller's Report - Compensation

Open items:



California Special
Districts Association
Districts Stronger Together

DATE: February 15, 2019
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- ✓ • Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)
- ✓ • Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

Cindi Beaudet

From: t.deutsch@orccd.com
Sent: Thursday, February 28, 2019 2:00 PM
To: t.deutsch@orccd.com
Subject: SAVE THE DATE - CAPC LOCAL AREA MEETING

CAPC Local Area Representatives and Potential Attendees,

I wanted to let you know that the next CAPC local area meeting will take place on Thursday, May 16th from 10:00 am to 1:00 pm and will be located at the Dearborn Memorial Park, located at 14361 Tierra Bonita Road. Poway, CA 92064. The Dearborn Memorial Park is managed Carrie Perryman of the Pomerado Cemetery District. We will be working on the program subject matter, but please feel free to let me know if there is a pressing topic that you may want discussed. There will be a part of the program for open questions and answers.

Please discuss with your District as to who may be attending and we will be looking for a RSVP from you prior to April 16th.

More details will follow as we get closure to the meeting.

Sincerely,

Tim Deutsch
General Manager
Orange County Cemetery District
25751 Trabuco Road
Lake Forest, CA 92630
949.951.9102, ext. 112
www.occemeterydistrict.com



February 22, 2019

Ms. Cindi Beaudet
General Manager
Temecula Public Cemetery District
41911 C Street
Temecula, California 92592

RE: 2019-20 Property/Liability Program Rate Information

Dear Ms. Beaudet,

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors, we sincerely appreciate your safety/loss prevention efforts and continued support of SDRMA.

SDRMA continues to make every effort to reduce operating costs and minimize rate increases while ensuring the financial integrity of the Property/Liability Program. Unfortunately, due to catastrophic fires within California and increasing liability court judgements, our excess carriers are imposing a rate increase on all their clients, including SDRMA. Based on those factors and overall pool claims costs over the past several years, after considerable review and discussion on February 6, 2019, the Board approved a 5% increase for the liability rates and a 11% increase for property rates for 2019-20. This increase will still leave a revenue shortfall that will require the use of reserves and investment income to fully fund the program.

Also, after intensive pricing review, the Board approved a change to the calculation of the Volume Discount that is applied to Property, Mobile Equipment and Auto Liability. SDRMA will no longer use a member's general liability contribution as a factor in determining the percentage of Volume Discount given.

New for 2019-20, as communicated in the Renewal Questionnaire packet, effective July 1, 2019, scheduled property values (building and contents) were automatically "trended" based on specific inflationary factors provided by Marshall & Swift. Properties added during the current policy or appraised within the last year were exempt from this process.

In addition, your agency's actual contribution amount for 2019-20 may vary compared to 2018-19 due to the rate increases, any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

Other Important Items to Note:

- No Longevity Distribution is declared for the Property/Liability Program this year.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- SDRMA's Spring Education Day/Annual Membership Meeting is Tuesday, March 26 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including meals. For more information, please visit our website at www.sdrma.org and click on "Register for a Training Workshop" on the right side of the page.
- Your annual contribution provides your agency with access to safety and loss prevention services, resources, and trainings that are provided at no additional cost, including Target Solutions, AB 1825/AB 1234 training, ergonomic assessments, and safety DVDs.
- Members considering withdrawal from coverage with SDRMA for the 2019-20 program year are required to submit a "Notice of Intent to Withdraw" by April 1 in accordance with SDRMA Bylaws.

On behalf of the Board of Directors and our entire risk management team, we thank you for your continued participation in our programs! If you have any questions, please contact Heather Thomson, Chief Financial Officer at hthomson@sdrma.org or 800.537.7790.

Sincerely,
Special District Risk Management Authority



Mike Scheafer, President
Board of Directors

1005.3 Trustees (or employees) requesting reimbursement of travel expenses should attempt to travel by the means most economical to the District consistent with scheduling needs and cargo space. In selecting a particular method of transportation, consideration shall be given for the total cost to the District which will result; including overtime, lost work, and actual transportation costs. In the event that a more expensive transportation form is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient and reasonable transportation form unless otherwise approved by the Board. Government and group rates must be used when available.

Long term parking
\$ 128.00
1 trustee

NEED to approve lost receipts
for Trustee Davis

Temecula Public Cemetery District
Balance Sheet
 As of February 28, 2019

	Feb 28, 19	Feb 28, 18
ASSETS		
Current Assets		
Checking/Savings		
101100 · US Bank Checking	78,216.25	
101200 · US Bank Payroll	419.19	
101300 · US Wash Account	36,869.34	
101100C · Cash -Accumulative Outlay Fund	1,933,031.44	
101100E · Cash - Endowment Fund	77,447.67	
1011004 · Cash - Retirement	180.00	
101100G · Cash - General	881,242.85	
	3,007,406.74	2,816,035.62
Total Checking/Savings		
Other Current Assets		
102000 · Wells Fargo Investments		
102010 · Wells Fargo Endowment Care	2,064,825.29	
102020 · Wells Fargo Endowment Interest	688,369.13	
	2,753,194.42	
Total 102000 · Wells Fargo Investments		
112011 · Inventory Asset	33,999.00	
100499 · Revenues to Deposit with County	100.00	
116100 · Interest Receivable		
116100P · Interest Receivable - End Prin	9,536.78	
116100I · Interest Receivable - End Int	2,477.40	
	12,014.18	
Total 116100 · Interest Receivable		
116137 · Miscellaneous Receivable	469.25	
117000 · PrePaid Expenses	11,785.21	
	2,811,562.06	
Total Other Current Assets		
Total Current Assets	5,818,968.80	5,290,110.62

Temecula Public Cemetery District
Balance Sheet
 As of February 28, 2019

	Feb 28, 19	Feb 28, 18
Fixed Assets		
191650 · Intangible Assets	8,970.00	
191000 · Future Cemetery Property	2,603,672.20	
191100 · Buildings and Improvements	285,226.07	
191400 · Structures and Improvements	382,158.03	
191500 · Equipment	178,031.48	
191600 · Construction in Process	48,300.00	
191700 · Non-Depreciable Assets	77,561.02	
191800 · Grounds Improvements	12,379.50	
191900 · Paving 2015	143,560.00	
198100 · Accumulated Depreciation - Bldg	-100,577.10	
198400 · Accumulated Depr - Struct/Imp	-195,727.62	
198500 · Accum Depr - Equipment	-158,862.47	
198800 · Accum Depr- Grnd Imp	-1,608.25	
198900 · Accum Depr-Pav 15	-22,526.02	
Total Fixed Assets	3,260,556.84	3,233,826.07
TOTAL ASSETS	3,079,525.64	3,523,936.69
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
201100 · Accounts Payable	-520.16	
Total Accounts Payable	-520.16	
Other Current Liabilities		
212200 · Accrued Vacation Pay	10,950.70	
Total Other Current Liabilities	10,950.70	
Total Current Liabilities	10,430.54	
Total Liabilities	10,430.54	29,642.05

Temecula Public Cemetery District
Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>	<u>Feb 28, 18</u>
Equity		
308100 · General Reserve	180.00	
308135 · Reserve for Endowments	1,706,833.63	
325100E · Unreserved Fund Balance - End	605,632.04	
325100G · Unreserved Fund Balance - Gen	662,188.92	
325100O · Unreserved Fund Balance - ACo	993,886.59	
350000 · Investment in Capital Assets	3,627,912.57	
350001 · Investment In Cap Assets - GASB	-379,361.69	
390000 · Retained Earnings	1,522,208.15	
Net Income	329,614.89	
Total Equity	<u>9,069,095.10</u>	<u>8,494,294.64</u>
TOTAL LIABILITIES & EQUITY	<u>9,079,525.64</u>	<u>8,523,936.69</u>

Temecula Public Cemetery District
Profit & Loss Budget Performance
 February 2019

Jul '18 - Feb 19 YTD Budget Annual Budget

Ordinary Income/Expense

Income

700001 · Property Taxes

700020 · Prop Tax Current Secured	388,938.61	345,000.00	583,000.00
701020 · Prop Tax Current Unsecured	0.00	0.00	23,000.00
703000 · Prop Tax Prior Unsecured	0.00	0.00	1,000.00
704000 · Prop Tax Curr Supplemental	0.00	0.00	3,500.00
705000 · Prop Tax Prior Supplemental	0.00	0.00	500.00
706000 · Teeter Settlement	0.00	0.00	10,000.00
752800 · CA-Homeowners Tax Relief	0.00	0.00	4,500.00
770100 · Property Tax - SBE	0.00	0.00	4,500.00

Total 700001 · Property Taxes	388,938.61	345,000.00	630,000.00
--------------------------------------	-------------------	-------------------	-------------------

740020 · Interest and Dividend Income

740020G · Interest on General Fnd at Cnty	8,885.52	5,000.00	10,000.00
740020E · Interest on Endow Fnd at County	2,272.67	250.00	500.00
740020O · Interest on ACO at County	13,114.92	4,800.00	9,000.00
740021 · Interest - Wells Fargo Advisors	36,052.04	23,336.00	35,000.00
740022 · Dividend Income - WFA	6,085.05	3,664.00	5,500.00

Total 740020 · Interest and Dividend Income	66,410.20	37,050.00	60,000.00
--	------------------	------------------	------------------

770001 · Other Revenue

770100E · Endowment	119,558.33	100,000.00	150,000.00
777030 · Marker Setting	8,860.00	6,664.00	10,000.00
777040 · Open, Close Fees	24,550.00	24,000.00	36,000.00
777520 · Sale of Lots	40,341.67	40,000.00	60,000.00
777530 · Cremation	13,100.00	7,336.00	11,000.00
777600 · Cenotaph	0.00	336.00	500.00
780160 · Vaults, Flower Vases, etc.	8,670.00	7,336.00	11,000.00
781360 · Other Misc. Revenue	25,458.91	136.00	200.00

Total 770001 · Other Revenue	240,538.91	185,808.00	278,700.00
-------------------------------------	-------------------	-------------------	-------------------

Total Income	695,887.72	567,858.00	968,700.00
---------------------	-------------------	-------------------	-------------------

Temecula Public Cemetery District
Profit & Loss Budget Performance
February 2019

Jul '18 - Feb 19 YTD Budget Annual Budget

Expense

510000 · Salaries and Employee Benefits

510040T · Regular Salaries.

510040 · Regular Salaries	153,882.54	153,336.00	230,000.00
510330 · Year End Bonuses	4,212.17	3,336.00	5,000.00
515100 · Life Insurance Policy	285.12	304.00	450.00
518080 · Auto Allowance	0.00	0.00	0.00

Total 510040T · Regular Salaries.	158,379.83	156,976.00	235,450.00
--	-------------------	-------------------	-------------------

513000T · Retirement - Miscellaneous

518000 · Employer Contributions-457	8,203.27	10,000.00	15,000.00
551000 · Employee Contributions	31.45	0.00	0.00

Total 513000T · Retirement - Miscellaneous	8,234.72	10,000.00	15,000.00
---	-----------------	------------------	------------------

513120T · Retirement - Social Security

513120 · Social Security	10,105.66	10,000.00	15,000.00
513140 · Medicare Tax	2,363.49	2,336.00	3,500.00

Total 513120T · Retirement - Social Security	12,469.15	12,336.00	18,500.00
---	------------------	------------------	------------------

515080T · Health Insurance (eer share)

515081 · Health Insurance	40,977.20	41,336.00	62,000.00
515082 · Vision Insurance	519.28	736.00	1,100.00
515083 · Dental Insurance	3,306.24	2,936.00	4,400.00

Total 515080T · Health Insurance (eer share)	44,802.72	45,008.00	67,500.00
---	------------------	------------------	------------------

515260T · Unemployment Insurance

517000 · Workers Comp Insurance	9,790.55	10,664.00	16,000.00
515060 · State Unemployment Ins EDD	0.00	664.00	1,000.00
513130 · CA SUI	1,442.67	2,000.00	3,000.00

Total 515260T · Unemployment Insurance	11,233.22	13,328.00	20,000.00
---	------------------	------------------	------------------

Total 510000 · Salaries and Employee Benefits	235,119.64	237,648.00	356,450.00
--	-------------------	-------------------	-------------------

520000 · Services and Supplies

529540T · Utilities

520320 · Telephone Service	1.79	2,264.00	3,400.00
520845 · Trash	2,064.96	2,200.00	3,300.00
529500 · Electricity	2,740.05	3,336.00	5,000.00

Total 529540T · Utilities	4,806.80	7,800.00	11,700.00
----------------------------------	-----------------	-----------------	------------------

524520T · Administrative Expenses

518160 · Board Stipend	4,750.00	10,000.00	15,000.00
------------------------	----------	-----------	-----------

Temecula Public Cemetery District Profit & Loss Budget Performance February 2019

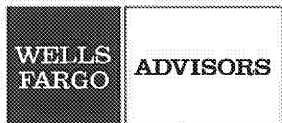
	Jul '18	Feb 19 YTD	Budget	Annual Budget
520115 · Uniforms - Replacement Clothing	2,163.72	1,200.00		1,800.00
520230 · Cellular Phone	1,964.99	3,000.00		4,500.00
520240 · Answering Service	443.30	1,864.00		2,800.00
520705 · Food	452.06	800.00		1,200.00
520930 · Insurance - Liability	6,130.64	6,136.00		9,200.00
523100 · Memberships	2,452.00	1,464.00		2,200.00
523290 · Bank Charges	225.00	232.00		350.00
523621 · Subscriptions	205.53	264.00		400.00
523660 · Computer Service	4,572.75	5,000.00		7,500.00
523700 · Office Supplies	424.08	1,736.00		2,600.00
523720 · Photocopies	1,116.94	1,800.00		2,700.00
523760 · Postage/Mailing	235.50	736.00		1,100.00
523840 · Computer Equip/Software/IT	1,987.86	2,664.00		4,000.00
524520 · County Journal Recording	197.37	1,600.00		2,400.00
524530 · Storage Fees	0.00	0.00		0.00
524540 · Payroll Processing Services	2,721.76	2,536.00		3,800.00
524560 · Auditing	11,620.00	8,000.00		12,000.00
524561 · Accounting	5,106.25	4,936.00		7,400.00
524566 · Temp for e-File	0.00	6,664.00		10,000.00
524800 · Drug Testing/Pre-Employment	0.00	400.00		600.00
525025 · Legal - General Counsel	5,865.00	33,336.00		50,000.00
525030 · Paychex HR Support	3,313.20	3,336.00		5,000.00
526420 · Advertising	850.00	1,000.00		1,500.00
527280 · Awards/Recognition	0.00	600.00		900.00
527880 · Training/ Staff	298.50	2,336.00		3,500.00
528140 · Conferences and Meetings	16,335.98	28,000.00		42,000.00
528980 · Meals	682.05	1,336.00		2,000.00
528990 · Semi-Annual Team Dinner	2,605.79	2,400.00		3,600.00
529040 · Private Mileage Reimbursement	1,241.93	1,664.00		2,500.00
529050 · Website	400.00	664.00		1,000.00
529550 · Water	1,030.68	1,064.00		1,600.00
Total 524520T · Administrative Expenses	79,392.88	136,768.00		205,150.00
524500T · Operational Expenses.				
521420 · Maint-Field Equipment	3,049.73	6,664.00		10,000.00
522310 · Maint-Building Improvements	1,568.87	1,664.00		2,500.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 February 2019

	<u>Jul '18 - Feb 19 YTD Budget Annual Budget</u>		
522320 · Maint - Grounds	4,436.87	9,336.00	14,000.00
522360 · Maintenance-Extermination	3,784.00	4,000.00	6,000.00
523250 · Repurchase	800.00	2,336.00	3,500.00
523800 · Engraving Expense	850.00	1,000.00	1,500.00
525320 · Security Guard Services	200.00	168.00	250.00
525600 · Security	2,662.64	2,400.00	3,600.00
527100 · Fuel	1,411.93	1,664.00	2,500.00
527180 · Operational Supplies	8,268.75	9,336.00	14,000.00
528020 · Inventory	2,393.37	6,664.00	10,000.00
Total 524500T · Operational Expenses.	29,426.16	45,232.00	67,850.00
Total 520000 · Services and Supplies	113,625.84	189,800.00	284,700.00
530000 · Other Charges			
530100 · Miscellaneous non-operating exp	1,630.15	2,664.00	4,000.00
Total 530000 · Other Charges	1,630.15	2,664.00	4,000.00
540000 · Capital Assets			
542060T · Cemetery Grounds			
542040 · - Buildings, Capital Projects	0.00	90,000.00	135,000.00
542060 · Improvements -Building	2,100.00	4,000.00	6,000.00
542065 · Tree Renovaton	9,700.00	3,336.00	5,000.00
542075 · Grounds Improvements	0.00	4,000.00	6,000.00
548300 · Office Renovation	0.00	4,000.00	6,000.00
Total 542060T · Cemetery Grounds	11,800.00	105,336.00	158,000.00
540040T · Land, Purchase of Land			
540042 · Future Cemetery Property	16,900.00	133,336.00	200,000.00
Total 540040T · Land, Purchase of Land	16,900.00	133,336.00	200,000.00
546020T · Equipment, etc			
542070 · Well Motor	0.00	50,000.00	75,000.00
546020 · Equipment - Automitive	0.00	11,336.00	17,000.00
546240 · Mapping Software	4,760.00	4,664.00	7,000.00
Total 546020T · Equipment, etc	4,760.00	66,000.00	99,000.00
Total 540000 · Capital Assets	33,460.00	304,672.00	457,000.00
551100G · Contrib to Other Funds - Gen	0.00	115,704.00	173,550.00
551100E · Contrib to Other Funds - Endow	0.00	100,000.00	150,000.00
Total Expense	383,835.63	950,488.00	1,425,700.00
Net Ordinary Income	312,052.09	-382,630.00	-457,000.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 February 2019

	<u>Jul '18 - Feb 19 YTD Budget Annual Budget</u>		
Other Income/Expense			
Other Income			
731000 · Realized Gain (Loss) on Invest	0.00	0.00	0.00
731100 · Unrealized Gain (Loss) on Invst	17,562.80	0.00	0.00
Total Other Income	17,562.80	0.00	0.00
Net Other Income	17,562.80	0.00	0.00
Net Income	<u>329,614.89</u>	<u>-382,630.00</u>	<u>-457,000.00</u>



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL**

FEBRUARY 1, 2019 - FEBRUARY 28, 2019
ACCOUNT NUMBER: 5397-7799

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$2,062,211.57	\$2,051,456.20
Cash deposited	0.00	0.00
Securities deposited	0.00	0.00
Cash withdrawn	-3,330.64	-5,236.90
Securities withdrawn	0.00	0.00
Change in value	5,944.36	18,605.99
Closing value	\$2,064,825.29	\$2,064,825.29

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

Portfolio summary

ASSET TYPE	PREVIOUS VALUE ON JAN 31	%	CURRENT VALUE ON FEB 28	%	ESTIMATED ANN. INCOME
ASSETS					
Cash and sweep balances	4,809.79	0.23	6,299.75	0.31	16
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	1,807,993.14	87.67	1,809,172.05	87.62	44,971
Mutual funds	249,408.64	12.09	249,353.49	12.08	5,918
Asset value	\$2,062,211.57	100%	\$2,064,825.29	100%	\$50,905



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT INTEREST**

FEBRUARY 1, 2019 - FEBRUARY 28, 2019
ACCOUNT NUMBER: 5559-0516

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$682,411.64	\$677,040.75
Cash deposited	3,330.64	5,236.90
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	2,626.85	6,091.48
Closing value	\$688,369.13	\$688,369.13

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

Portfolio summary

ASSET TYPE	PREVIOUS VALUE ON JAN 31	%	CURRENT VALUE ON FEB 28	%	ESTIMATED ANN. INCOME
ASSETS					
Cash and sweep balances	-329.64	0.00	5,573.65	0.81	14
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	566,858.00	83.03	566,947.25	82.36	13,514
Mutual funds	115,883.28	16.97	115,848.23	16.83	2,766
Asset value	\$682,411.64	100%	\$688,369.13	100%	\$16,294

Negative values are not included in percent calculations.

A1 Monthly Revenues.xls
July 2018-June 2019

<u>FYE 06/30/19</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>
Single	2,000.00	2,000.00	1,000.00	2,000.00	-	5,000.00	2,500.00	2,000.00
Single End	1,500.00	1,500.00	1,500.00	1,500.00	-	7,000.00	3,500.00	1,500.00
Single/Dual	-	-	-	-	-	-	-	-
S/D End	-	-	-	-	-	-	-	-
Dual	6,500.00	3,000.00	5,500.00	2,500.00	2,500.00	5,500.00	2,000.00	5,500.00
Dual End	11,500.00	5,000.00	7,500.00	4,500.00	2,500.00	8,000.00	1,500.00	8,000.00
Collum	500.00	700.00	-	-	400.00	700.00	1,000.00	900.00
Collum End	1,200.00	1,500.00	-	-	1,200.00	1,000.00	2,400.00	2,400.00
cenotaph	-	-	-	-	-	-	-	-
Ground Crem	-	-	600.00	-	-	-	-	-
G Crem End	-	-	3,900.00	-	-	-	-	-
O/C -B	2,600.00	1,100.00	1,850.00	2,400.00	1,850.00	4,650.00	1,850.00	2,950.00
O/C-C	300.00	600.00	800.00	1,000.00	700.00	400.00	800.00	400.00
Vault	182.00	-	182.00	182.00	182.00	728.00	182.00	182.00
Crem Vase	246.08	246.08	-	123.04	123.04	-	-	123.04
Grave Vase	64.50	43.00	107.50	64.50	107.50	129.00	86.00	64.50
Set Fee	750.00	350.00	1,200.00	1,000.00	1,550.00	1,500.00	1,750.00	750.00
Niche	-	25.00	-	-	-	-	-	-
Non-Res	1,500.00	-	1,500.00	6,000.00	1,500.00	4,500.00	4,500.00	3,000.00
Disinter	-	-	-	-	-	-	-	-
Graveside	2,000.00	1,500.00	-	2,500.00	1,500.00	3,500.00	1,000.00	1,500.00
Engraving	225.00	225.00	-	225.00	225.00	225.00	-	450.00
2nd End	-	50.00	-	1,500.00	500.00	-	-	2,500.00
Handling	250.00	-	-	-	-	-	-	-
Taxes	41.24	25.63	25.32	31.40	35.16	74.96	23.44	31.40
Labor	521.18	250.29	610.18	489.06	642.30	1,368.04	534.36	489.06
Total	31,880.00	18,115.00	26,275.00	26,015.00	15,515.00	44,275.00	23,625.80	32,740.00

8-A

A2Cemetery Property.xls
Fiscal Year 2018-2019

FYE 06/30/19	18-19							
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Dual Lower	263	263	262	262	262	264	264	263
Dual Upper	376	374	372	371	370	363	363	361
Dual/ Single	61	61	61	61	61	60	59	59
Sale Backs-Single	15	34						
Singles	153	152	151	150	150	149	147	146
Dual Manager	34	34	34	33	33	33	34	34
Sale Backs-Duals								
Grd Crem	34	34	31	31	31	31	31	31
Hexagon Wall	1	0	0	0	0	0	0	0
Tier 1	0	0	0	0	0	0	0	0
Tier 2	0	0	0	0	0	0	0	0
Tier 3	5	5	5	5	5	5	5	5
Tier 4	16	15	15	15	14	14	11	10
Tier 5	17	17	17	17	17	16	16	15
Tier F-1							29	29
Tier F-2							29	29
Tier F-3							29	29
Tier F-4							29	29
Tier F-5							11	11
Cenotaph	48	48	48	48	48	48	48	48
Ossuary	334	334	334	334	334	334	334	334
Cremation Benches	9	9	9	9	9	9	9	9

8-C

February 2019 Burial Depletion Sales

Pre-Need

Single Lots	1
Dual Lots	1
Wall	1
Cremation Ground	
Dual Manager	

At Need

Single Lots	
Dual Lots	2
Wall	
Cremation Ground	
Dual Manager	

February 2019

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan 27	28	29	30	31	Feb 1	2
Jan 27 - Feb 2							
	3	4	5	6	7	8	9
Feb 3 - 9		Munday Appt			Munday Burial Orange County Persevino Appt	Botello Burial	
	10	11	12	13	14	15	16
Feb 10 - 16					King Appt Linda Glau Michelle out early	Roberts Burial	
	17	18	19	20	21	22	23
Feb 17 - 23		HOLIDAY-CLOSED	Balser Burial Michelle out early	Conference Call Cem-5 Kyle Out	Board Meeting Woods Burial		
	24	25	26	27	28	Mar 1	2
Feb 24 - Mar 2		Filming of Grounds	Michelle out early				

8-D

CAPC 61st Annual Conference
March 7 – 9, 2019
Embassy Suites Monterey Bay
Seaside, CA

Friday, March 8, 2019

Attending: Rosie vanderhaak, Dale Qualm, Craig Davis, David Reese, Mike Dugan, Cindi Beaudet, GM

- Featured Cemetery – Galt-Arno Cemetery District – presented by Belinda Ellis, District Manager.
- Enthusiastic GM for 2 ½ years. Cemetery was established in 1877
- Uses workers through a program called **Creating Opportunities to End Poverty** through the California Department of Human Development. Program pays everything
- Day of the Dead event. 200 attended Mass at the cemetery.

Avoiding Employee Lawsuits – Presented by Mark Velasquez of Best, Best & Krieger, L.L.P

- Try to mitigate, but you can't totally prevent
- Emotions are the real reason employees sue. Some cases are strictly driven by technical or legal non-compliance. It's always personal to the employee. It should not be personal to manager.
- GM is key in mitigating emotions of the employees.
- Threshold of salary (\$48,000) determines exempt/non-exempt. Pay must be twice the minimum wage. With minimum wage continually going up, threshold will go up.
- Provide required training: one hour of Sexual harassment/Bullying/Harassment Training for ALL. Supervisors get 2 hours. Auditor should check to make sure everyone is up-to-date.
- Follow your policies. Know your policies
- Your problem employee just left, but the problem isn't over. Preserve documents – do not shred.

Workplace Violence, What to Look For and Have a Plan of Action – Damon Wasson, Deputy Chief of Police, City of Soledad Police Department

- Workplace violence is not a new phenomenon – dates to July 26, 1764.
- Tools of your trade can be used as a weapon.
- Pre-planning and pre-training is the key to dealing with chaos.
- 3.6 stressors (divorce, job loss, etc) takes the person to a point where they have nothing to lose (doesn't have to be true, but it is their perception). Attacker targets HR, Finance, Administration.
- Majority of incidents ends in 2 to 5 minutes. Engage and neutralize.
- If you see something, say something!
- Presenter did not get through all his slides.

Harassment Prevention Training – Dennis Timoney, Chief Risk Officer, SDRMA AB 1825

- Our 5 board members and GM completed the two hour course on March 8, 2019.
- All employees must have training in 2019. Be trained within 6 months of hire. One hour for employees/ 2 hours for supervisors.
- What did you know and when did you know it?
- Protected Class: Age over 40, Ancestry, color, marital status, disability, medical condition, genetic information, sex, gender /sexual orientation
- Must have a harassment, discrimination and retaliation policy.
- Employer must provide accommodations for someone that has a new gender identification. One (1) year statute runs from when the incident occurred. Keep files for 3 years in a separate file.

- A single incident of harassing conduct is triable if the conduct interfered with a plaintiff's work performance.

Saturday, March 9, 2019

Group Discussion – Led by Tim Underdown, Mark Velasquez and Karen O'Neill

- Good participation.
- Weddings at cemeteries. Some have chapels, little church or on the grounds
- Credit/ Debit Cards – Gov Pay charges 3% fee. Merchant Services is 1.5% if you have card in hand or 3 % if you don't have card. Escondido raised prices to absorb credit card fee.
- Reception Halls – Escondido is studying the possibility. ADA
- Veteran's walls – Residents/non-residents. Honoring someone on a wall is not a marker.
- Mosquitos – sand /gel in vases
- Policies: review monthly/yearly
- Fire Protection – most doing it themselves
- Gang related burials – police involved

Governing the Unruly – How to Respond to Complaints from the Public. Karen O'Neil of Kirk & Simas

- Need to maintain transparency, consistency and diplomacy
- Reviewed purpose and transparency of the Brown Act.
- Clarified public participation and what a district can/cannot prohibit
- Penal Code Section 403 – Willfully Disturbing
- Rules of Decorum – Every district needs a policy. Included in the handouts was a sample copy.
- First Amendment – Protection for people to have their say as long as it doesn't impede the orderly conduct of the meeting.
- District needs to get our message out and be proactive to educate. Do not get caught up in social media dialog
- Karen presented an important session and gave good examples to support her presentation.

Annual Meeting – Board of Directors Election

- Slate of Marc Baker, Belva Bare, Barry Braun, William Conrad and Mike Ott was approved.

Legislative Update – Presented by CAPC's Legislative Committee

- **Take Action Brief** – handout included in packet. No pressing legislation currently regarding cemeteries.
- **Website Requirements** – Effective January 1, 2019 – Most current agenda must be posted on the cemetery website. Retrievable, downloadable, indexable and electronically searchable. Three of the four cemetery website examples did not meet the stated criteria. Temecula Public Cemetery does meet the criteria.
- **Effective January 1, 2020** – SB 929 – Requires a website. Can be exempt by Board Resolution declaring hardship. Resolution is good for one year.

Annual Award Dinner – Conference closed with the award dinner and prize drawings

Submitted by,


Rosie Vanderhaak

Temecula Public Cemetery – Chair

March 11, 2019

CAPC 61st Annual Conference
March 7 – 9, 2019
Embassy Suites Monterey Bay
Seaside, CA

Friday, March 8, 2019

Attending: Rosie vanderhaak, Dale Qualm, Craig Davis, David Reese, Mike Dugan, Cindi Beaudet, GM

- Featured Cemetery – Galt-Arno Cemetery District – presented by Belinda Ellis, District Manager.
- Enthusiastic GM for 2 ½ years. Cemetery was established in 1877
- Uses workers through a program called **Creating Opportunities to End Poverty** through the California Department of Human Development. Program pays everything
- Day of the Dead event. 200 attended Mass at the cemetery.

Avoiding Employee Lawsuits – Presented by Mark Velasquez of Best, Best & Krieger, L.L.P

- Try to mitigate, but you can't totally prevent
- Emotions are the real reason employees sue. Some cases are strictly driven by technical or legal non-compliance. It's always personal to the employee. It should not be personal to manager.
- GM is key in mitigating emotions of the employees.
- Threshold of salary (\$48,000) determines exempt/non-exempt. Pay must be twice the minimum wage. With minimum wage continually going up, threshold will go up.
- Provide required training: one hour of Sexual harassment/Bullying/Harassment Training for ALL. Supervisors get 2 hours. Auditor should check to make sure everyone is up-to-date.
- Follow your policies. Know your policies
- Your problem employee just left, but the problem isn't over. Preserve documents – do not shred.

Workplace Violence, What to Look For and Have a Plan of Action – Damon Wasson, Deputy Chief of Police, City of Soledad Police Department

- Workplace violence is not a new phenomenon – dates to July 26, 1764.
- Tools of your trade can be used as a weapon.
- Pre-planning and pre-training is the key to dealing with chaos.
- 3.6 stressors (divorce, job loss, etc) takes the person to a point where they have nothing to lose (doesn't have to be true, but it is their perception). Attacker targets HR, Finance, Administration.
- Majority of incidents ends in 2 to 5 minutes. Engage and neutralize.
- If you see something, say something!
- Presenter did not get through all his slides.

Harassment Prevention Training – Dennis Timoney, Chief Risk Officer, SDRMA AB 1825

- Our 5 board members and GM completed the two hour course on March 8, 2019.
- All employees must have training in 2019. Be trained within 6 months of hire. One hour for employees/ 2 hours for supervisors.
- What did you know and when did you know it?
- Protected Class: Age over 40, Ancestry, color, marital status, disability, medical condition, genetic information, sex, gender /sexual orientation
- Must have a harassment, discrimination and retaliation policy.
- Employer must provide accommodations for someone that has a new gender identification. One (1) year statute runs from when the incident occurred. Keep files for 3 years in a separate file.

- A single incident of harassing conduct is triable if the conduct interfered with a plaintiff's work performance.

Saturday, March 9, 2019

Group Discussion – Led by Tim Underdown, Mark Velasquez and Karen O'Neill

- Good participation.
- Weddings at cemeteries. Some have chapels, little church or on the grounds
- Credit/ Debit Cards – Gov Pay charges 3% fee. Merchant Services is 1.5% if you have card in hand or 3 % if you don't have card. Escondido raised prices to absorb credit card fee.
- Reception Halls – Escondido is studying the possibility. ADA
- Veteran's walls – Residents/non-residents. Honoring someone on a wall is not a marker.
- Mosquitos – sand /gel in vases
- Policies: review monthly/yearly
- Fire Protection – most doing it themselves
- Gang related burials – police involved

Governing the Unruly – How to Respond to Complaints from the Public. Karen O'Neil of Kirk & Simas

- Need to maintain transparency, consistency and diplomacy
- Reviewed purpose and transparency of the Brown Act.
- Clarified public participation and what a district can/cannot prohibit
- Penal Code Section 403 – Willfully Disturbing
- Rules of Decorum – Every district needs a policy. Included in the handouts was a sample copy.
- First Amendment – Protection for people to have their say as long as it doesn't impede the orderly conduct of the meeting.
- District needs to get our message out and be proactive to educate. Do not get caught up in social media dialog
- Karen presented an important session and gave good examples to support her presentation.

Annual Meeting – Board of Directors Election

- Slate of Marc Baker, Belva Bare, Barry Braun, William Conrad and Mike Ott was approved.

Legislative Update – Presented by CAPC's Legislative Committee

- **Take Action Brief** – handout included in packet. No pressing legislation currently regarding cemeteries.
- **Website Requirements** – Effective January 1, 2019 – Most current agenda must be posted on the cemetery website. Retrievable, downloadable, indexable and electronically searchable. Three of the four cemetery website examples did not meet the stated criteria. Temecula Public Cemetery does meet the criteria.
- **Effective January 1, 2020** – SB 929 – Requires a website. Can be exempt by Board Resolution declaring hardship. Resolution is good for one year.

Annual Award Dinner – Conference closed with the award dinner and prize drawings

Submitted by,



Rosie Vanderhaak

Temecula Public Cemetery – Chair

March 11, 2019

CAPC 61st Annual Conference
March 7 – 9, 2019
Embassy Suites Monterey Bay
Seaside, CA

Friday, March 8, 2019

Attending: Rosie vanderhaak, Dale Qualm, Craig Davis, David Reese, Mike Dugan, Cindi Beaudet, GM

- Featured Cemetery – Galt-Arno Cemetery District – presented by Belinda Ellis, District Manager.
- Enthusiastic GM for 2 ½ years. Cemetery was established in 1877
- Uses workers through a program called **Creating Opportunities to End Poverty** through the California Department of Human Development. Program pays everything
- Day of the Dead event. 200 attended Mass at the cemetery.

Avoiding Employee Lawsuits – Presented by Mark Velasquez of Best, Best & Krieger, L.L.P

- Try to mitigate, but you can't totally prevent
- Emotions are the real reason employees sue. Some cases are strictly driven by technical or legal non-compliance. It's always personal to the employee. It should not be personal to manager.
- GM is key in mitigating emotions of the employees.
- Threshold of salary (\$48,000) determines exempt/non-exempt. Pay must be twice the minimum wage. With minimum wage continually going up, threshold will go up.
- Provide required training: one hour of Sexual harassment/Bullying/Harassment Training for ALL. Supervisors get 2 hours. Auditor should check to make sure everyone is up-to-date.
- Follow your policies. Know your policies
- Your problem employee just left, but the problem isn't over. Preserve documents – do not shred.

Workplace Violence, What to Look For and Have a Plan of Action – Damon Wasson, Deputy Chief of Police, City of Soledad Police Department

- Workplace violence is not a new phenomenon – dates to July 26, 1764.
- Tools of your trade can be used as a weapon.
- Pre-planning and pre-training is the key to dealing with chaos.
- 3.6 stressors (divorce, job loss, etc) takes the person to a point where they have nothing to lose (doesn't have to be true, but it is their perception). Attacker targets HR, Finance, Administration.
- Majority of incidents ends in 2 to 5 minutes. Engage and neutralize.
- If you see something, say something!
- Presenter did not get through all his slides.

Harassment Prevention Training – Dennis Timoney, Chief Risk Officer, SDRMA AB 1825

- Our 5 board members and GM completed the two hour course on March 8, 2019.
- All employees must have training in 2019. Be trained within 6 months of hire. One hour for employees/ 2 hours for supervisors.
- What did you know and when did you know it?
- Protected Class: Age over 40, Ancestry, color, marital status, disability, medical condition, genetic information, sex, gender /sexual orientation
- Must have a harassment, discrimination and retaliation policy.
- Employer must provide accommodations for someone that has a new gender identification. One (1) year statute runs from when the incident occurred. Keep files for 3 years in a separate file.

- A single incident of harassing conduct is triable if the conduct interfered with a plaintiff's work performance.

Saturday, March 9, 2019

Group Discussion – Led by Tim Underdown, Mark Velasquez and Karen O'Neill

- Good participation.
- Weddings at cemeteries. Some have chapels, little church or on the grounds
- Credit/ Debit Cards – Gov Pay charges 3% fee. Merchant Services is 1.5% if you have card in hand or 3 % if you don't have card. Escondido raised prices to absorb credit card fee.
- Reception Halls – Escondido is studying the possibility. ADA
- Veteran's walls – Residents/non-residents. Honoring someone on a wall is not a marker.
- Mosquitos – sand /gel in vases
- Policies: review monthly/yearly
- Fire Protection – most doing it themselves
- Gang related burials – police involved

Governing the Unruly – How to Respond to Complaints from the Public. Karen O'Neil of Kirk & Simas

- Need to maintain transparency, consistency and diplomacy
- Reviewed purpose and transparency of the Brown Act.
- Clarified public participation and what a district can/cannot prohibit
- Penal Code Section 403 – Willfully Disturbing
- Rules of Decorum – Every district needs a policy. Included in the handouts was a sample copy.
- First Amendment – Protection for people to have their say as long as it doesn't impede the orderly conduct of the meeting.
- District needs to get our message out and be proactive to educate. Do not get caught up in social media dialog
- Karen presented an important session and gave good examples to support her presentation.

Annual Meeting – Board of Directors Election

- Slate of Marc Baker, Belva Bare, Barry Braun, William Conrad and Mike Ott was approved.

Legislative Update – Presented by CAPC's Legislative Committee

- **Take Action Brief** – handout included in packet. No pressing legislation currently regarding cemeteries.
- **Website Requirements** – Effective January 1, 2019 – Most current agenda must be posted on the cemetery website. Retrievable, downloadable, indexable and electronically searchable. Three of the four cemetery website examples did not meet the stated criteria. Temecula Public Cemetery does meet the criteria.
- **Effective January 1, 2020** – SB 929 – Requires a website. Can be exempt by Board Resolution declaring hardship. Resolution is good for one year.

Annual Award Dinner – Conference closed with the award dinner and prize drawings

Submitted by,


Rosie Vanderhaak

Temecula Public Cemetery – Chair

March 11, 2019

CAPC 61st Annual Conference
March 7 – 9, 2019
Embassy Suites Monterey Bay
Seaside, CA

Friday, March 8, 2019

Attending: Rosie vanderhaak, Dale Qualm, Craig Davis, David Reese, Mike Dugan, Cindi Beaudet, GM

- Featured Cemetery – Galt-Arno Cemetery District – presented by Belinda Ellis, District Manager.
- Enthusiastic GM for 2 ½ years. Cemetery was established in 1877
- Uses workers through a program called **Creating Opportunities to End Poverty** through the California Department of Human Development. Program pays everything
- Day of the Dead event. 200 attended Mass at the cemetery.

Avoiding Employee Lawsuits – Presented by Mark Velasquez of Best, Best & Krieger, L.L.P

- Try to mitigate, but you can't totally prevent
- Emotions are the real reason employees sue. Some cases are strictly driven by technical or legal non-compliance. It's always personal to the employee. It should not be personal to manager.
- GM is key in mitigating emotions of the employees.
- Threshold of salary (\$48,000) determines exempt/non-exempt. Pay must be twice the minimum wage. With minimum wage continually going up, threshold will go up.
- Provide required training: one hour of Sexual harassment/Bullying/Harassment Training for ALL. Supervisors get 2 hours. Auditor should check to make sure everyone is up-to-date.
- Follow your policies. Know your policies
- Your problem employee just left, but the problem isn't over. Preserve documents – do not shred.

Workplace Violence, What to Look For and Have a Plan of Action – Damon Wasson, Deputy Chief of Police, City of Soledad Police Department

- Workplace violence is not a new phenomenon – dates to July 26, 1764.
- Tools of your trade can be used as a weapon.
- Pre-planning and pre-training is the key to dealing with chaos.
- 3.6 stressors (divorce, job loss, etc) takes the person to a point where they have nothing to lose (doesn't have to be true, but it is their perception). Attacker targets HR, Finance, Administration.
- Majority of incidents ends in 2 to 5 minutes. Engage and neutralize.
- If you see something, say something!
- Presenter did not get through all his slides.

Harassment Prevention Training – Dennis Timoney, Chief Risk Officer, SDRMA AB 1825

- Our 5 board members and GM completed the two hour course on March 8, 2019.
- All employees must have training in 2019. Be trained within 6 months of hire. One hour for employees/ 2 hours for supervisors.
- What did you know and when did you know it?
- Protected Class: Age over 40, Ancestry, color, marital status, disability, medical condition, genetic information, sex, gender /sexual orientation
- Must have a harassment, discrimination and retaliation policy.
- Employer must provide accommodations for someone that has a new gender identification. One (1) year statute runs from when the incident occurred. Keep files for 3 years in a separate file.

- A single incident of harassing conduct is triable if the conduct interfered with a plaintiff's work performance.

Saturday, March 9, 2019

Group Discussion – Led by Tim Underdown, Mark Velasquez and Karen O'Neill

- Good participation.
- Weddings at cemeteries. Some have chapels, little church or on the grounds
- Credit/ Debit Cards – Gov Pay charges 3% fee. Merchant Services is 1.5% if you have card in hand or 3 % if you don't have card. Escondido raised prices to absorb credit card fee.
- Reception Halls – Escondido is studying the possibility. ADA
- Veteran's walls – Residents/non-residents. Honoring someone on a wall is not a marker.
- Mosquitos – sand /gel in vases
- Policies: review monthly/yearly
- Fire Protection – most doing it themselves
- Gang related burials – police involved

Governing the Unruly – How to Respond to Complaints from the Public. Karen O'Neil of Kirk & Simas

- Need to maintain transparency, consistency and diplomacy
- Reviewed purpose and transparency of the Brown Act.
- Clarified public participation and what a district can/cannot prohibit
- Penal Code Section 403 – Willfully Disturbing
- Rules of Decorum – Every district needs a policy. Included in the handouts was a sample copy.
- First Amendment – Protection for people to have their say as long as it doesn't impede the orderly conduct of the meeting.
- District needs to get our message out and be proactive to educate. Do not get caught up in social media dialog
- Karen presented an important session and gave good examples to support her presentation.

Annual Meeting – Board of Directors Election

- Slate of Marc Baker, Belva Bare, Barry Braun, William Conrad and Mike Ott was approved.

Legislative Update – Presented by CAPC's Legislative Committee

- Take Action Brief – handout included in packet. No pressing legislation currently regarding cemeteries.
- Website Requirements – Effective January 1, 2019 – Most current agenda must be posted on the cemetery website. Retrievable, downloadable, indexable and electronically searchable. Three of the four cemetery website examples did not meet the stated criteria. Temecula Public Cemetery does meet the criteria.
- Effective January 1, 2020 – SB 929 – Requires a website. Can be exempt by Board Resolution declaring hardship. Resolution is good for one year.

Annual Award Dinner – Conference closed with the award dinner and prize drawings

Submitted by,


Rosie Vanderhaak

Temecula Public Cemetery – Chair

March 11, 2019

CAPC 61st Annual Conference
March 7 – 9, 2019
Embassy Suites Monterey Bay
Seaside, CA

Friday, March 8, 2019

Attending: Rosie vanderhaak, Dale Qualm, Craig Davis, David Reese, Mike Dugan, Cindi Beaudet, GM

- **Featured Cemetery** – Galt-Arno Cemetery District – presented by Belinda Ellis, District Manager.
- Enthusiastic GM for 2 ½ years. Cemetery was established in 1877
- Uses workers through a program called **Creating Opportunities to End Poverty** through the California Department of Human Development. Program pays everything
- Day of the Dead event. 200 attended Mass at the cemetery.

Avoiding Employee Lawsuits – Presented by Mark Velasquez of Best, Best & Krieger, L.L.P

- Try to mitigate, but you can't totally prevent
- Emotions are the real reason employees sue. Some cases are strictly driven by technical or legal non-compliance. It's always personal to the employee. It should not be personal to manager.
- GM is key in mitigating emotions of the employees.
- Threshold of salary (\$48,000) determines exempt/non-exempt. Pay must be twice the minimum wage. With minimum wage continually going up, threshold will go up.
- Provide required training: one hour of Sexual harassment/Bullying/Harassment Training for ALL. Supervisors get 2 hours. Auditor should check to make sure everyone is up-to-date.
- Follow your policies. Know your policies
- Your problem employee just left, but the problem isn't over. Preserve documents – do not shred.

Workplace Violence, What to Look For and Have a Plan of Action – Damon Wasson, Deputy Chief of Police, City of Soledad Police Department

- Workplace violence is not a new phenomenon – dates to July 26, 1764.
- Tools of your trade can be used as a weapon.
- Pre-planning and pre-training is the key to dealing with chaos.
- 3.6 stressors (divorce, job loss, etc) takes the person to a point where they have nothing to lose (doesn't have to be true, but it is their perception). Attacker targets HR, Finance, Administration.
- Majority of incidents ends in 2 to 5 minutes. Engage and neutralize.
- If you see something, say something!
- Presenter did not get through all his slides.

Harassment Prevention Training – Dennis Timoney, Chief Risk Officer, SDRMA AB 1825

- Our 5 board members and GM completed the two hour course on March 8, 2019.
- All employees must have training in 2019. Be trained within 6 months of hire. One hour for employees/ 2 hours for supervisors.
- What did you know and when did you know it?
- Protected Class: Age over 40, Ancestry, color, marital status, disability, medical condition, genetic information, sex, gender /sexual orientation
- Must have a harassment, discrimination and retaliation policy.
- Employer must provide accommodations for someone that has a new gender identification. One (1) year statute runs from when the incident occurred. Keep files for 3 years in a separate file.

- A single incident of harassing conduct is triable if the conduct interfered with a plaintiff's work performance.

Saturday, March 9, 2019

Group Discussion – Led by Tim Underdown, Mark Velasquez and Karen O'Neill

- Good participation.
- Weddings at cemeteries. Some have chapels, little church or on the grounds
- Credit/ Debit Cards – Gov Pay charges 3% fee. Merchant Services is 1.5% if you have card in hand or 3 % if you don't have card. Escondido raised prices to absorb credit card fee.
- Reception Halls – Escondido is studying the possibility. ADA
- Veteran's walls – Residents/non-residents. Honoring someone on a wall is not a marker.
- Mosquitos – sand /gel in vases
- Policies: review monthly/yearly
- Fire Protection – most doing it themselves
- Gang related burials – police involved

Governing the Unruly – How to Respond to Complaints from the Public. Karen O'Neil of Kirk & Simas

- Need to maintain transparency, consistency and diplomacy
- Reviewed purpose and transparency of the Brown Act.
- Clarified public participation and what a district can/cannot prohibit
- Penal Code Section 403 – Willfully Disturbing
- Rules of Decorum – Every district needs a policy. Included In the handouts was a sample copy.
- First Amendment – Protection for people to have their say as long as it doesn't impede the orderly conduct of the meeting.
- District needs to get our message out and be proactive to educate. Do not get caught up in social media dialog
- Karen presented an important session and gave good examples to support her presentation.

Annual Meeting – Board of Directors Election

- Slate of Marc Baker, Belva Bare, Barry Braun, William Conrad and Mike Ott was approved.

Legislative Update – Presented by CAPC's Legislative Committee

- **Take Action Brief** – handout included in packet. No pressing legislation currently regarding cemeteries.
- **Website Requirements** – Effective January 1, 2019 – Most current agenda must be posted on the cemetery website. Retrievable, downloadable, indexable and electronically searchable. Three of the four cemetery website examples did not meet the stated criteria. Temecula Public Cemetery does meet the criteria.
- **Effective January 1, 2020** – SB 929 – Requires a website. Can be exempt by Board Resolution declaring hardship. Resolution is good for one year.

Annual Award Dinner – Conference closed with the award dinner and prize drawings

Submitted by,


Rosie Vanderhaak

Temecula Public Cemetery – Chair

March 11, 2019

**CAPC 61st Annual Conference
March 7 – 9, 2019
Embassy Suites Monterey Bay
Seaside, CA**

Friday, March 8, 2019

Attending: Rosie vanderhaak, Dale Qualm, Craig Davis, David Reese, Mike Dugan, Cindi Beaudet, GM

- Featured Cemetery – Galt-Arno Cemetery District – presented by Belinda Ellis, District Manager.
- Enthusiastic GM for 2 ½ years. Cemetery was established in 1877
- Uses workers through a program called **Creating Opportunities to End Poverty** through the California Department of Human Development. Program pays everything
- Day of the Dead event. 200 attended Mass at the cemetery.

Avoiding Employee Lawsuits – Presented by Mark Velasquez of Best, Best & Krieger, L.L.P

- Try to mitigate, but you can't totally prevent
- Emotions are the real reason employees sue. Some cases are strictly driven by technical or legal non-compliance. It's always personal to the employee. It should not be personal to manager.
- GM is key in mitigating emotions of the employees.
- Threshold of salary (\$48,000) determines exempt/non-exempt. Pay must be twice the minimum wage. With minimum wage continually going up, threshold will go up.
- Provide required training: one hour of Sexual harassment/Bullying/Harassment Training for ALL. Supervisors get 2 hours. Auditor should check to make sure everyone is up-to-date.
- Follow your policies. Know your policies
- Your problem employee just left, but the problem isn't over. Preserve documents – do not shred.

Workplace Violence, What to Look For and Have a Plan of Action – Damon Wasson, Deputy Chief of Police, City of Soledad Police Department

- Workplace violence is not a new phenomenon – dates to July 26, 1764.
- Tools of your trade can be used as a weapon.
- Pre-planning and pre-training is the key to dealing with chaos.
- 3.6 stressors (divorce, job loss, etc) takes the person to a point where they have nothing to lose (doesn't have to be true, but it is their perception). Attacker targets HR, Finance, Administration.
- Majority of incidents ends in 2 to 5 minutes. Engage and neutralize.
- If you see something, say something!
- Presenter did not get through all his slides.

Harassment Prevention Training – Dennis Timoney, Chief Risk Officer, SDRMA AB 1825

- Our 5 board members and GM completed the two hour course on March 8, 2019.
- All employees must have training in 2019. Be trained within 6 months of hire. One hour for employees/ 2 hours for supervisors.
- What did you know and when did you know it?
- Protected Class: Age over 40, Ancestry, color, marital status, disability, medical condition, genetic information, sex, gender /sexual orientation
- Must have a harassment, discrimination and retaliation policy.
- Employer must provide accommodations for someone that has a new gender identification. One (1) year statute runs from when the incident occurred. Keep files for 3 years in a separate file.

- A single incident of harassing conduct is triable if the conduct interfered with a plaintiff's work performance.

Saturday, March 9, 2019

Group Discussion – Led by Tim Underdown, Mark Velasquez and Karen O'Neill

- Good participation.
- Weddings at cemeteries. Some have chapels, little church or on the grounds
- Credit/ Debit Cards – Gov Pay charges 3% fee. Merchant Services is 1.5% if you have card in hand or 3 % if you don't have card. Escondido raised prices to absorb credit card fee.
- Reception Halls – Escondido is studying the possibility. ADA
- Veteran's walls – Residents/non-residents. Honoring someone on a wall is not a marker.
- Mosquitos – sand /gel in vases
- Policies: review monthly/yearly
- Fire Protection – most doing it themselves
- Gang related burials – police involved

Governing the Unruly – How to Respond to Complaints from the Public. Karen O'Neil of Kirk & Simas

- Need to maintain transparency, consistency and diplomacy
- Reviewed purpose and transparency of the Brown Act.
- Clarified public participation and what a district can/cannot prohibit
- Penal Code Section 403 – Willfully Disturbing
- Rules of Decorum – Every district needs a policy. Included in the handouts was a sample copy.
- First Amendment – Protection for people to have their say as long as it doesn't impede the orderly conduct of the meeting.
- District needs to get our message out and be proactive to educate. Do not get caught up in social media dialog
- Karen presented an important session and gave good examples to support her presentation.

Annual Meeting – Board of Directors Election

- Slate of Marc Baker, Belva Bare, Barry Braun, William Conrad and Mike Ott was approved.

Legislative Update – Presented by CAPC's Legislative Committee

- **Take Action Brief** – handout included in packet. No pressing legislation currently regarding cemeteries.
- **Website Requirements** – Effective January 1, 2019 – Most current agenda must be posted on the cemetery website. Retrievable, downloadable, indexable and electronically searchable. Three of the four cemetery website examples did not meet the stated criteria. Temecula Public Cemetery does meet the criteria.
- **Effective January 1, 2020** – SB 929 – Requires a website. Can be exempt by Board Resolution declaring hardship. Resolution is good for one year.

Annual Award Dinner – Conference closed with the award dinner and prize drawings

Submitted by,


Rosie Vanderhaak

Temecula Public Cemetery – Chair

March 11, 2019

TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL

POLICY TITLE: Adoption/Amendment of policies
POLICY NUMBER: 1030

1030.1 Consideration by the Board of Trustees to adopt a new policy or to amend an existing policy may be initiated by any Trustee, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Trustee and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Trustees.

1030.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Trustees and shall require a 4/5 affirmative vote of the entire Board of Trustees.

1030.3 Before considering adopting or amending any policy. Trustees shall have the opportunity to review the proposed adoption or amendment at the regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each trustee for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

The requirement to review of a proposed new or amended policy prior to the meeting at which adoption is to be considered may be waived by a 4/5 affirmative vote of the entire Board, with the agenda specifying consideration of such action.