

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

**41911 C STREET  
TEMECULA, CA 92592**

**June 18, 2020 @ 8:00 a.m.  
Teleconferenced**

**AGENDA- Estimated Time: 3 Hrs.**

1. **Call To Order:**@8:00 a.m. by Trustee Vanderhaak
2. **Pledge of Allegiance:**
3. **Roll Call**  
Chair Vanderhaak, Vice-Chair Qualm, Trustee Reese, Trustee Dugan, Trustee Davis, General Manager, Cindi Beaudet , Legal Counsel, Steve Q.

**Motions To Excuse:**

**Visitors:** Kathleen Tremble aka Kathleen Crook: Re: Non-Resident Fee for son to be interred within father's grave.

**Public Comments:**

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

**4. CLOSED SESSION ITEMS:**

**A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**

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

**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 May 21, 2020

### B. Approval of Check Registers

*Recommendation:* That the Board approves the May 2020 Check Register Nos. 101100, 101200 and 101300.

### C. Approval of Bookkeeper Report

*Recommendation:* That the Board receives and files the May Bookkeeper Reports.

## **6. Action Items**

### **A. Kathleen Tremble, AKA Kathleen Crook**

*Recommendation:* The Trustees should read the letter dated May 29<sup>th</sup>, 2020 regarding the concern of having to pay a Non-Resident fee for an adult child out of District, to place him into the same grave with his father. Trustees to have legal counsel respond to Ms. Tremble aka Crook with their decision.

### **B. Ratify the Emergency Order date May 21,2020**

*Recommendation:* That the BOT reviews the changes to the Emergency Order, see **Now Therefore- changes**

### **C. Stifel Re-Investments**

*Recommendation:* That the BOT make a motion to reinvest dividends that have come due with Stifel, based on the committee's presentations.

### **D. CSDA Board Elections**

*Recommendation:* That the BOT reviews the bios submitted by nominees for the election of Seat C on the CSDA Board. Direct manager to submit the nominee of choice on or before July 10, 2020.

### **E. Draft Budget for Fiscal Year 2020-2021**

*Recommendation:* That the BOT reviews the first draft of the upcoming fiscal year budget. Notes are included with any major changes proposed. Direct the manager as to how you would like to proceed.

### **F. Hazard Pay for Staff during the Governor's Emergency Orders**

*Recommendation:* That the BOT approves a recommendation that the staff be compensated at a rate of 10% of their hourly wages commencing March 19, 2020 ending June 19, 2020. For their attendance and dedication to the cemetery district during these arduous times with the COVID-19 virus. To be distributed through first payroll following June 19, 2020 (July 10, 2020)

### **G. Election of Officers, January 01, 2021- December 31, 2022**

*Recommendation:* That the Trustees nominate a Board President, Vice President and Secretary for the Calendar year commencing January 01, 2021 term ending December 31, 2022.

### **H. Investment Policy # 1010- Draft**

*Recommendation:* That the Trustees see 2 (two) additions to the originally approved policy. First addition; a suggestion from Sandra Wheeler to add per Government Code. Second addition; Trustees feel it is prudent to protect the Districts funds.

The Trustees would like to see if the 30% threshold on CDs could be raised and kept at short term investments during this year of uncertainty.

**7. Financial Reports:**

- A. May 2020 Balance Sheet
- B. May 2020 Profit and Loss
- C. May 2020 Stifel Investments; principle and interest
- D. Re-investments made per Board Discussion on May 21, 2020

**8. General Managers Reports**

- A. May 2020 Revenues
- B. May 2020 Plot Inventories
- C. May 2020 Depletion
- D. May 2020 Calendar
- E. CAPC Conference's
- F. Employee termination

**9. General Counsel Reports**

**10. Fiscal Year 2019-2020 Subcommittees**

- A. 52-acre Cemetery Property (Dugan, Qualm) G.M. to report
- B. Landscape Plan (Vanderhaak, Reese) Nothing to report
- C. Cenotaph/ Ossuary (Reese, Davis) Nothing to report
- D. Investment (Davis, Dugan) Report given in Financial section
- E. Conference Liaison (Vanderhaak, Reese)
- F. Policies (Dugan, Reese) Investment policy being revised to bring us current with investment options. Provided at June meeting
- H. General Price List (Vanderhaak, Davis) Nothing to report

**11. Future Trustee Agenda Items:**

General Contractors  
Dry Utilities  
RCWD  
Transportation  
Stewart Title

**12. Board Comment:**

**13. Announcements:**

#### **14. Adjournment Time:**

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

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

**All in Favor:**

Next Regular Board Meeting – July 16, 2020

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. Or at [www.temeculacemetery.org](http://www.temeculacemetery.org) posted June 15, 2020



TEMECULA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

41911 C STREET  
TEMECULA, CA 92592

MAY 21, 2020 @ 8:00 a.m.  
Teleconferenced

MINUTES

1. Call To Order: @8:08 a.m. by Trustee Vanderhaak
2. Pledge of Allegiance: Waived
3. Roll Call  
Chair Vanderhaak, Vice-Chair Qualm, Trustee Reese, Trustee Dugan, Trustee Davis, General Manager, Cindi Beaudet

Motions To Excuse: Trustee Dugan participated by phone not video

Visitors: Sandra Wheeler-Stifel Investments, Sandra Wheeler completed her presentation to the Board and left the meeting at 9:32 a.m.

Public Comments: There were none

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

**4. CLOSED SESSION ITEMS:**

**A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**

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

**C. Closed Session Announcement: Nothing to Report**

5. **Consent Calendar**: Motion was made by Trustee Reese to accept the consent calendar as presented, seconded by Trustee Davis 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 March 26, 2020

B. **Approval of Check Registers**

*Recommendation:* That the Board approves the March, April 2020 Check Register Nos. 101100, 101200 and 101300.

C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receives and files the April Bookkeeper Reports.

## 6. Action Items

- A. LAFCO Special District Ballot 2020: Motion was made by Trustee Davis to nominate Nancy Wright and Dale Qualm for the LAFCO positions, seconded by Trustee Qualm and passed 5/0.**

*Recommendation:* The Trustees read the literature provided by LAFCO nominees and select as follows; number 1 being the best and number 2 being second choice etc. Choose nominee from each category Regular Member and Alternate Member.

- B. Ratify the Emergency Order date May 14,2020: Motion was made by Trustee Dugan to ratify the original emergency orders dated, May 14, 2020. Seconded by Trustee Qualm and passed 5/0.**

*Recommendation:* That the BOT reviews the changes to the Emergency Order, see Now Therefore- changes

**C. Stifel Re-Investments: Motion was made by Trustee Davis to reinvest EP of \$115,000 into U.S. Treasury Notes @ a rate of 1.875% and EI of \$88,753 into Federal Home loan at a rate of 1.875%, both to mature in 2022. Seconded by Trustee Dugan and passed 5/0.**

*Recommendation:* That the BOT make a motion to reinvest dividends that have come due with Stifel.

**7. Financial Report: Motion was made by Trustee Dugan to receive and file the March and April 2020 finances, seconded by Trustee Davis, and passed 5/0.**

- A. April 2020 Balance Sheet and Profit and Loss
- B. April 2020 Balance Sheet and Profit and Loss
- C. March-April 2020 Stifel Investments; principle and interest

**8. General Managers Reports : Received**

- A. April 2020 Revenues
- B. April 2020 Plot Inventories
- C. March and April 2020 Depletion
- D. March and April 2020 Calendar
- E. Email correspondence from Michael Hoover
- F. Special Districts Legislation Days- Virtual May 19-20, 2020

## **9. General Counsel Reports**

Courts remain closed

## **10. Fiscal Year 2019-2020 Subcommittees**

- A. 52-acre Cemetery Property (Dugan, Qualm) G.M. to report
- B. Landscape Plan (Vanderhaak, Reese) Nothing to report
- C. Cenotaph/ Ossuary (Reese, Davis) Nothing to report
- D. Investment (Davis, Dugan)
- E. Conference Liaison (Vanderhaak, Reese)
- F. Policies (Dugan, Reese) Investment policy being revised to bring us current with investment options. Provided at June meeting
- H. General Price List (Vanderhaak, Davis) Nothing to report

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

General Contractors  
Dry Utilities  
RCWD  
Transportation  
Stewart Title

## **12. Board Comment:**

## **13. Announcements:**

Risk pay to grounds man- bring to June board meeting

**14. Adjournment Time: 10:17 a.m.**

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

**2<sup>nd</sup> Motion: Trustee Qualm**

**Passed 5/0.**

Next Regular Board Meeting – June 18, 2020

Temecula Public Cemetery District

6/10/2020 11:23 AM

Register: 101100 · US Bank Checking

From 05/01/2020 through 05/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/03/2020	7790	Sparkletts	201100 · Accounts Pay...	5728175 041920	118.74	X		57,946.08
05/03/2020	7791	US Bank	201100 · Accounts Pay...		758.17	X		57,187.91
05/05/2020			540042 · Future Cemet...	Deposit		X	215.43	57,403.34
05/05/2020	7792	Nice alterations	201100 · Accounts Pay...		225.00	X		57,178.34
05/05/2020	7793	Digital Deployment I...	201100 · Accounts Pay...	104198	50.00	X		57,128.34
05/06/2020	7794	Kyle Means	201100 · Accounts Pay...		163.11	X		56,965.23
05/07/2020	7795	Marie Stevens	201100 · Accounts Pay...	over payment	5.00			56,960.23
05/07/2020	7796	American Mini Storage	201100 · Accounts Pay...		116.00	X		56,844.23
05/07/2020	7797	County of Riverside I...	201100 · Accounts Pay...	IT 3864	255.02	X		56,589.21
05/07/2020	7798	EcoFert Inc	201100 · Accounts Pay...	4522	490.00	X		56,099.21
05/07/2020	7799	Protection One (corp)	201100 · Accounts Pay...	133990986	305.61	X		55,793.60
05/08/2020	7800	Law Offices Of Quin...	201100 · Accounts Pay...		1,365.00	X		54,428.60
05/08/2020	051520	CalPers 457 Plan	201100 · Accounts Pay...		1,256.00	X		53,172.60
05/08/2020	AJE 113		515100 · Life Insuranc...	Automatic with...	35.64	X		53,136.96
05/08/2020			101200 · US Bank Pay...	Funds Transfer	9,163.86	X		43,973.10
05/11/2020	AJE 115		101200 · US Bank Pay...	Monthly autom...	411.30	X		43,561.80
05/12/2020			101100G · Cash - Gen...	Deposit		X	41,780.36	85,342.16
05/12/2020			523290 · Bank Charges	Service Charge	21.00	X		85,321.16
05/21/2020	7801	Agape Construction	201100 · Accounts Pay...		308.00	X		85,013.16
05/21/2020	7802	Automated gate servi...	201100 · Accounts Pay...	143800	196.00	X		84,817.16
05/21/2020	7803	County of Riverside I...	201100 · Accounts Pay...	IT 3941	136.84			84,680.32
05/21/2020	7804	CR&R Incorporated	201100 · Accounts Pay...	1175577	265.28	X		84,415.04
05/21/2020	7805	Crowne Hill Consulti...	201100 · Accounts Pay...	12983/12984/1...	345.83	X		84,069.21
05/21/2020	7806	Digital Deployment I...	201100 · Accounts Pay...	105140	50.00	X		84,019.21
05/21/2020	7807	Don Hansen	201100 · Accounts Pay...	4343	3,200.00	X		80,819.21
05/21/2020	7808	Hank's Hardware & ...	201100 · Accounts Pay...	6960	111.53	X		80,707.68
05/21/2020	7809	Home Depot Credit S...	201100 · Accounts Pay...	625841	78.34	X		80,629.34
05/21/2020	7810	Joe Sands.	201100 · Accounts Pay...		41.28	X		80,588.06
05/21/2020	7811	Law Offices Of Quin...	201100 · Accounts Pay...		510.00	X		80,078.06
05/21/2020	7812	Linda Glau CPA	201100 · Accounts Pay...		813.75	X		79,264.31
05/21/2020	7813	Metlife	201100 · Accounts Pay...	KMO5754030-...	65.28	X		79,199.03
05/21/2020	7814	Prudential Overall Su...	201100 · Accounts Pay...		259.25			78,939.78
05/21/2020	7815	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	350.52	X		78,589.26
05/21/2020	7816	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	447.04			78,142.22
05/21/2020	7817	Wildlife Control Ser...	201100 · Accounts Pay...	WL3060	450.00	X		77,692.22
05/21/2020	7818	Automated gate servi...	201100 · Accounts Pay...	143800	87.00	X		77,605.22
05/21/2020	7819	South County Pest C...	201100 · Accounts Pay...	0242598	46.00	X		77,559.22
05/21/2020	7820	Verizon Wireless	201100 · Accounts Pay...	929432813	240.82	X		77,318.40
05/21/2020	7821	Professional Woman ...	201100 · Accounts Pay...		63.00	X		77,255.40
05/21/2020	052020	Downs Energy	201100 · Accounts Pay...	0264299-IN	122.25	X		77,133.15



Temecula Public Cemetery District

6/10/2020 11:23 AM

Register: 101100 · US Bank Checking

From 05/01/2020 through 05/31/2020

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>
05/21/2020	060120	California Public Em...	201100 · Accounts Pay...	7490021932 ...	5,212.17	X		71,920.98
05/22/2020			101200 · US Bank Pay...	Funds Transfer	8,834.19	X		63,086.79
05/26/2020	7822	Sparkletts	201100 · Accounts Pay...	5728175 -0517...	51.85			63,034.94
05/26/2020	7823	Sun City Granite	201100 · Accounts Pay...	15743/15742	250.00	X		62,784.94
05/29/2020			781360 · Other Misc. ...	Deposit		X	25.00	62,809.94

Temecula Public Cemetery District

6/10/2020 11:24 AM

Register: 101200 · US Bank Payroll  
 From 05/01/2020 through 05/31/2020  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2020	AJE 110		510040 · Regular Salar...	Green Cash Re...	6,517.38	X		5,034.20
05/01/2020	AJE 110		510040 · Regular Salar...	Green Cash Re...	2,807.43	X		2,226.77
05/01/2020	AJE 110		510040 · Regular Salar...	Monthly charg...	123.64	X		2,103.13
05/08/2020			101100 · US Bank Che...	Funds Transfer		X	9,163.86	11,266.99
05/11/2020	AJE 115		101100 · US Bank Che...	Monthly autom...		X	411.30	11,678.29
05/15/2020	AJE 114		510040 · Regular Salar...	Green Cash Re...	6,320.84	X		5,357.45
05/15/2020	AJE 114		510040 · Regular Salar...	Green Cash Re...	2,719.38	X		2,638.07
05/15/2020	AJE 114		510040 · Regular Salar...	Monthly charg...	123.64	X		2,514.43
05/15/2020	AJE 119		525030 · Paychex HR ...		445.33	X		2,069.10
05/22/2020			101100 · US Bank Che...	Funds Transfer		X	8,834.19	10,903.29
05/29/2020	AJE 120		510040 · Regular Salar...	Green Cash Re...	6,089.04	X		4,814.25
05/29/2020	AJE 120		510040 · Regular Salar...	Green Cash Re...	2,621.51	X		2,192.74
05/29/2020	AJE 120		510040 · Regular Salar...	Monthly charg...	123.64	X		2,069.10

Temecula Public Cemetery District

6/10/2020 11:25 AM

Register: 101300 · US Wash Account

From 05/01/2020 through 05/31/2020

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
05/05/2020			100499 · Revenues to ...	Deposit		X	6,400.00	17,422.36
05/05/2020			-split-	Deposit		X	12,400.00	29,822.36
05/05/2020	5001	County of Riverside ...	-split-		22,050.00	X		7,772.36
05/29/2020			-split-	Deposit		X	5,200.00	12,972.36
05/29/2020			-split-	Deposit		X	10,125.00	23,097.36
05/29/2020	5002	County of Riverside ...	-split-		15,425.00			7,672.36

Date: 06/08/20

Remote Tasks Performed: *06/09/20*

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts
- X Enter Property Tax Deposits as Necessary
- X Balance Voucher 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.  
7792- 7833

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.  
7807 Don Hansen, Grounds \$3200 – This was approved by text

X Verify all checks to the GM have two signatures.  
7833 Mileage Reimbursement May \$127.06

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

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

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

X Update Endowment Allocation Schedule.

X Update Wash Account Analysis.

X Update Prepaid subledger and validate QB information.

X Read Agenda and Minutes of the previous Board Meeting -No Board Meeting April

Items to note:

Open items:

Continue:

Annual Budget Process

## Cindi Beaudet

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**From:** KATHY CROOK <katnles49@gmail.com>  
**Sent:** Friday, May 29, 2020 10:37 AM  
**To:** info  
**Subject:** \$1500 fee

To whom it may concern:

I live in Temecula. I've had 2 cemetery plots in the Temecula Cemetery for 28 years. (one of which has my sons fathers body in it) The time is come when I want to use the other to bury my son. I was informed, that because he did not live in Riverside County, that there would be a \$1,500 surcharge to bury him there. That is on top of the fee of opening the grave, closing the grave and placing the headstone. Now I have lived in Riverside County, and paid taxes in Riverside County for over 40 years, but that doesn't seem to pull any weight. As I understand it, the Temecula Cemetery District is a special district that does receive funds from taxes, like the Fire Dept etc. so a portion of my taxes have been used for such purposes for over 40 years. I feel that I have supported the Temecula Cemetery District And they inform me that the surcharge hadn't been raised for a couple years, so I should be happy about this... I'm not happy about this...As everyone else I have talked to feels about it. There are times in our lives that compassion is better than the almighty dollar. There are many people people who could not afford this extra fee and it is a burden that should be reconsidered in our district policy...not only for myself but others, in the future. Thank you for your review and consideration of this,  
Kathy Crook

# Certificate

Entitlement To Burial Rights In Temecula Public Cemetery District

KNOW ALL MEN BY THESE PRESENTS that TEMECULA CEMETERY DISTRICT of Temecula, California, for and in consideration of the sum of \$ 400.00 to be paid by Kathleen Trimble for Michael Anthony Trimble the Grantee, does hereby grant and sell to the Grantee [his] [her] heirs and assigns as a place for burial for the human dead, the use of Lot(s) Lot 1-A of Section Section 30 in the Temecula Public Cemetery District situated at Temecula, California, to have and to hold the use of the above granted plot in accordance with and pursuant to the eligibilities for interment prescribed by the laws of the State of California in Health and Safety Code Sections 8890, et seq.

WITNESSETH:

TEMECULA CEMETERY DISTRICT

By

*Jack D. Smith*  
Jack D. Smith  
Agent for the District

Registered and  
Dated 12/09/92

90

12-8 1992

16-21  
1220

PAY TO THE  
ORDER OF

Jim Cometary

\$ 800<sup>00</sup>/<sub>100</sub>

Eight Hundred and <sup>00</sup>/<sub>100</sub>

DOLLARS



First Interstate Bank  
of California #441  
29640 Rancho California Rd.  
P.O. Box 1506  
Temecula, CA 92593-1506

FOR 2 Pkts Sec. 8 Lot 1-A-B

Kathleen C. Trumble

⑆ 1 2 2000 2 18 ⑆ 44 1 50 7800 ⑆ 0090 ⑆ ⑆

## Certificate

Entitlement To Burial Rights In Temecula Public Cemetery District

KNOW ALL MEN BY THESE PRESENTS that TEMECULA CEMETERY DISTRICT of Temecula, California, for and in consideration of the sum of \$ 400.00 to be paid by Kathleen Trimble the Grantee, does hereby grant and sell to the Grantee [his] [her] heirs and assigns as a place for burial for the human dead, the use of Lot(s) Lot 1-B of Section Section 30 in the Temecula Public Cemetery District situated at Temecula, California, to have and to hold the use of the above granted plot in accordance with and pursuant to the eligibilities for interment prescribed by the laws of the State of California in Health and Safety Code Sections 8890, et seq.

WITNESSETH:

TEMECULA CEMETERY DISTRICT

By *Jack D. Smith*  
Jack D. Smith  
Agent for the District

Registered and  
Dated 12/09/92



90

12-8 1992

16-21  
1220

PAY TO THE  
ORDER OF

*Tom Cometary*

\$ *800<sup>00</sup>/<sub>100</sub>*

*Eight Hundred and <sup>no</sup>/<sub>100</sub>*

DOLLARS



First Interstate Bank  
of California #441  
29640 Rancho California Rd.  
P.O. Box 1506  
Temecula, CA 92593-1506

FOR *2 Photos Sec. 7 Lot 1-A-B*

*Kathleen C. Trumble*

⑆ 1 2 2000 2 18 ⑆ 44 150 7800 ⑆ 0090 1 1

## Cindi Beaudet

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**From:** Steve Quintanilla <steveq@qalawyers.com>  
**Sent:** Wednesday, June 10, 2020 5:31 AM  
**To:** info  
**Subject:** Re: Burial Surcharges for Non Residents

Will do

Sent from my iPhone - Please Pardon Any Typos.

On Jun 9, 2020, at 7:23 PM, info <info@temeculacemetery.org> wrote:

This just in, regarding the lady that has requested to speak at our board meeting. All this negativity at once is I'm sure brought on because of this pandemic. Will you please respond to her?

Sent from my iPhone

Begin forwarded message:

**From:** Brenna Craft <brennamcraft@gmail.com>  
**Date:** June 9, 2020 at 4:20:51 PM PDT  
**To:** info <info@temeculacemetery.org>  
**Subject:** Burial Surcharges for Non Residents

To Whom It May Concern:

I recently had the displeasure of learning about the \$1,500 surcharge your enterprise charges for interments of non residents.

You cite Heath and Safety code #9060 to justify this additional charge. Upon review of this code, interments in cemeteries owned by a district are permitted for "Persons who are family members of any person described in this subdivision." It would appear to mean that family members of district members are not considered non-residents.

Please explain why a grieving mother, who is a resident, attempting to bury her son on her previously purchased plot would be charged this surcharge.

I will forgo my negative review until a reasonable time for your detailed explanation has passed. At that time I will also be in contact with the Funeral Consumers Alliance in the hopes to educate others in community of these potentially predatory charges.

Sincerely,  
Brenna Craft

**EMERGENCY ORDER OF THE GENERAL MANAGER  
OF THE TEMECULA PUBLIC CEMETERY DISTRICT**

**May 14, 2020**

**WHEREAS**, international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus named “SARS-CoV-2,” and the disease it causes has been named “Coronavirus Disease 2019,” abbreviated COVID-19, (“COVID-19”); and

**WHEREAS**, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

**WHEREAS**, on March 7, 2020, Riverside County Public Health Officer Dr. Cameron Kaiser declared a Local Health Emergency, citing Riverside County’s first locally acquired case of COVID-19; and

**WHEREAS**, on March 10, 2020, the Riverside County Board of Supervisors ratified the Local Health Emergency and activated the Medical Health Department Operations Center to better coordinate public messaging and planning among community partners as Riverside County officials prepare for the spread of COVID-19; and

**WHEREAS**, on March 10, 2020, the Riverside County Public Health Officer ordered the cancellation of the Coachella Valley Music and Arts Festival (“Coachella”) and the Stagecoach Country Music Festival (“Stagecoach”) recognizing that both Coachella and Stagecoach are music concerts and gatherings of an international scope, attracting hundreds of thousands of attendees from many countries, including several disproportionately afflicted by the worldwide COVID-19 epidemic; and

**WHEREAS**, on March 11, 2020, the California Department of Public Health issued guidance that in order to protect public health and slow the rate of transmission of COVID-19, large gatherings of 250 people or more at concerts, conferences, and professional, college, and school sporting events should be postponed or canceled for at least the remainder of the month of March 2020 and that smaller gatherings held in venues such as crowded auditoriums, rooms or other venues that do not allow social distancing of six feet per person should be postponed or canceled; and

**WHEREAS**, on March 12, 2020, the Governor of the State of California issued Executive Order N-25-20 providing that all residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19 and that authorized local legislative bodies are permitted to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body, during the period in which local public officials impose or recommend measures

to promote social distancing, including but not limited to limitations on public events; and

**WHEREAS**, on March 12, 2020, the Riverside County Public Health Officer ordered the cancellation of all events within the jurisdiction of the Public Health Officer of the County of Riverside with an expected attendance of at least 250 individuals taking place between March 12, 2020 and April 30, 2020, regardless of venue; and

**WHEREAS**, on March 13, 2020, the President of the United States of America proclaimed and declared a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak and announced that the federal government would make emergency funding available to assist state and local governments in preventing the spread of and addressing the effects of COVID-19; and

**WHEREAS**, on March 16, 2020, the Governor issued Executive Order N-28-20 waiving certain requirements related to residential and commercial evictions and foreclosures to allow local jurisdictions more flexibility to prohibit residential and commercial evictions and foreclosures through May 31, 2020; and

**WHEREAS**, on March 16, 2020, the Riverside County Public Health Officer ordered the prohibition of all gatherings within the jurisdiction of the Public Health Officer of the County of Riverside with an expected presence of at least 10 individuals taking place between March 16, 2020 and April 30, 2020 inclusive, regardless of venue; and

**WHEREAS**, on March 17, 2020, the Governor issued Executive Order N-29-20 ordering that as to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(0) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of Order N-29-20; and

**WHEREAS**, on March 17, 2020, the Governor issued Executive Order N-33-20 ordering that to protect public health, that all individuals living in the State of California stay home or at their place of residence (“Shelter in Place”) except as needed to maintain continuity of operations of the federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/critical-infrastructure-sectors>; and

**WHEREAS**, on March 19, 2020, the Board of Trustees adopted Resolution No 2020-1 proclaiming that a Local State of Emergency now exists throughout the District and ordering that during the existence of said local emergency, the powers, functions, and duties of the emergency organization of the District shall be those prescribed by state law, ordinances, and resolutions of the District; and

**WHEREAS**, Resolution No 2020-1 further directed and authorized the General Manager and designee and other appropriate staff members and District officials to take all necessary and

appropriate actions to effectuate the purpose of this Resolution subject to any modifications as may be approved by the Board of Trustees from time to time during the State of Emergency; and

**WHEREAS**, effective May 1, 2020, the Riverside County Health Officer and the County Executive Officer as Director of Emergency Services, adopted an amended order that provides as follows: (1) All persons, including Essential Workers shall wear face coverings, such as scarves (dense fabric, without holes), bandanas, neck gaiter, or other fabric face coverings, that all persons, including Essential Workers are discouraged from using Personal Protective Equipment (PPE), such as N95 masks, for non-medical reasons; (2) Face coverings must be worn in public settings, such as: (a) waiting in line to go inside a store; (b) shopping at a store; (c) picking up food at a restaurant; (d) on public transportation (or waiting for it); (e) in a taxi or rideshare vehicle; (f) seeking healthcare; (g) going into facilities allowed to stay open; and (h) working an essential job that interacts with the public; and (3) children 2 years and older should be encouraged to wear a mask when around others closer than 6 feet, and when they do, they must be supervised by an adult; and

**WHEREAS**, the amended order further provides that face coverings are NOT required to be worn by people who are at home, in the car alone or with members of their own household, residents with a health condition whose medical doctor has advised against wearing a face covering and can provide documentation, children under the age of 2 years old due to the risk of suffocation or persons who are outdoors, walking, hiking, bicycling or running, provided that they comply with social distancing during these activities, including maintaining at least 6 feet of distance from other people; and

**WHEREAS**, the amended order also provides that businesses must: (a) require their employees, contractors, owners, and volunteers to wear a face covering at the workplace and when performing work off-site; (b) inform customers about the need to wear a face covering, including posting signs and advising those in line or in the store; (c) take reasonable steps to keep people who are not wearing a face covering from entering their business, and (d) refuse service to anyone not wearing a face covering; and

**WHEREAS**, on May 9, 2020, the Riverside County Public Health Officer ordered the rescission of the following amended health orders: (1) the April 2, 2020 amended order related to short term lodging facilities; (2) the April 29, 2020 amended order placing restrictions on golf courses; and (3) the April 29, 2020 amended order requiring the use of face coverings and practice of social distancing; and

**WHEREAS**, by rescinding its health orders, the County of Riverside now aligns itself with the State's Orders as they now exist or may be issued or amended in the future; and

**WHEREAS**, in order to protect public health and slow the rate of transmission of COVID-19, the General Manager has determined it is necessary to amend the District's emergency orders to further decrease the risk of exposure to COVID-19.

**NOW, THEREFORE**, I, Cindi Beaudet, General Manager of the Temecula Public Cemetery District, do hereby issue the following order to become effective immediately, subject to ratification as soon as practicable by the Board of Trustees:

**IT IS HEREBY ORDERED AS FOLLOWS:**

**THAT** ~~the cemetery shall be closed on Saturdays and Sundays~~ the cemetery grounds will be open for Visitation Monday-Sunday 10:00 a.m.- 4:00 p.m. to the general public for general visitation of interment sites and for all other purposes to decrease the risk of exposure to COVID-19; and

**THAT** the cemetery grounds shall be open to visitors at their own risk of contracting COVID-19, Monday through Sunday, 10:00AM to 4:00PM, commencing on the date of this order; and

**THAT** the cemetery shall not be used for picnicking or other recreational purposes; and

**THAT** all visitors must maintain six feet social distancing (unless living in the same household) and shall not congregate in groups of more than twenty-five persons at any one time and all visitors must wear protective face coverings at all times while on cemetery grounds; and

**THAT** the District office shall remain closed to foot traffic and that staff will not be available in person to assist visitors while on cemetery grounds, but visitors may approach the office door during hours of operation, Monday-Friday 10:00-4:00 if immediate assistance is needed provided that any person requesting assistance from staff are wearing a face mask and maintain social distancing, to decrease the risk of exposure to COVID-19; and

**THAT** services related to the interment of cremains shall be permitted subject to the same provisions related to burial services which are applicable to creation interment services; and

**THAT** burial service activities shall be restricted as follows:

(a) Persons wishing to spend any time viewing the casket up close, gather around the casket for any reasons, and/or touch the casket shall do so before the casket enters onto cemetery grounds;

(b) No more than ~~ten~~ 25 persons may be present during any given burial services on the cemetery grounds, which shall include family members, guests and officiants, subject to maintaining social distancing as may be set up by the District at the interment site; and

(c) ~~Two~~ No persons shall be permitted to stay at graveside to witness the burial of the casket. Three hours after the conclusion of a burial service, provided the casket has been placed in the ground and covered, no more than ~~ten~~ 25 persons may be permitted to visit the interment site provided that all visitors shall maintain six feet social distancing (unless living in the same household) and wear protective face coverings; and

**THAT** at no time shall any person present at an interment service be closer than six feet from any District staff to decrease the risk of exposure to COVID-19; and

**THAT** to the extent feasible, staff members shall remain at least six feet apart from one another during an interment service and they shall wear protective gloves and face masks provided by the District to decrease the risk of exposure to COVID-19; and

**THAT** all purchases of interment sites and services shall be made over the phone by appointment only and the only form of payment that will be accepted shall be a credit card, debit card or other electronic payment as may be approved by the General Manager, for the purpose of decreasing the risk of exposure to COVID-19; and

**THAT** persons 65 or over shall be advised to refrain from being physically present on District property for any reason whatsoever since it has been determined that those 65 years and older are amongst those most vulnerable to COVID-19 and such persons have been advised to self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

**THAT** persons with serious chronic medical conditions such as heart disease, lung disease and diabetes shall be advised to refrain from being physically present on District property for any reason whatsoever since it has been determined that such persons are amongst those most vulnerable to COVID-19 and have been advised to self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

**THAT** persons with compromised immune systems shall be advised to refrain from being physically present on District property for any reason whatsoever since it has been determined that such persons are amongst those most vulnerable to COVID-19 and have been advised to self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

**THAT** persons exhibiting mild to moderate symptoms of COVID-19, such as sneezing, running nose, fever, etc. shall be prohibited from being physically present on District property for any reason whatsoever since it has been advised that such persons should self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

**THAT** the conference room located in the District's Office shall not be used by any member of the public and shall be available for use by the District's groundskeepers for breaks subject to maintaining social distancing; and

**THAT** the large breakroom located in the District's Office is available for one person at a time to prepare or store meals only; and

**THAT** if supplies are needed from the conference room, staff shall contact the General Manager for arrangements; and

**THAT** commencing May 18, 2020, the work hours for the groundkeepers, Jarren Skaife and Kyle Means shall change to Monday through Friday 8:00 AM - 4:30 PM; and

**THAT** commencing May 18, 2020, all groundskeepers prior to clocking in for work shall take their temperature and send an image of the recorded temperature shall be sent via text or email to the General Manager for approval to clock in for work; and

**THAT** lunchbreaks will be staggered starting at 12:00 noon ending at 1:30. When possible if the workload allows, two employees may take their lunch during the same 30 minutes; and

**THAT** if two employees take their lunch hour at the same time, they shall be required to use separate rooms for their lunch breaks; and

**THAT** the General Manager has determined that the purpose of adopting and implementing protective measures to mitigate and/or abate the transmission of COVID-19, is to prevent harm to those who may violate any protective measure since any such violations may result in exposure to the COVID-19 which may lead to illness and death to the violator and those in the presence of the violator since there is no effective cure or vaccine available; and

**THAT** the public shall be warned by a notice placed in a conspicuous manner that when visiting the cemetery they do so at their own risk of contracting COVID-19 and that the District shall assume no liability if visitors or their guests contract COVID-19 while visiting the cemetery; and

**THAT** a violation of this Order shall also be subject to any and all other remedies, civil, equitable or criminal, afforded to the District under any City, County, State and Federal laws or regulations; and

**THAT this Order shall become effective immediately and terminate on June 19, 2020, July 31, 2020 unless terminated earlier or extended by the General Manager or the Board of Trustees; and**

**THAT** any section, subdivision, subsection, sentence, clause, or phrase in this Order, or the application of this Order to any person or circumstances, is for any reason held invalid, the validity of the remainder of this Order, or the application of such provision contained therein to other persons or circumstances, shall not be affected thereby; and

**THAT** the General Manager hereby declares that she would have adopted this Order and each section, subdivision, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subdivisions, subsections, sentences, clauses, or phrases, or the application thereof to any person or circumstance, be held invalid; and

**THAT** notwithstanding the foregoing, and in order to prevent inconsistencies, the General Manager or Board of Trustees may suspend the effectiveness of this Order in the event that the President of the United States, the United States Congress, the Governor of the State of California, the California State Legislature or the Public Health Officer of the County of Riverside adopts legislation, a law, a regulation or order that supersedes this Order.

**ADOPTED this ~~14th day of May 2020~~. 18<sup>TH</sup> DAY OF June 2020**  
add the waiver letter?



\_\_\_\_\_  
Cindi Beaudet, General Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven B. Quintanilla,  
General Legal Counsel

**RATIFIED BY THE BOARD OF TRUSTEES AT A REGULAR MEETING OF  
THE BOARD OF TRUSTEES ON \_\_\_\_\_, 2020.**

\_\_\_\_\_  
**Rosie Vanderhaak, Chair  
Board of Trustees  
Temecula Public Cemetery District**



1 1 1 D325946 SSNO001003

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

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

*Office Serving Your Account:*  
999 MONTEREY ST. STE. 360  
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](http://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**

In these challenging times, Stifel is committed to serving your needs and delivering solid, studied advice. Your trusted Stifel Financial Advisor is your resource to help you navigate volatile markets and stay focused on your overall plan.

**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, please refer to the current Stifel Account Agreement and Disclosure Booklet.

Stifel, Nicolaus & Company, Incorporated | Member SIPC & NYSE | [www.stifel.com](http://www.stifel.com) | One Financial Plaza | 501 North B

## Cindi Beaudet

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**From:** vote@simplyvoting.com on behalf of CSDA <vote@simplyvoting.com>  
**Sent:** Monday, June 8, 2020 9:01 AM  
**To:** Cindi Beaudet  
**Subject:** Reminder: CSDA Board of Directors Election Ballot-Term 2021-2023; Seat C – Vote Today

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear CSDA Regular Member:

A link to an electronic CSDA Board of Directors election ballot is below for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C.

To vote, please visit: <https://CSDA.simplyvoting.com/>

Then enter:

Elector ID - [REDACTED]

Password - [REDACTED]

Or follow this link to access the ballot directly:

<https://CSDA.simplyvoting.com/auth.php?e=C3483&mac=6c80217427585827f94f>

Each of CSDA's six (6) networks has three seats on the Board and the candidates are either a board member or management-level employee of a member district located in your Network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its Network in Seat C.

Once logged in, you will see the candidates for CSDA Board Seat C in your Network as well as candidate information for each person who submitted the optional background information. Please vote for **only one** candidate to represent your Network in Seat C and be sure to fully complete all required fields and submit your vote. Unfortunately, if any part of the ballot is not complete, the ballot will not be valid and will not be counted.

**The deadline to complete your voting through the system is July 10, 2020 at 5pm.**

If you have any questions or would like to request the ability to vote by hard-copy mail, please contact Amber Phelen at 916.442.7887 or [amberp@cdda.net](mailto:amberp@cdda.net)

Thank you!

Regards,  
CSDA

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[Unsubscribe](#)

# **GREG MILLS**

## **Candidate for Seat C CSDA**



### **BUSINESS**

- Small business owner – sixteen years
- Analytical Chemist – six years
- Process Engineer – six years
- Technical Marketing Manager – three years
- Marketing Director – three years
- Marketing Executive – five years

### **COMMUNITY INVOLVEMENT**

- Board Member (Vice President) - Serrano Water District three years
- Villa Park City Councilman – four years; One term Mayor and one term Mayor Pro-Tem (one year each)
- Orange County Sanitation District - Director two years
- Orange County Vector Control District - Director three years
- ACWA-JPIA - Representative Serrano Water District
- Villa Park Family Picnic – five years
  - Chair – three years
- Eagle Scout; Camp Counselor
- Villa Park Rotary - Board member twenty-two years
  - Club President; Paul Harris Fellow; Speaker Chair
- Indian Princess YMCA - seven years
- Orange Elks Lodge – seven years

### **PROFESSIONAL**

- American Chemical Society – thirty years
- CS Mantech – eleven years
- PDA (Parenteral Drug Association)– five years
- ISPE (International Society of Pharmaceutical Engineering – eight years
- SEMI (Semiconductor Equipment and Manufacturer Institute – nine years
- Optical Society of America – four years
- MEPTEC
- AVS (American Vacuum Society)
  - ICMCTF

### **EDUCATION**

- B.A., Chemistry – Illinois College
  - Phi Alpha President/Vice President
- M.S., Engineering Management – Santa Clara University

### **PERSONAL**

- Married – 25 years. Wife: Journalist and active member of the community. One daughter currently at university.

**Cindi Beaudet**

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**From:** Costa Mesa Sanitary District <info@cmsdca.gov>  
**Sent:** Tuesday, June 2, 2020 10:33 AM  
**To:** Cindi Beaudet  
**Subject:** Endorsement for Arlene Schafer for CSDA Southern Network

**COSTA MESA SANITARY DISTRICT**  
**...an Independent District**



**RE-ELECT ARLENE SCHAFFER TO CSDA BOARD OF  
DIRECTORS SOUTHERN SECTION, SEAT C**

June 2, 2020

Greetings,

On behalf of the Costa Mesa Sanitary District Board of Directors, I am honored to enthusiastically endorse Arlene Schafer for re-election to CSDA's Board of Directors, Southern Section, Seat C. Arlene is a fervent advocate for the ongoing independence of special districts and has dedicated more than twenty years at CSDA to ensure that our voice is heard in Sacramento.

Arlene has the experience we need to help fulfill CSDA's vision of being an "essential statewide network of all special districts." In her twenty years at CSDA, Arlene has served in a variety of capacities in furtherance of our cause, including:

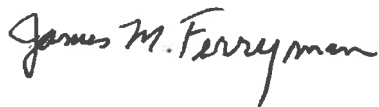
- Past President, Board of Directors
- Legislative Committee
- Professional Development Committee
- Member Services Committee
- Elections & Bylaws Committee
- Fiscal Committee

CSDA has made incredible achievements during Arlene's time on the Board of Directors because of her strong relationships with current Board members and staff. These achievements include defeating AB 2093, which would have required all public agencies to maintain for two years all outgoing and incoming emails related to the public's business. She was also a leader in the development of new tools for promoting school partnerships.

As a member of the CSDA Board of Directors, she will continue to foster strong relationships that will help ensure the agency meets its goals and objectives by providing members with the resources necessary to best serve our communities. I hope you will agree with me that Arlene is most qualified and the best person to serve on the CSDA Board of Directors.

Please don't forget to submit your ballots by July 10, 2020. Thank you for your consideration and best regards.

Sincerely,



James Ferryman  
Board President

# Temecula Public Cemetery District Draft Budget FYE 06/30/2021

Ordinary Income/Expense	Estimated TOTAL 19-20	Approved Budget 19-20	Draft Budget 20-21	Notes
<b>Income</b>				
<b>700001 · Property Taxes</b>				
700020 · Prop Tax Current Secured	626,294.41	600,500.00	620,000.00	
701020 · Prop Tax Current Unsecured	11,106.39	25,000.00	15,000.00	
703000 · Prop Tax Prior Unsecured	0.01	1,000.00	0.00	
704000 · Prop Tax Curr Supplemental	9,115.20	10,000.00	9,000.00	
705000 · Prop Tax Prior Supplemental	3,815.84	3,500.00	3,500.00	
706000 · Teeter Settlement	11,639.16	10,000.00	10,000.00	
707000 · RDV Apportionment	40,751.77	0.00	40,000.00	
752800 · CA-Homeowners Tax Relief	6,348.01	7,000.00	7,000.00	
770100 · Property Tax - SBE	9,558.29	10,000.00	10,000.00	
770102 · Other Taxes	10.59	0.00	200.00	
<b>Total 700001 · Property Taxes</b>	<b>718,639.67</b>	<b>667,000.00</b>	<b>714,700.00</b>	
<b>740020 · Interest and Dividend Income</b>				
740024 · Dividend Income - Stifel	6,468.47	0.00	4,000.00	
740023 · Interest - Stifel	44,454.80	0.00	40,000.00	It looks as if they are the same or a tad better
740020G · Interest on General Fnd at Cnty	19,125.25	14,500.00	13,000.00	
740020E · Interest on Endow Fnd at County	3,400.22	3,000.00	3,000.00	
740020O · Interest on ACO at County	40,083.09	22,000.00	30,000.00	Overall, interest rates are down at this time
740021 · Interest - Wells Fargo Advisors	14,890.91	50,000.00	0.00	Account Transferred to Stifel
740022 · Dividend Income - WFA	3,599.35	5,500.00	0.00	Account Transferred to Stifel
<b>Total 740020 · Interest and Dividend Income</b>	<b>132,022.09</b>	<b>95,000.00</b>	<b>90,000.00</b>	
<b>770001 · Other Revenue</b>				
770100E · Endowment	140,675.00	175,000.00	120,000.00	
777030 · Marker Setting	16,610.00	10,000.00	12,000.00	covid unk
777040 · Open, Close Fees	42,200.00	38,000.00	30,000.00	
777520 · Sale of Lots	60,025.00	70,000.00	67,000.00	
777530 · Cremation	22,900.00	15,000.00	27,000.00	covid unk
777600 · Cenotaph	0.00	300.00	300.00	
780160 · Vaults, Flower Vases, etc.	15,305.00	12,000.00	12,000.00	
781360 · Other Misc. Revenue	454.05	500.00	500.00	
<b>Total 770001 · Other Revenue</b>	<b>298,169.05</b>	<b>320,800.00</b>	<b>268,800.00</b>	
<b>Total Income</b>	<b>1,148,830.81</b>	<b>1,082,800.00</b>	<b>1,073,500.00</b>	

## Temecula Public Cemetery District Draft Budget FYE 06/30/2021

	Estimated TOTAL 19-20	Approved Budget 19-20	Draft Budget 20-21	Notes
<b>Expense</b>				
<b>510000 · Salaries and Employee Benefits</b>				
<b>510040T · Regular Salaries.</b>				
510040 · Regular Salaries	253,416.02	246,300.00	235,000.00	From Wage Schedule
510320 · Temporary Salaries	0.00	0.00	43,680.00	Est 40 hours per week at \$21
510330 · Year End Bonuses	4,190.54	5,000.00	4,500.00	From Wage Schedule
515100 · Life Insurance Policy	427.68	450.00	450.00	From Wage Schedule
<b>Total 510040T · Regular Salaries.</b>	<b>258,034.24</b>	<b>251,750.00</b>	<b>283,630.00</b>	
<b>513000T · Retirement - Miscellaneous</b>				
518000 · Employer Contributions-457	19,262.95	12,500.00	16,100.00	Im not sure why this figure is higher, I think we played some catch up last FY
551000 · Employee Contributions	0.00	0.00	0.00	
<b>Total 513000T · Retirement - Miscellaneous</b>	<b>19,262.95</b>	<b>12,500.00</b>	<b>16,100.00</b>	
<b>513120T · Retirement - Social Security</b>				
513120 · Social Security	16,418.08	16,000.00	18,000.00	Formula based on Total Regular Salaries and Board Stipend
513140 · Medicare Tax	3,839.94	4,000.00	4,000.00	Formula based on Total Regular Salaries and Board Stipend
<b>Total 513120T · Retirement - Social Security</b>	<b>20,258.02</b>	<b>20,000.00</b>	<b>22,000.00</b>	
<b>515080T · Health Insurance (eer share)</b>				
515081 · Health Insurance	55,592.39	67,000.00	50,000.00	From Wage Schedule
515082 · Vision Insurance	763.28	1,100.00	785.00	From Wage Schedule
515083 · Dental Insurance	5,226.24	4,400.00	3,500.00	From Wage Schedule
<b>Total 515080T · Health Insurance (eer share)</b>	<b>61,581.91</b>	<b>72,500.00</b>	<b>54,285.00</b>	we anticipated Michelle adding other daughter
<b>515260T · Unemployment Insurance</b>				
517000 · Workers Comp Insurance	20,593.04	19,100.00	17,000.00	From Wage Schedule
515060 · State Unemployment Ins EDD	0.00	1,000.00	1,600.00	
513130 · CA SUI	1,416.39	3,000.00	2,000.00	
<b>Total 515260T · Unemployment Insurance</b>	<b>22,009.43</b>	<b>23,100.00</b>	<b>20,600.00</b>	
<b>Total 510000 · Salaries and Employee Benefits</b>	<b>381,146.54</b>	<b>379,850.00</b>	<b>396,615.00</b>	



## Temecula Public Cemetery District Draft Budget FYE 06/30/2021

	Estimated TOTAL 19-20	Approved Budget 19-20	Draft Budget 20-21	Notes
<b>520000 · Services and Supplies</b>				
<b>529540T · Utilities</b>				
520320 · Telephone	0.00	2,400.00	0.00	none for 20-21
520845 · Trash	3,183.36	3,300.00	3,300.00	
529500 · Electricity	4,384.84	5,000.00	5,000.00	
<b>Total 529540T · Utilities</b>	<b>7,568.20</b>	<b>10,700.00</b>	<b>8,300.00</b>	
<b>524520T · Administrative Expenses</b>				
518160 · Board Stipend	7,350.00	12,000.00	10,500.00	11 regular, Memorial Day, 2 Local Area Meetings
520115 · Uniforms - Replacement Clothing	2,655.41	3,100.00	3,100.00	
520230 · Cellular Phone	3,729.42	3,100.00	3,900.00	
520705 · Food	326.03	1,100.00	1,100.00	
520930 · Insurance - Liability	10,762.33	10,700.00	14,400.00	just came in email today, 14362.90
523100 · Memberships	1,970.00	2,600.00	2,600.00	
523290 · Bank Charges	615.00	350.00	800.00	
523621 · Subscriptions	845.12	2,000.00	1,500.00	
523660 · Computer Service	5,586.21	8,000.00	8,000.00	
523700 · Office Supplies	1,183.80	2,000.00	1,200.00	
523720 · Photocopies	2,615.49	2,400.00	3,000.00	
523760 · Postage/Mailing	724.24	1,000.00	1,000.00	
523840 · Computer Equip/Software/T1	4,236.51	3,500.00	4,000.00	
524530 · Storage Fees	579.00	2,000.00	1,500.00	
524540 · Payroll Processing Services	3,891.56	4,200.00	4,200.00	
524560 · Auditing	10,300.00	12,000.00	12,000.00	
524561 · Accounting	7,626.50	7,500.00	8,000.00	
524566 · Temp for efile	0.00	9,000.00	9,000.00	
524800 · Drug Testing/Pre Employment	0.00	200.00	200.00	
525025 · Legal - General Counsel	17,913.49	30,000.00	30,000.00	PY Actual 23K
525030 · Paychex HR Support	5,156.88	5,400.00	5,400.00	
526420 · Advertising	0.00	1,800.00	1,800.00	
527280 · Awards/Recognition	0.00	0.00	250.00	
527880 · Training/ Staff	602.00	3,500.00	2,500.00	
528140 · Conferences and Meetings	24,833.37	47,000.00	30,000.00	COVID- unknown
528980 · Meals	708.82	2,000.00	2,000.00	
528990 · Semi-Annual Team Dinner	4,316.18	3,600.00	5,000.00	

## Temecula Public Cemetery District Draft Budget FYE 06/30/2021

	Estimated TOTAL 19-20	Approved Budget 19-20	Draft Budget 20-21	Notes
529040 · Private Mileage Reimbursement	1,526.50	2,500.00	2,500.00	
529050 · Website	600.00	1,000.00	800.00	
529550 · Water	1,502.55	1,600.00	1,600.00	
<b>Total 524520T · Administrative Expenses</b>	<b>122,156.41</b>	<b>185,150.00</b>	<b>171,850.00</b>	
<b>524500T · Operational Expenses.</b>				
521420 · Maint-Field Equipment	5,000.75	10,000.00	10,000.00	
522310 · Maint-Building Improvements	429.50	2,500.00	2,500.00	
522320 · Maint - Grounds	14,455.95	17,000.00	15,000.00	
522360 · Maintenance-Extermination	5,871.00	6,000.00	6,000.00	
523250 · Repurchase	1,950.00	3,500.00	3,500.00	
523800 · Engraving Expense	1,950.00	1,600.00	2,500.00	
525320 · Security Guard Services	200.00	250.00	250.00	
525600 · Security	3,669.33	3,600.00	3,700.00	
527100 · Fuel	1,841.96	2,500.00	2,800.00	purchasing diesel, got rid of tank
527180 · Operational Supplies	9,480.75	14,000.00	12,500.00	
528020 · Inventory	4,281.52	10,500.00	8,500.00	possible more vaults used due to COVID
<b>Total 524500T · Operational Expenses.</b>	<b>49,130.76</b>	<b>71,450.00</b>	<b>67,250.00</b>	
<b>Total 520000 · Services and Supplies</b>	<b>178,855.37</b>	<b>267,300.00</b>	<b>247,400.00</b>	
<b>530000 · Other Charges</b>				
535540T · Depreciation Building				
585000 · Depreciation	48,500.18	0.00	0.00	District does not Budget for Depreciation
<b>Total 535540T · Depreciation Building</b>	<b>48,500.18</b>	<b>0.00</b>	<b>0.00</b>	
530100 · Miscellaneous non-operating exp	3,686.04	4,000.00	4,000.00	
530100E · Misc Endowment Expense	0.00	0.00	0.00	
<b>Total 530000 · Other Charges</b>	<b>52,186.22</b>	<b>4,000.00</b>	<b>4,000.00</b>	
<b>540000 · Capital Assets</b>				
542060T · Cemetery Grounds				
542040 · Buildings, Capital Projects	0.00	135,000.00	100,000.00	
542060 · Improvements - Building	0.00	6,000.00	6,000.00	
542065 · Tree Renovaton	15,000.00	17,250.00	7,500.00	
542300 · Office Renovation	0.00	6,000.00	6,000.00	
542060T · Cemetery Grounds Other	0.00	6,000.00	0.00	
<b>Total 542060T · Cemetery Grounds</b>	<b>15,000.00</b>	<b>170,250.00</b>	<b>119,500.00</b>	

**Temecula Public Cemetery District  
Draft Budget FYE 06/30/2021**

	Estimated TOTAL 19-20	Approved Budget 19-20	Draft Budget 20-21	Notes
<b>540040T · Land, Purchase of Land</b>				
540042 · Future Cemetery Property	3,128.32	150,000.00	150,000.00	unk
<b>Total 540040T · Land, Purchase of Land</b>	<b>3,128.32</b>	<b>150,000.00</b>	<b>150,000.00</b>	unk
<b>546020T · Equipment, etc</b>				
542070 · Well Motor	4,582.59	75,000.00	75,000.00	
546020 · Equipment - Automotive	0.00	17,000.00	17,000.00	never know year to year what needs to be replaced, it's a reserve
546240 · Mapping Software	1,850.00	7,000.00	5,000.00	
<b>Total 546020T · Equipment, etc</b>	<b>6,432.59</b>	<b>99,000.00</b>	<b>97,000.00</b>	
<b>Total 540000 · Capital Assets</b>	<b>24,560.91</b>	<b>419,250.00</b>	<b>366,500.00</b>	
<b>551100E · Cont to Other Funds - End</b>				
	0.00	256,650.00	177,000.00	Equals Endowment income, interest on County Endowment Fund, and Stifel income
<b>551100G · Cont to Other Funds - Gen</b>				
	0.00	175,000.00	248,485.00	This is the final figure to enter. It is the figure that makes the Net Ordinary income equal to the capital assets outlay.
<b>Total Expense</b>	<b>636,749.04</b>	<b>1,502,050.00</b>	<b>1,440,000.00</b>	
<b>Net Ordinary Income</b>	<b>512,081.77</b>	<b>-419,250.00</b>	<b>-366,500.00</b>	
<b>Other Income/Expense</b>				
<b>Other Income</b>				
731000 · Realized Gain (Loss) on Invest	2,055.19	0.00	0.00	District does not Budget for Realized and Unrealized Gain
731100 · Unrealized Gain (Loss) on Invst	62,520.79	0.00	0.00	District does not Budget for Realized and Unrealized Gain
<b>Total Other Income</b>	<b>64,575.98</b>	<b>0.00</b>	<b>0.00</b>	
<b>Net Other Income</b>	<b>64,575.98</b>	<b>0.00</b>	<b>0.00</b>	
<b>Net Income</b>	<b>576,657.75</b>	<b>-419,250.00</b>	<b>-366,500.00</b>	

**ROTATION OF OFFICERS  
BROWN ACT**

Staff recommends that the elected Chair holds office for two years commencing in January.

During the election of officers, in the event that no one from the floor is nominated, the existing chair may be re-elected.

There are no fiscal impacts associated with the rotation of officers

Staff recommends that the board elect new officers at this Annual meeting

The qualified officers shall be elected every two years from the members of the board. The terms should be from January to January

No person can be elected as officer unless they have attended at least 2/3 of the board meetings held in the six months previous to the election of officers, or in the case of newly appointed directors, 2/3 of the meetings since assuming office.

Should the officers position become vacant, the board shall elect a successor at the next regular meeting or at a special meeting called for that purpose and such election shall be for the un-expired term of that office. When the office of the secretary becomes vacant, the general manager shall appoint a successor subject to board approval. (#4040.40)

Staff recommends the following motion:

Motion made by Trustee Qualm to elect Trustee Vanderhaak, seconded by Trustee Davis and passed 5/0.

Motion was made by Trustee Reese to elect Trustee Qualm, seconded by Trustee Davis and passed 5/0.

Trustee Vanderhaak to serve as chair  
Trustee Qualm to serve as vice-chair  
From January 2019 to December 2020

**TEMECULA PUBLIC CEMETERY DISTRICT  
POLICY MANUAL**

**POLICY TITLE:** Investment of District Funds  
**POLICY NUMBER:** 1010

**1010** The purpose of this Investment Policy ("Policy") is to establish cash management and investment guidelines for the General Manager or designee, who is responsible for the administration of the Temecula Public Cemetery District ("District") Investment Program. Each investment transaction and the entire portfolio must comply with the California Health and Safety Code Section 9066, California Government Code, Sections 53600 and 53635 et seq. and this Policy. It is the policy of the District to meet the short and long term cash flow demands of the District in a manner which will provide for the safety of principal and sufficient liquidity, while providing an optimum investment return.

1. Government Code Section 53646 previously mandated that annual investment policies and quarterly reports be rendered to the legislative body. AB2853 amended the Government Code Section 53646 to remove the requirements; the rendering of these documents is permissive rather than mandated.
2. Although the Annual Investment Policy and Quarterly Reports are no longer required, we believe it prudent to continue to provide the legislative bodies with these documents. In addition, Government Code Section 53607 has not been repealed that requires an annual delegation of investment authority to the General Manager and the submission of reports that include investment transactions by month. Consequently, the General Manager will annually render to the Board of Trustees ("Board") a statement of investment policy. The policy shall be reviewed on an annual basis by the Finance & Investment Committee and the Board.

**1010.01 SCOPE** This investment policy applies to all investment activities and financial assets of the District with the following exception:

1. Investments in the District's Defined Contribution Plans (Deferred Compensation).
2. To the extent possible, it is the District's policy to pool funds for investment purposes to provide efficiencies and economies of scale. Investing through a pooled account will provide for greater use of funds by allowing for a more efficient cash flow, a reduction in transaction costs, and a greater access to the market.
3. The General Pool consists of all the funds of the District and its component units. Currently, the District has no component units. The funds are accounted for in the District's Comprehensive Annual Financial Report and include, but are not limited, to the following:
  - a. General Funds
  - b. Endowment Principal Funds
  - c. Endowment Income Funds

- d. Preneed Funds
  - e. Any new funds created by the Board
4. Health and Safety Code Section 9065(e) - The Board cannot spend the Endowment Principal Fund.
  5. The District's General Pool will be referred to as the "Portfolio" throughout the remainder of this document. The General Manager and staff will observe, review and react to changing conditions that affect the Portfolio.

### **1010.03 DELEGATION OF AUTHORITY**

1. The General Manager or designee, has the authority to invest or reinvest the District's funds, to sell or exchange securities so purchased, and to deposit securities for safekeeping in accordance with Health and Safety Code Section 9066 and Government Code Sections 53600, 16429.1 and 53684, et seq. as further limited by this Investment Policy.
2. The General Manager or designee shall establish written procedures for the operation and management of the District's investment program consistent with this investment policy, including appropriate written agreements with financial institutions.
3. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the General Manager. The General Manager may delegate all, or a portion of his or her investment authority to subordinates pursuant to Government Code Section 41006, or engage the services of one or more external investment managers to assist in the management of the District's investment portfolio in accordance with the District's Investment Policy. Such delegation and/or engagement by the General Manager shall not remove or abridge his or her investment responsibility.
4. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions. All investment personnel shall comply with the reporting requirements of the Fair Political Practices Committee and include an annual filing of a Statement of Economic Interests.

### **1010.04 PRUDENCE AND STANDARD OF CARE**

1. Government Code Section 53600.3 states that "...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting , purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting

in a like capacity and familiarity with those matters would use in the conduct of funds of a like character, and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

2. Investment officials in the management of the District's funds shall use the "Prudent Investor " standard. Investment officers acting in accordance with this Policy, written portfolio guidelines and procedures , and exercising due diligence shall be relieved of personal responsibility for individual security's credit risk or market price changes, provided deviations from expectations are reported in the monthly investment reports to the Board, and appropriate action is taken to control adverse developments.
3. The General Manager, employees involved in the investment process, and the members of the Finance & Investment Committee shall refrain from all personal business activity that could conflict with the management of the investment program. All individuals involved with the investment of District funds, or review of investment transactions, will be required to report all gifts and income in accordance with state law. When investing and managing District funds, the General Manager, and employees shall act with the care, skill, prudence and diligence to meet the aims of the investment objectives listed in order in Section 5.0, Investment Objectives.

#### **1010.05 INVESTMENT OBJECTIVES**

1. The primary objectives, in priority order, of the District's investment activities shall be:
  - a. **Safety:** Safety of principal is the foremost objective of the investment program. The District's investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
  - b. **Liquidity:** The District's investment portfolio will remain sufficiently liquid to meet all operating requirements that might be reasonably anticipated within six months.
  - c. **Yield:** The District shall manage its funds to optimize the return on investments consistent with the two primary objectives of safety and liquidity. The rate of return on investment should be designed to attain a market rate of return through budgetary and economic cycles consistent with the risk limitations, prudent investment principles and cash flow requirements identified by the District's Investment Policy.
2. It is the District's policy to hold investments until the investment matures or is called. However, the General Manager or designee may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the credit quality, liquidity, or rate of return of the

portfolio in response to market conditions and/or the District's risk preferences.

3. In pursuing the safety of principal investment of District funds, the District's investment program will review and mitigate Credit risk and Market risk.
  - a. Credit Risk - Credit risk is defined as the risk of loss due to the failure of an issuer to redeem the outstanding debt at the stated maturity date. Within this concept, Credit risk also applies to the overall market perception of the financial strength and capacity of the issuer. Diversification of the investment portfolio by issuer, maturity date and amount invested will ensure that in the event of a failure of any one issuer, the event will not unduly harm or compromise the District's cash flow.
  - b. Market or Interest Rate Risk - Market or Interest Rate risk is the risk that the market value of investment securities in the portfolio may decline due to changes in general interest rates. Market rate risk can be mitigated by diversifying the investment of funds by maturity date and by investing funds to meet a specific cash requirement that would reduce the need to sell the security prior to maturity to meet immediate District cash flow needs.

#### **1010.06 INVESTMENT PROCEDURES**

The General Manager or designee shall establish written investment procedures for the operation of the investment program consistent with this policy. As needed, procedures include references to custodial safekeeping, master repurchase agreements, security lending agreements, wire transfer agreements, banking service contracts and collateral/depository agreements.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the General Manager.

#### **1010.07 INTERNAL CONTROLS**

1. The General Manager or designee shall establish internal controls to provide reasonable assurance that the investment objectives of the District's Investment Policy are met and to ensure that the assets are protected from loss, theft, or misuse. The General Manager shall be responsible for ensuring that all investment transactions comply with the District's Investment Policy and the Government Code.
2. Investment activity and holdings are verified monthly by the District's General Manager and annually by the external auditor. These reviews provide internal control by assuring compliance with policies and procedures.

#### **1010.08 FINANCE & INVESTMENT COMMITTEE**

The Finance & Investment Committee was established to provide general oversight and act in an advisory capacity. The General Manager acts as liaison and staff support to the Committee. The



Investment Policy is reviewed and approved by the Finance & Investment Committee prior to remittance to the Board.

#### **1010.09 CUSTODY AND SAFEKEEPING OF SECURITIES AND DISTRICT FUNDS**

In accordance with Government Code Section 53601 all securities owned by the District shall be held in safekeeping by the District's custodial bank or a third-party bank trust department, acting as agent for the District under the terms of a custody agreement.

1. All securities will be received and delivered using standard Delivery-versus- Payment procedures which ensures that securities are deposited with the third- party custodian prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts. Investments in the State Pool or other approved Pool(s) or money market mutual funds are not subject to delivery or third-party safekeeping.
2. On a monthly basis, the custodial asset statement is reconciled with the month- end portfolio holdings. On an annual basis, the external auditor confirms investment holdings.
3. For investments in Repurchase Agreements, securities and collateral shall be purchased and maintained for the benefit of the District in the Trust Department or safekeeping department of a bank as established by a written third-party safekeeping agreement between the District and the bank.
4. Funds deposited by the District shall be secured by a Depository in compliance with the requirements of the Government Code Section 53652. Such collateralization shall be designated and agreed to in writing.
5. Investment securities in bearer form such as, but not limited to, Negotiable Certificates of Deposit and Banker's Acceptances shall be held in a qualified safekeeping institution.

#### **1010.10 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

1. To minimize the risk to the District's overall cash and investment portfolio, prudence and due diligence as outlined below shall be exercised with respect to the selection of financial institutions in which the District's funds are deposited and invested.
  - a. In selecting Depositories pursuant to Government Code, Section 53600, et seq., the credit worthiness, financial stability, and financial history of the institution, as well as the cost and scope of services and interest rates offered shall be considered. No funds will be deposited in an institution unless that institution has been evaluated by a nationally recognized independent rating service as satisfactory or better.
  - b. Deposits of \$250,000 or less which are insured pursuant to federal law (12 CFR Part 330) by the Federal Deposit Insurance Corporation (FDIC), or the National Credit Union

Administration (NCUA) may be excluded from the independent rating service evaluation requirement above and from the collateralization requirements of Section 9.3 of this Policy, at the General Manager's discretion.

2. In selecting external broker-dealers, past performance, stability, financial strength, reputation, area of expertise, and willingness and ability to provide the highest investment return at the lowest cost to the District within the parameters of this Investment Policy and the Government Code shall be considered. External investment managers must be registered with the Securities and Exchange Committee (SEC) under the Investment Advisor Act of 1940.
3. Pursuant to Government Code Section 53601.5 , the District and its investment staff shall only purchase statutorily authorized investments either from the issuer, from a broker-dealer licensed by the state, as defined in Section 25004 of the Corporations Code, from a member of a federally regulated securities exchange, a national or state-chartered bank, a federal or state association (as defined by Section 5102 of the Financial Code) , or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank of New York.
  - a. Investment staff will only purchase or sell securities from broker-dealers defined in this section of the District's Investment Policy and meet the minimum requirements of being registered and licensed by the National Association of Securities Dealers (NASD) and possess an active Series 7 license, an active Series 66 license (or Series 63), submission of a NASD form U4 (employment history) and a current NASD form U5 Disclosure Statement and have completed the District's broker-dealer questionnaire.
  - b. Investment staff will only use broker-dealers that have a minimum of three years continuous experience working for a primary dealer or five years continuous experience working for a non-primary dealer.
4. The General Manager or designee will maintain a list of financial institutions authorized to provide investment services to the District. An annual review of the financial condition and registrations of qualified bidders will be conducted by the General Manager. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the District invests.
5. However, if the interaction with the broker-dealer is limited to investment trades through an electronic trading platform, then the broker/dealer is exempt from completing a questionnaire.
6. Depositories, broker-dealers, who do business with the District, shall sign a Certification of Understanding and shall acknowledge receipt of the District Investment Policy (Attachment B).

#### **1010.11 AUTHORIZED INVESTMENTS**

The District is governed by the Health and Safety Code Section 9066 and Government Code, Sections 53600, 16429.1 and 53684, et seq.

1. The District's Investment Policy specifically prohibits the investment of any funds subject to this policy in the following securities:

Derivative securities, as defined in Government Code Section 53601.6, as any security that derives its value from an underlying instrument, index, or formula, are prohibited. The derivative universe includes, but is not limited to, structured and range notes, securities that could result in zero interest accrual if held to maturity, variable rate, floating rate or inverse floating rate investments, and mortgage derived interest or principal only strips.

District Investment Policy further restricts the permitted investments to those listed below.

#	Type of Investment	Cal Gov Code % of Funds Permitted	District% Funds Authorized**	Cal Gov Code Maximum Final Maturity	District Maximum Final Maturity
1	Bonds issued by the District or agency of the District	100 %	100%	5 Years	20 Years
2	United States Treasury notes, bonds, bills or certificates of indebtedness	100 %	100% 30 % of a single issue	5 Years	In excess of 5 years
3	Registered State (CA) warrants or treasury notes or bonds	100 %	100 % 40 % of a single issuer 10% of a single issue	5 years	10 years
4	Other State of California Local Agency bonds, notes, warrants or other evidence of indebtedness	100 %	100 % 40 % of a single issuer 10% of a single issue	5 years	20 years
5	Federal Agency or U.S. government sponsored enterprise (GSE) obligations	100 %	100 % 40 % of a single issuer 10% of a single issue	5 years	In excess of 5 years
6	Banker's Acceptances,	40% 30% of a single issuer	40% 5% of a single issuer	180 days	180 days
7	Commercial Paper of "Prime" quality	25% 10% of a single issuer	25% 5% of a single issuer	270 days	270 days
8	Negotiable Certificates of Deposits	30%	30% 5% of a single issuer	5 years	10 years
9	Repurchase Agreements	100 %	20 %	1 year	1 year
10	Reverse Repurchase Agreements	20%*	20%*	92 days	92 days
11	Securities Lending	20%*	20%*	92 days	92 days
12	Medium Term Corporate Notes	30 %	30 % 5% of a single issuer	5 years	10 years
13	Shares of beneficial interest, Mutual Funds	20% 10% of a single fund	20% 10 % of a single fund	<b>N/A</b>	<b>N/A</b>

#	Type of Investment	Cal Gov Code% of Funds Permitted	District% Funds Authorized**	Cal Gov Code Maximum Final Maturity	District Maximum Final Maturity
14	Any mortgage pass through security	20%	20%	5 years	In excess of 5 years
15.1	State of California Local Agency Investment Fund	100%	100%	N/A	N/A
15.2	Riverside County Investment Pool	100%	100%	N/A	N/A
15.3	Investment Trust of California (CalTRUST)	100%	100%	N/A	N/A

\* Reverse Repurchase Agreements and Securities Lending Programs are limited to a maximum cumulative amount of 20% of portfolio funds.

\*\* All percentage limitations will be valued/calculated at the time of purchase based on the most recently Board approved report of investment balances.

For investments in Bankers Acceptances, Commercial Paper, Negotiable Certificates of Deposit, and Medium Term Corporate Notes, the policy limitation of 5% per single issuer applies to the aggregate amount of funds invested in all category investments to a single issuer, including subsidiary companies.

The following is a summary of description and respective District Investment Policy limitations to each asset class or security:

1. Bonds issued by a District or agency of a District are defined as "including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency."
  - **Maximum Maturities:**  
To the extent possible, the District will attempt to match its investments with anticipated cash flow. Generally, Government Code Section 53601 limits maximum maturities to five years unless the legislative body grants express authority to increase maturity either specifically or as part of an investment program. Given that the Districts Endowment care Fund cannot be spent it would be prudent to increase maturities in excess of five years.
2. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

3. Registered State (CA) warrants, notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or a department, board, agency, or authority of the state.
4. Other State of California Local Agency bonds, notes, warrants or other evidence of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
5. Federal Agency or U.S. government sponsored enterprise (GSE) obligations, participations, or other instruments , including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government- sponsored enterprises.
6. Banker's Acceptances (BA) otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. The District's Investment Policy restricts purchases to a maximum of 180 days to maturity, 40% of the book value of the portfolio funds and 5% of the book value of the portfolio funds in a single issuer.
7. Commercial Paper (CP) of "Prime" quality is defined as having the highest ranking or the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The issuer must meet the following:
  - a. Is organized and operating in the United States as a general corporation, has total assets in excess of five hundred million dollars (\$500,000,000), has debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO;
  - b. Is organized within the United States as a special purpose corporation, trust, or limited liability company, has programmable credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond, has commercial paper rated "A-1" or higher, or the equivalent, by a NRSRO.
  - c. The District's Investment Policy restricts purchases to a maximum maturity of 270 days, 25% of the book value of portfolio funds and 5% of the book value of the portfolio funds to a single issuer.
8. Negotiable Certificates of Deposits (NCO). Defined as issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state licensed branch of a foreign bank. The District's Investment Policy restricts purchases to a maximum maturity of ten years, 30% of the book value of the portfolio funds and 5% of the book value of the portfolio funds to a single issuer.
9. Repurchase Agreements. Investments are authorized when the term of the agreement does not exceed one year. The market value of securities underlying a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities and the value shall

be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. The District's Investment Policy restricts purchases to a maximum amount of 20% of the book value of the portfolio and further restricts purchases with a single broker/dealer to 20% of the book value of the portfolio funds, with a maximum maturity limit of one year.

10. Reverse Repurchase Agreements. Reverse repurchase agreements or securities lending agreements may be utilized only when the following condition is met:

The security to be sold on reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale; and the agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security. Purchases in this category shall not exceed 20% of the cost value (base value) of the Portfolio and will be restricted to transactions with primary dealers.

11. Securities Lending Program

The General Manager or designee is authorized to engage contractors to perform securities lending activities or to permit custodian banks to subcontract for securities lending services. The securities lending agreement is an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.

The base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.

In addition, the security to be sold on reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met:

- a. The security to be sold on reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale.
- b. The total of all reverse repurchase agreements and securities lending agreements on investments owned by the local agency does not exceed 20% of the base value of the portfolio.

- c. The agreement does not exceed a term of 92 days.
- d. Investments in reverse repurchase agreements and securities lending agreements will only be made with primary dealers of the Federal Reserve Bank of New York, or with a nationally or state-chartered bank that has or has had a significant banking relationship with the District.
- e. "Significant banking relationship", is defined as follows:
  - i. Involvement in the creation, sale, purchase, or retirement of a local agency's bonds, warrants, notes or other evidence of indebtedness
  - ii. Financing of a local agency's activities
  - iii. Acceptance of a local agency's securities or funds as deposits.

12. Medium Term Corporate Notes (MTN), defined as all corporate and depository institution debt securities with a maximum remaining maturity of ten years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this category shall be rated "A" or better by: Moody's, Standard & Poor's or Fitch, and shall not include other instruments authorized in Section 11.6 of the Policy (i.e. "Federal Agency" Medium Term Notes are classified as "Federal Agencies"). Purchases in this category shall not exceed ten years to maturity or 30% of the book value of the Portfolio. Purchases in a single issuer in this category shall not exceed 5% of the book value of the Portfolio.

13. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Committee under the Investment Company Act of 1940. The company shall have met either of the following criteria:

- a. Attained the highest ranking or the highest letter and numerical rating provided by not less than two of the following: Moody's, Standard & Poor's or Fitch.
- b. Retained an investment adviser registered or exempt from registration with the Securities and Exchange Committee with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

The purchase price of shares of beneficial interest, (mutual funds) purchased pursuant to this subdivision shall not include any Committee that these companies may charge.

Investments in this category shall be restricted to money market mutual funds that seek to maintain a Net Asset Value of \$1. Money market mutual funds provide daily liquidity; therefore, there is no final stated maturity for this investment category. Investments in mutual funds shall be restricted to Funds that have the highest ranking or the highest letter and numerical rating provided by not less than two of the following nationally recognized statistical rating organizations: Moody's, Standard & Poor's or Fitch. Purchases in this



category shall not exceed 20% of the book value of the Portfolio. Purchases in a single mutual fund shall not exceed 10% of the book value of the Portfolio.

14. Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five year's maturity. Purchase of securities may not exceed 20% of the agency's surplus money that may be invested.
15. State & Local Pool - Local Agency Investment Fund, the Riverside County Investment Pool and the Investment Trust of California (CalTRUST) Pool. The District may invest in the Local Agency Investment Fund (LAIF) established by the State Treasurer under Government Code Section 16429.1 for the benefit of local agencies. The District may also invest in the Orange County Investment Pool as permitted under the Government Code Section § 53684 and in the CalTRUST Pools as permitted under Government Code Section § 53601.

LAIF provides daily liquidity; therefore, there is no final stated maturity for this investment category.

A. Additional Investments-Local Agency Investment Fund (LAIF)

Government Code Section 16429.1 further provides for investment in the Local Agency Investment Fund. The District may invest in the Local Agency Investment Fund administered and managed by the State of California, as stated and defined in § 16429.1.

- Any monies deposited in the State Treasury for investment pursuant to this section are not subject to impoundment or seizure by any state official or agency while the funds are so deposited.

B. Additional Investments-Riverside County Treasury, County of Riverside

Government Code Section 53684 allows local agencies to deposit excess funds into the Riverside County Treasury for purposes of investment by the Riverside County Treasurer. See Government Code Section 53684 Alternative Procedure for investment of excess funds.

- (a) Unless otherwise provided by law, if the Treasurer of any local agency, or other official responsible for the funds of the local agency, determines that the local agency has excess funds which are not required for immediate use, the Treasurer or other official responsible for the funds of the local agency, determines that the local agency has excess funds which are not required for immediate use, the Treasurer or other official may upon the adoption of a resolution by the legislative or governing body of the local agency authorizing the investment of funds pursuant to this section and with the consent of the County Treasurer, deposit the excess funds in the county treasury for the purpose of investment by the county treasurer pursuant to Government Code Sections 53601 or 53635.

- (b) The County Treasurer shall, quarterly, apportion any interest or other increment derived for the investment of funds pursuant to this section in an amount proportionate to the average daily balance of the amounts deposited by the local agency and district.
- (c) In conjunction with the monthly report required to be prepared pursuant to subdivision (b) of Government Code Section 53646, the County Treasurer shall provide the information described in that subdivision to the Treasurer or other official responsible for the funds of any local agency which has funds on deposit in the county treasury and that information shall, except as otherwise provided in paragraph (4) of subdivision (b) of Government Code Section be included by the Treasurer or other official in a monthly report to the legislative or governing body of the local agency.
- (d) The Treasurer or other official responsible for the funds of the local agency may withdraw the funds of the local agency at any time but shall give the county treasurer 30 days written notice of his or her intent to withdraw the funds.
- (e) Any monies deposited in the County Treasury for investment pursuant to this section are not subject to impoundment or seizure by any county official or agency while the funds are so deposited.
- (f) This section is not operative in any county until the board of supervisors of the county, by majority vote, adopts a resolution making this action operative in the county.
- (g) It is the intent of the Legislature in enacting this section to provide an alternative procedure to Government Code Section 51301 for local agencies to deposit money in the County Treasury for investment purposes. Nothing in this section shall, therefore, be construed as a limitation on the authority of a county and an agency to contract for the County Treasurer to perform treasury functions for an agency pursuant to Government Code Section 51301.

The District may invest in the Orange County Investment Pool-Money Market Fund administered and managed by the Orange County Treasurer in accordance with the provisions of Government Code Section 53684.

#### **1010.12      MASTER REPURCHASE AGREEMENTS**

A master repurchase agreement will be entered into prior to any repurchase or reverse repurchase agreement transaction. The agreement must specify the terms of the transaction, and in the case of reverse repos, may be entered into only with a primary dealer.

### **1010.13 COLLATERALIZATION**

Government Code, Sections 53652, et seq., requires depositories to post certain types and levels of collateral for public funds above the FDIC insurance amounts. The collateral requirements apply to bank deposits, both active (checking and savings accounts) and inactive (non-negotiable time certificates of deposit).

Collateral is also required for repurchase agreements. The market value of securities used as collateral for repurchase agreements shall not be allowed to fall below 102% of the value of the repurchase agreement and shall be valued daily by the tri-party custodial agent. Securities that can be pledged for collateral shall consist only of securities permitted in Government Code Section 53601. If there is a default of the broker, the collateral securities can be sold. Since the securities are valued daily, it is likely that the sale proceeds will equal or exceed the value of the repurchase agreement amount.

### **1010.14 DIVERSIFICATION**

The District will diversify its investments by security type, issuer and maturity dates. Concentration limits are indicated in the Authorized Investments section 11.0 for all investment categories except Treasury securities.

### **1010.15 MAXIMUM MATURITIES**

To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. Generally Government Code Section 53601 limits maximum maturities to five years unless the legislative body grants express authority to increase the maturity either specifically or as part of an investment program. Given that the District's Endowment Care Fund cannot be spent it would be prudent to increase the maturities for in excess of five years.

### **1010.16 REPORTING**

As previously discussed, Government Code Section 53646 has been amended to remove the requirement that monthly reports be submitted to the legislative body. We believe that it is prudent to continue the submission of such reports. Consequently , the General Manager shall render a quarterly report within 30 days of quarter end, to the Board, and Finance & Investment Committee containing detailed information on all securities, investments , and monies of the District.

The report will contain at a minimum the following information on the District Portfolio that is subject to this investment policy: the type of investment, name of the issuer, date of maturity, par value and cost of each investment, any investments, including loans and security lending programs that are under the management of contracted parties, the market value and source of the valuation, funds

placed in LAIF and CalTRUST, FDIC- insured accounts and/or in the Orange County investment pool the report may be replaced by copies of the latest statements from the institutions. Description of the compliance with the statement of investment policy, and a statement denoting the District's ability to meet its anticipated expenditure requirements for the next six months.

**1010.17      POLICY REVIEW**

The General Manager and Finance & Investment Committee shall review the Policy, at least annually, to ensure its consistency with the overall investment objectives of preservation of principal, liquidity, and return on investments. The Board shall adopt the Policy annually. The General Manager and Finance & Investment Committee shall also consider relevance to current law, financial and economic trends, and the cash flows needs of District.

An Investment Policy shall be rendered to, and adopted by the Board, annually.

- The Trustees at the Board meeting dated May 21, 2020 have requested due to the instability of the market, that the District may invest more that 30% into CDs. These would-be short-term CDs to protect the Districts funds from any possible severe crash during this pandemic. The Trustees have an obligation to the District and feel its prudent to safeguard the investments for future perpetuity of the Cemetery.

This Investment Policy shall become effective June 2020

**SUBMITTED BY:**

\_\_\_\_\_  
Cindi Beaudet, General Manager

\_\_\_\_\_  
Date

**CONCURRED BY THE INVESTMENT COMMITTEE ON FEBRUARY 19, 2019:**

\_\_\_\_\_  
Craig Davis, Committee Chair

\_\_\_\_\_  
Mike Dugan, Committee member

**ADOPTED AND APPROVED:**

By: \* \* \* \* \*  
Rosie Vanderhaak  
Chair of the Board of Trustees Temecula  
Public Cemetery District

## GLOSSARY

**AGENCIES:** Federal agency securities and/or Government sponsored enterprises.

**BANKERS ACCEPTANCE (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BASIC FINANCIAL REPORT:** The official annual report for the District. It includes combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules as necessary to demonstrate compliance with GAAP.

**BROKER:** A broker brings buyers and sellers together for a Committee.

**CALLABLE SECURITIES:** A security that can be redeemed by the issuer before the scheduled maturity.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a certificate. Time certificates of deposit are collateralized in accordance with the State code. Large-denomination CD's are typically negotiable and non-collateralized.

**COLLATERAL:** Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**CUSTODIAL TRUST:** A service to customers rendered by banks for a fee whereby assets are held in a protected form and cannot be attached by creditors of the bank.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt of the securities.

**DERIVATIVES:** (1) Financial instruments whose return profile is linked to or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**DISCOUNT:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. US Treasury Bills.

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL HOME LOAN BANKS (FHLB):** Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae):**

Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the US Government. Ginnie Mae securities are backed by the mortgages, including FHA and VA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

**ISSUER:** A legal entity that has the power to issue and distribute securities. Issuers include corporations, municipalities, foreign and domestic governments and their agencies, and investment trusts.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the County or State Treasurer for investment and reinvestment.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase or reverse repurchase securities that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are



the Federal Reserve's most important and most flexible monetary policy tool.

**PORTFOLIO:** Collection of securities and investments held by an investor.

**PRIMARY DEALER:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Committee (SEC) registered securities broker-dealers, banks and a few unregulated firms.

**PRUDENT PERSON RULE:** An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state. In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the Committee eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Committee to hold public deposits.

**RATE OF RETURN:** For fixed-rate securities, it is the coupon or contractual dividend rate divided by the purchase price which is also the current yield.

**REPURCHASE AGREEMENT (RP OR REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

**REVERSE REPO:** An agreement whereby a dealer agrees to buy securities and the investor agrees to repurchase them at a later date.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SEC RULE 15C301:** See Uniform Net Capital Rule.

**SECURITIES & EXCHANGE COMMITTEE:** Agency created by Congress to protect investors in securities transactions by administering securities legislation. Securities Lending Program - similar to reverse repurchase activity where the local agency uses a third party to administer the program.

**STRUCTURED NOTES:** Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, and derivative-based returns) into their debt structure.

Their market performance is impacted by the fluctuation of interest rates, the volatility of the embedded options and shifts in the shape of the yield curve.

**TREASURY BILLS:** A non-interest bearing discount security issued by the US Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS:** Long-term coupon-bearing US Treasury securities issued as direct obligations of the US Government and having initial maturities of more than 10 years.

**TREASURY NOTES:** Medium-term coupon-bearing US Treasury securities issued as direct obligations of the US Government and having initial maturities from two to 10 years.

**UNIFORM NET CAPITAL RULE:** Securities and Exchange Committee requirement that member firms as well as non-member broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15:1; also called *net capital rule* and *net capital ratio*. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage:

(a) Income Yield is obtained by dividing the current dollar income by the current market price for the security; (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**Temecula Public Cemetery District**  
**Balance Sheet**  
As of May 31, 2020

	May 31, 20	May 31, 19	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
101100 · US Bank Checking	62,809.94	28,370.32	
101200 · US Bank Payroll	2,069.10	2,084.46	
101300 · US Wash Account	7,672.36	8,888.01	
101100C · Cash -Accumulative Outlay Fund	1,916,620.24	1,944,134.86	
101100E · Cash - Endowment Fund	290,357.20	131,297.28	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	1,364,354.26	1,061,053.04	
<b>Total Checking/Savings</b>	<b>3,644,063.10</b>	<b>3,176,007.97</b>	<b>468,055.13</b>
<b>Accounts Receivable</b>			
201125 · Accounts Receivable	-4,250.00	0.00	
<b>Total Accounts Receivable</b>	<b>-4,250.00</b>	<b>0.00</b>	
<b>Other Current Assets</b>			
<b>102200 · Stifel Investments</b>			
102210 · Stifel Endowment Care	2,150,915.66	0.00	
102220 · Stifel Endowment Interest	801,465.52	0.00	
<b>Total 102200 · Stifel Investments</b>	<b>2,952,381.18</b>	<b>0.00</b>	<b>2,952,381.18</b>
<b>102000 · Wells Fargo Investments</b>			
102010 · Wells Fargo Endowment Care	0.00	2,092,072.21	
102020 · Wells Fargo Endowment Interest	0.00	711,414.59	
<b>Total 102000 · Wells Fargo Investments</b>	<b>0.00</b>	<b>2,803,486.80</b>	<b>-2,803,486.80</b>
112011 · Inventory Asset	34,680.00	33,999.00	
100499 · Revenues to Deposit with County	100.00	0.00	
<b>116100 · Interest Receivable</b>			
116100P · Interest Receivable - End Prin	7,310.08	8,250.64	
116100I · Interest Receivable - End Int	3,567.17	2,944.71	
<b>Total 116100 · Interest Receivable</b>	<b>10,877.25</b>	<b>11,195.35</b>	<b>-318.10</b>
117000 · PrePaid Expenses	7,893.85	35,816.93	
<b>Total Other Current Assets</b>	<b>3,005,932.28</b>	<b>2,884,498.08</b>	<b>121,434.20</b>
<b>Total Current Assets</b>	<b>6,645,745.38</b>	<b>6,060,506.05</b>	<b>585,239.33</b>
<b>Fixed Assets</b>			
191650 · Intangible Assets	24,470.00	19,710.00	
191000 · Future Cemetery Property	2,752,523.98	2,655,196.20	
191100 · Buildings and Improvements	393,423.07	389,105.07	
191400 · Structures and Improvements	363,678.03	363,678.03	
191500 · Equipment	173,382.02	176,842.48	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	40,969.50	31,269.50	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-114,009.86	-98,718.10	
198400 · Accumulated Depr - Struct/Imp	-202,896.95	-185,025.62	
198500 · Accum Depr - Equipment	-163,008.57	-158,862.47	

**Temecula Public Cemetery District**  
**Balance Sheet**  
As of May 31, 2020

	May 31, 20	May 31, 19	\$ Change
198800 · Accum Depr- Grnd Imp	-2,160.78	-1,608.25	
198900 · Accum Depr-Pav 15	-29,704.02	-22,526.02	
<b>Total Fixed Assets</b>	<b>3,457,787.44</b>	<b>3,390,181.84</b>	<b>67,605.60</b>
<b>TOTAL ASSETS</b>	<b>10,103,532.82</b>	<b>9,450,687.89</b>	<b>652,844.93</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
201100 · Accounts Payable	-1,126.28	9,752.51	
<b>Total Accounts Payable</b>	<b>-1,126.28</b>	<b>9,752.51</b>	
<b>Other Current Liabilities</b>			
212200 · Accrued Vacation Pay	14,834.36	10,950.70	
2200 · Sales Tax Payable	-123.00	0.00	
<b>Total Other Current Liabilities</b>	<b>14,711.36</b>	<b>10,950.70</b>	
<b>Total Current Liabilities</b>	<b>13,585.08</b>	<b>20,703.21</b>	<b>-7,118.13</b>
<b>Total Liabilities</b>	<b>13,585.08</b>	<b>20,703.21</b>	<b>-7,118.13</b>
<b>Equity</b>			
ce2 · Net Investment in Capital Asset	3,252,548.00	0.00	
ce1 · Legally Restricted Balance	2,249,789.00	0.00	
ce · Beginning Fund Balance	-5,503,526.00	-1,189.00	
308100 · General Reserve	1,397,927.00	180.00	
308135 · Reserve for Endowments	1,878,529.63	1,706,833.63	
325100E · Unreserved Fund Balance - End	415,197.04	586,893.04	
325100G · Unreserved Fund Balance - Gen	-735,558.08	662,188.92	
325100O · Unreserved Fund Balance - ACo	678,756.59	678,756.59	
350000 · Investment in Capital Assets	3,627,912.57	3,627,912.57	
350001 · Investment In Cap Assets - GASB	-379,361.69	-379,361.69	
390000 · Retained Earnings	2,614,594.58	1,964,895.15	
Net Income	593,139.10	582,875.47	
<b>Total Equity</b>	<b>10,089,947.74</b>	<b>9,429,984.68</b>	<b>659,963.06</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,103,532.82</b>	<b>9,450,687.89</b>	<b>652,844.93</b>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 May 2020

	<u>Jul '19 - May 20</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>700001 · Property Taxes</b>		
700020 · Prop Tax Current Secured	594,450.22	600,500.00
701020 · Prop Tax Current Unsecured	10,298.39	25,000.00
703000 · Prop Tax Prior Unsecured	0.01	1,000.00
704000 · Prop Tax Curr Supplemental	3,116.20	10,000.00
705000 · Prop Tax Prior Supplemental	2,365.84	3,788.00
706000 · Teeter Settlement	0.00	10,000.00
707000 · RDV Apportionment	40,751.77	
752800 · CA-Homeowners Tax Relief	5,364.48	7,000.00
770100 · Property Tax - SBE	9,547.28	10,000.00
<b>Total 700001 · Property Taxes</b>	<b>665,894.19</b>	<b>667,288.00</b>
<b>740020 · Interest and Dividend Income</b>		
740024 · Dividend Income - Stifel	6,273.71	3,664.00
740023 · Interest - Stifel	43,161.20	33,336.00
740020G · Interest on General Fnd at Cnty	14,896.22	14,500.00
740020E · Interest on Endow Fnd at County	2,579.49	3,000.00
740020O · Interest on ACO at County	31,601.31	22,000.00
740021 · Interest - Wells Fargo Advisors	14,890.91	16,668.00
740022 · Dividend Income - WFA	3,599.35	1,832.00
<b>Total 740020 · Interest and Dividend Income</b>	<b>117,002.19</b>	<b>95,000.00</b>
<b>770001 · Other Revenue</b>		
770100E · Endowment	135,675.00	175,000.00
777030 · Marker Setting	15,360.00	10,000.00
777040 · Open, Close Fees	37,050.00	38,000.00
777520 · Sale of Lots	58,300.00	70,000.00
777530 · Cremation	22,900.00	15,000.00
777600 · Cenotaph	0.00	300.00
780160 · Vaults, Flower Vases, etc.	12,295.00	12,000.00
781360 · Other Misc. Revenue	429.05	500.00
<b>Total 770001 · Other Revenue</b>	<b>282,009.05</b>	<b>320,800.00</b>
<b>Total Income</b>	<b>1,064,905.43</b>	<b>1,083,088.00</b>
<b>Gross Profit</b>	<b>1,064,905.43</b>	<b>1,083,088.00</b>

## Temecula Public Cemetery District Profit & Loss Budget Performance May 2020

	Jul '19 - May 20	Annual Budget
<b>Expense</b>		
<b>510000 · Salaries and Employee Benefits</b>		
<b>510040T · Regular Salaries.</b>		
510040 · Regular Salaries	226,201.77	246,300.00
510330 · Year End Bonuses	4,190.54	5,000.00
515100 · Life Insurance Policy	392.04	450.00
518080 · Auto Allowance	0.00	0.00
<b>Total 510040T · Regular Salaries.</b>	<b>230,784.35</b>	<b>251,750.00</b>
<b>513000T · Retirement - Miscellaneous</b>		
518000 · Employer Contributions-457	17,367.40	12,500.00
551000 · Employee Contributions	566.17	0.00
<b>Total 513000T · Retirement - Miscellaneous</b>	<b>17,933.57</b>	<b>12,500.00</b>
<b>513120T · Retirement - Social Security</b>		
513120 · Social Security	14,661.04	16,000.00
513140 · Medicare Tax	3,428.98	4,000.00
<b>Total 513120T · Retirement - Social Security</b>	<b>18,090.02</b>	<b>20,000.00</b>
<b>515080T · Health Insurance (eer share)</b>		
515081 · Health Insurance	55,592.39	67,000.00
515082 · Vision Insurance	698.00	1,100.00
515083 · Dental Insurance	4,779.20	4,400.00
<b>Total 515080T · Health Insurance (eer share)</b>	<b>61,069.59</b>	<b>72,500.00</b>
<b>515260T · Unemployment Insurance</b>		
517000 · Workers Comp Insurance	19,002.47	19,100.00
515060 · State Unemployment Ins EDD	0.00	1,000.00
513130 · CA SUI	1,360.29	3,000.00
<b>Total 515260T · Unemployment Insurance</b>	<b>20,362.76</b>	<b>23,100.00</b>
<b>Total 510000 · Salaries and Employee Benefits</b>	<b>348,240.29</b>	<b>379,850.00</b>
<b>520000 · Services and Supplies</b>		
<b>529540T · Utilities</b>		
520320 · Telephone Service	0.00	2,400.00
520845 · Trash	2,918.08	3,300.00
529500 · Electricity	3,722.97	5,000.00
<b>Total 529540T · Utilities</b>	<b>6,641.05</b>	<b>10,700.00</b>
<b>524520T · Administrative Expenses</b>		
518160 · Board Stipend	5,850.00	12,000.00
520115 · Uniforms - Replacement Clothing	2,448.01	3,100.00
520230 · Cellular Phone	3,476.42	3,100.00
520240 · Answering Service	0.00	0.00
520705 · Food	276.88	1,100.00
520930 · Insurance - Liability	9,871.82	10,700.00
523100 · Memberships	1,970.00	2,600.00
523290 · Bank Charges	594.00	350.00
523621 · Subscriptions	845.12	2,000.00
523660 · Computer Service	4,856.65	8,000.00

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
**May 2020**

	<b>Jul '19 - May 20</b>	<b>Annual Budget</b>
523700 · Office Supplies	1,170.90	2,000.00
523720 · Photocopies	2,034.78	2,400.00
523760 · Postage/Mailing	724.24	1,000.00
523840 · Computer Equip/Software/T1	4,236.51	3,500.00
524520 · County Journal Recording	22.72	2,000.00
524530 · Storage Fees	579.00	0.00
524540 · Payroll Processing Services	3,581.48	4,200.00
524560 · Auditing	10,300.00	12,000.00
524561 · Accounting	7,101.50	7,500.00
524566 · Temp for e-File	0.00	9,000.00
524800 · Drug Testing/Pre-Employment	0.00	200.00
525025 · Legal - General Counsel	15,363.49	30,000.00
525030 · Paychex HR Support	4,711.55	5,400.00
526420 · Advertising	0.00	1,800.00
527280 · Awards/Recognition	0.00	0.00
527880 · Training/ Staff	602.00	3,500.00
528140 · Conferences and Meetings	21,982.54	47,000.00
528980 · Meals	375.07	2,000.00
528990 · Semi-Annual Team Dinner	4,316.18	3,600.00
529040 · Private Mileage Reimbursement	1,127.94	2,500.00
529050 · Website	550.00	1,000.00
529550 · Water	1,334.69	1,600.00
<b>Total 524520T · Administrative Expenses</b>	<b>110,303.49</b>	<b>185,150.00</b>
<b>524500T · Operational Expenses.</b>		
521420 · Maint-Field Equipment	4,884.74	10,000.00
522310 · Maint-Building Improvements	429.50	2,500.00
522320 · Maint - Grounds	13,475.95	17,000.00
522360 · Maintenance-Extermination	5,226.00	6,000.00
523250 · Repurchase	1,950.00	3,500.00
523800 · Engraving Expense	1,950.00	1,600.00
525320 · Security Guard Services	200.00	250.00
525600 · Security	3,363.72	3,600.00
527100 · Fuel	1,654.43	2,500.00
527180 · Operational Supplies	8,148.22	14,000.00
528020 · Inventory	1,788.02	10,500.00
<b>Total 524500T · Operational Expenses.</b>	<b>43,070.58</b>	<b>71,450.00</b>
<b>Total 520000 · Services and Supplies</b>	<b>160,015.12</b>	<b>267,300.00</b>
<b>530000 · Other Charges</b>		
530100 · Miscellaneous non-operating exp	3,525.99	4,000.00
<b>Total 530000 · Other Charges</b>	<b>3,525.99</b>	<b>4,000.00</b>



**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 May 2020

	Jul '19 - May 20	Annual Budget
<b>540000 · Capital Assets</b>		
<b>542060T · Cemetery Grounds</b>		
542040 · - Buildings, Capital Projects	0.00	135,000.00
542060 · Improvements -Building	0.00	6,000.00
542065 · Tree Renovaton	15,000.00	17,250.00
542075 · Grounds Improvements	0.00	6,000.00
548300 · Office Renovation	0.00	6,000.00
542060T · Cemetery Grounds - Other	0.00	0.00
<b>Total 542060T · Cemetery Grounds</b>	<b>15,000.00</b>	<b>170,250.00</b>
<b>540040T · Land, Purchase of Land</b>		
540042 · Future Cemetery Property	3,128.32	150,000.00
<b>Total 540040T · Land, Purchase of Land</b>	<b>3,128.32</b>	<b>150,000.00</b>
<b>546020T · Equipment, etc</b>		
542070 · Well Motor	4,582.59	75,000.00
546020 · Equipment - Automotive	0.00	17,000.00
546240 · Mapping Software	1,850.00	7,000.00
<b>Total 546020T · Equipment, etc</b>	<b>6,432.59</b>	<b>99,000.00</b>
<b>Total 540000 · Capital Assets</b>	<b>24,560.91</b>	<b>419,250.00</b>
551100G · Contrib to Other Funds - Gen	0.00	175,000.00
551100E · Contrib to Other Funds - Endow	0.00	256,650.00
<b>Total Expense</b>	<b>536,342.31</b>	<b>1,502,050.00</b>
<b>Net Ordinary Income</b>	<b>528,563.12</b>	<b>-418,962.00</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
731000 · Realized Gain (Loss) on Invest	2,055.19	0.00
731100 · Unrealized Gain (Loss) on Invest	62,520.79	0.00
<b>Total Other Income</b>	<b>64,575.98</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>64,575.98</b>	<b>0.00</b>
<b>Net Income</b>	<b>593,139.10</b>	<b>-418,962.00</b>



### STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D325946 SSNOO01003

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

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

*Office Serving Your Account:*  
999 MONTEREY ST. STE. 360  
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](http://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

In these challenging times, Stifel is committed to serving your needs and delivering solid, studied advice. Your trusted Stifel Financial Advisor is your resource to help you navigate volatile markets and stay focused on your overall plan.

#### 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.

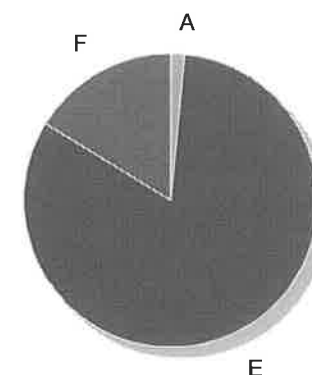
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PORTFOLIO SUMMARY	May 31	April 30
Net Cash Equivalents **	12,017.78	60,410.86
Net Portfolio Assets held at Stifel	789,447.74	727,288.82
Net Portfolio Assets not held at Stifel		
<b>Net Portfolio Value</b>	<b>\$801,465.52</b>	<b>\$787,699.68</b>
YOUR CHANGE IN PORTFOLIO VALUE	May 31	April 30
Net Cash Flow (Inflows/Outflows) <sup>2</sup>	6,695.40	2,998.90
Securities Transferred In/Out		
Income and Distributions	4,236.84	281.08
Change in Securities Value	2,833.60	6,066.69
<b>Net Change in Portfolio Value</b>	<b>\$13,765.84</b>	<b>\$9,346.67</b>

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

#### YOUR ASSET SUMMARY

	Value on May 31, 2020 (\$)	Percentage of your account
A Net Cash Equivalents**	12,017.78	1.50%
E Fixed Income-Other	658,727.25	82.19%
F Mutual Funds	130,720.49	16.31%
<b>Total Assets</b>	<b>\$801,465.52</b>	<b>100.00%</b>





### STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D325945 SSNO001003

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

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

*Office Serving Your Account:*  
999 MONTEREY ST. STE. 360  
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](http://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.

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**INVESTOR UPDATE**

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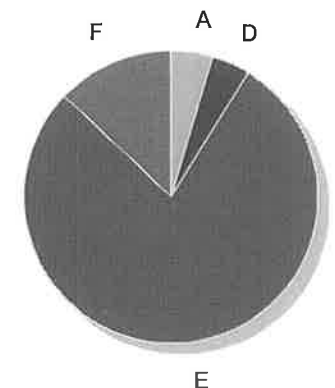
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PORTFOLIO SUMMARY	May 31	April 30
Net Cash Equivalents **	99,777.73	63,887.85
Net Portfolio Assets held at Stifel	2,051,137.93	2,077,613.33
Net Portfolio Assets not held at Stifel		
<b>Net Portfolio Value</b>	<b>\$2,150,915.66</b>	<b>\$2,141,501.18</b>
YOUR CHANGE IN PORTFOLIO VALUE	May 31	April 30
Net Cash Flow (Inflows/Outflows) <sup>2</sup>	-6,695.40	-2,998.90
Securities Transferred In/Out		
Income and Distributions	7,806.35	3,217.29
Change in Securities Value	8,303.53	17,442.96
<b>Net Change in Portfolio Value</b>	<b>\$9,414.48</b>	<b>\$17,661.35</b>

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

#### YOUR ASSET SUMMARY

	Value on May 31, 2020 (\$)	Percentage of your account
A Net Cash Equivalents**	99,777.73	4.64%
D Fixed Income-Muni	90,482.40	4.21%
E Fixed Income-Other	1,682,764.40	78.23%
F Mutual Funds	277,891.13	12.92%
<b>Total Assets</b>	<b>\$2,150,915.66</b>	<b>100.00%</b>



## Cindi Beaudet

---

**From:** Wheeler, Sandra <sandra.wheeler@stifel.com>  
**Sent:** Thursday, May 21, 2020 9:18 AM  
**To:** Cindi Beaudet  
**Subject:** reinvestment of district funds

Cindi,

Per Board discussion and account review, it was decided to reinvest the following funds in these bonds:

Endowment Principal - \$115,000 into US Treasury Note 1.875% Mty 04/30/2022 Px 103.339 YTM 0.153%

Endowment Interest - \$88,753 into Federal Home Loan Bank 1.875% Mty 12/09/2022 YTM 0.255%

(price/availability/subject to change)

### **Sandra Wheeler**

*Vice President/Investments*

(805) 903-1065 direct | (877) 816-1231 toll-free  
(805) 783-2691 fax | sandra.wheeler@stifel.com

**STIFEL**

999 Monterey Street, Suite 360  
San Luis Obispo, California 93401

Investment Services Since 1890

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A1 Monthly Revenues  
July 2019-June 2020

<b>FYE 06/30/20</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>
Single	1,000.00	3,200.00	2,000.00	4,000.00	5,000.00	-	3,000.00	2,000.00	20,000.00	4,000.00	-
Single End	1,500.00	3,000.00	1,500.00	3,000.00	4,500.00	-	3,000.00	1,500.00	15,000.00	4,400.00	-
Single/Dual	-	-	-	-	-	-	-	-	-	1,500.00	1,500.00
S/D End	-	-	-	-	-	-	-	-	-	2,000.00	2,000.00
Dual	1,500.00	-	1,000.00	1,000.00	4,000.00	1,000.00	-	4,000.00	4,000.00	2,500.00	-
Dual End	2,500.00	-	2,000.00	2,000.00	5,500.00	2,000.00	-	7,000.00	7,000.00	3,000.00	-
Collum	1,800.00	500.00	-	1,800.00	900.00	400.00	400.00	2,500.00	400.00	-	-
Collum End	4,800.00	1,200.00	-	4,800.00	2,400.00	1,200.00	1,200.00	6,100.00	1,200.00	-	-
cenotaph	-	-	-	-	-	-	-	-	-	-	-
Ground Crem	-	-	-	-	-	200.00	-	200.00	600.00	-	-
G Crem End	-	-	-	-	-	1,300.00	-	1,300.00	3,900.00	-	-
O/C -B	1,300.00	750.00	3,700.00	1,850.00	1,850.00	1,100.00	1,100.00	3,500.00	4,850.00	2,200.00	4,850.00
O/C-C	800.00	1,300.00	-	1,100.00	300.00	-	1,100.00	3,000.00	1,600.00	800.00	-
Vault	182.00	182.00	364.00	182.00	182.00	182.00	-	182.00	364.00	-	910.00
Crem Vase	-	369.12	-	146.00	123.04	146.00	-	438.00	146.00	-	-
Grave Vase	64.50	21.50	107.50	64.50	43.00	64.50	43.00	107.50	129.00	86.00	150.50
Set Fee	700.00	2,000.00	1,250.00	1,250.00	250.00	1,250.00	950.00	2,000.00	2,550.00	1,250.00	1,250.00
Niche	-	-	-	-	-	-	-	25.00	-	-	-
Non-Res	3,000.00	-	3,000.00	-	-	-	-	1,500.00	6,000.00	-	3,000.00
Disinter	-	-	-	-	-	-	-	-	-	-	-
Graveside	1,000.00	1,500.00	2,000.00	1,500.00	1,000.00	500.00	1,000.00	1,500.00	3,500.00	-	-
Engraving	225.00	450.00	-	450.00	225.00	225.00	275.00	900.00	425.00	-	-
2nd End	1,000.00	1,500.00	1,000.00	2,000.00	-	-	500.00	800.00	1,500.00	-	-
Handling	-	-	-	-	-	-	750.00	600.00	-	-	-
Taxes	21.56	47.32	41.24	34.33	29.60	34.33	3.76	65.84	56.05	7.52	92.76
Labor	456.94	400.06	837.26	483.17	412.36	483.17	153.24	721.66	939.95	306.48	1,671.74
<b>Total</b>	<b>21,850.00</b>	<b>16,420.00</b>	<b>18,800.00</b>	<b>25,660.00</b>	<b>26,715.00</b>	<b>10,085.00</b>	<b>13,475.00</b>	<b>39,940.00</b>	<b>74,160.00</b>	<b>22,050.00</b>	<b>15,425.00</b>

A2Cemetery Property  
Fiscal Year 2019-2020

FYE 06/30/20	19-20										
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Dual Lower	261	261	261	261	260	260	260	260	260	259	259
Dual Upper	356	356	356	356	356	356	356	354	352	351	351
Dual/ Single	58	58	58	59	59	59	59	59	59	59	58
Sale Backs-Single	11	9	9	9	9	9	8	8	8	6	6
Singles	144	144	143	142	144	144	143	142	132	132	132
Dual Manager	34	34	33	32	32	31	31	30	29	29	29
Sale Backs-Duals			0	0	0	0	0	0	0	0	0
Grd Crem	34	34	34	34	30	29	29	28	25	25	25
Hexagon Wall	0			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	0			0		0	0	0	0	0	0
Tier 4	4	3	3	1	1	0	0	0	0	0	0
Tier 5	13	13	13	11	11	10	9	5	4	4	4
Tier F-1	28	28	28	28	28	28	28	27	27	27	27
Tier F-2	29	29	29	29	29	29	29	29	29	29	29
Tier F-3	29	29	29	29	29	29	29	29	29	29	29
Tier F-4	29	29	29	29	29	29	29	29	29	29	29
Tier F-5	10	10	10	10	10	10	10	10	10	10	10
Cenotaph	48	48	48	48	48	48	48	48	48	48	48
Ossuary	334	334	334	334	334	334	334	334	334	334	334
Cremation Benches	9	7	7	7	7	7	6	6	6	6	6

# MAY 2020 Burial Depletion Sales

## Pre-Need

Single Lots	
Dual Lots	
Wall	
Cremation Ground	
Ossuary	
Hexagon	

## At Need

Single Lots	
Dual Lots	1
Wall	
Cremation Ground	
Ossuary	
Hexagon	

# May 2020

May 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 26	27	28	29	30	May 1 Aquino, 12:30-Burial	2
3	4 8:00am Castro-11:00-Burial 9:00am Linda-	5	6 3:00pm OA Partner Emergency Managers/Personnel with Cities, Tribal	7	8	9
10	11	12 11:30am Badhe	13 3:00pm OA Partner Emergency Managers/Personnel with Cities, Tribal	14 11:30am Jimenez	15 10:00am Ikei	16
17	18	19 Leg Days- Virtual 12:30pm Wall	20 3:00pm OA Partner Emergency Managers/Personnel with Cities, Tribal	21	22 Llanes	23
24	25 Memorial Day	26 12:30pm Randall	27 3:00pm OA Partner Emergency Managers/Personnel with Cities, Tribal	28	29	30
31	Jun 1	2	3	4	5	6



## Cindi Beaudet

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**From:** Carol Griese - CAPC <publiccemeteries@aol.com>  
**Sent:** Friday, May 29, 2020 9:09 AM  
**To:** sjvcd.cem@verizon.net  
**Subject:** October 2020 Ed/Area meeting rescheduled for October 2023  
**Attachments:** Future Meetings as of May 2020.pdf

Good morning ,

Unfortunately, in light of ongoing concerns over COVID-19, CAPC has made the difficult decision to reschedule our October 2020 Sacramento Ed/Area meeting to October 2023. There will not be a Fall 2020 Ed/Area meeting this year.

I have attached a list of future CAPC conference locations and dates for your records.

Please let me know if you have any questions.

Carol Griese

## **FUTURE CAPC MEETINGS**

**63rd Annual Conference 2021  
March 18th-20th, 2021  
Double Tree by Hilton San Diego  
San Diego, CA**

**Education Seminar/ Area Meeting  
October 8th-9th, 2021  
Embassy Suites San Luis Obispo  
San Luis Obispo, CA**

**64th Annual Conference 2022  
March 10th-12th, 2022  
Embassy Suites Monterey Bay  
Seaside, CA**

**Education Seminar/ Area Meeting  
October 7th-8th, 2022  
Lake Tahoe Resort Hotel  
South Lake Tahoe, CA**

**65th Annual Conference 2023  
February 16th-18th, 2023  
Embassy Suites Mandalay Bay  
Oxnard, CA**

**Education Seminar/ Area Meeting  
October 6th-7th, 2023  
Holiday Inn Sacramento Downtown Arena  
Sacramento, CA**