

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

April 26, 2018

8:00 a.m.

AGENDA

1. **Call To Order :**

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

3. **Roll Call**

Chair Vanderhaak, Vice Chair Qualm, Trustee Davis, Trustee Reese, Trustee Dugan
General Manager, Cindi Beaudet

STAFF:

Foreman, Joe Sands, Administration, Michelle Hesselgesser

Motions To Excuse:

Visitors:

Public Comments:

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

4. CLOSED SESSION ITEMS

A.*CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code Section 54956.8)

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

Agency negotiator: Nancy Hughes

Purchasing parties: Mission Hills Development

In Escrow

B.1 CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

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

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

B.2 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

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

Discussion regarding purchase of land for a fossil filter

D. Closed Session Announcements:

5. **Consent Calendar**

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

A. **Approval of Minutes**

Recommendation: That the Board approve the minutes of the Regular Board Meeting of March 15, 2018.

B. **Approval of Check Registers**

Recommendation: That the Board approves the March 2018 Check Register Nos. 101100, 101200 and 101300.

C. **Approval of Bookkeeper Report**

Recommendation: That the Board receive and file the March 2018 Bookkeeper Report.

6. Action Items

A. Collumbarium Niche expansion

Recommendation: That the Trustees review and approve the niche expansion with work to begin in May 2018.

B. Draft Policies

Recommendation: Memorial Markers and Niche Plates, Compensatory Time Off, Pets on Cemetery.

C. Special Districts Legislative Days

Recommendation: Trustee Vanderhaak, Trustee Qualm and General Manager Cindi Beaudet to attend.

D. CSDA Candidate Information.

Recommendation: That the Trustees review Jo Mackenzie's info but wait to see if any other candidates apply before the May 31st deadline

7. Financial Report

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

8. General Managers Reports

- A. March 2018 Revenues
- B. March 2018 Plot Inventories
- C. March Depletion
- D. March Calendar
- E. Public Facilities Investment Corp

9. Foreman Reports

- A. Grounds Report
- B. Communication with Cary Schroeder
- C. Hot Water Heater Inspection

10. General Counsel Reports

11. Fiscal Year 2017-2018 Subcommittee's

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

12. Future Trustee Agenda Items:

13. Board Comment:

14. Announcements:

- Local Area Meeting April 12th
- Governance Academy April 15-18
- Legislation Days, May 22-23

General Manager recommends the Trustees move the May Board meeting to May 24th to accommodate both the Regular Board meeting and the Annual Board Meeting.

15. Adjournment Time:

1st Motion

2nd Motion

Next Regular Board Meeting – May 24, 2018 @ 9:00 a.m. located at the Temecula Library

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

All supporting documentation is available for public review at the Temecula Public Cemetery District Office located at 41911 C Street, Temecula, California during regular business hours, 7:00 a.m. – 4:30 p.m., Monday through Friday. Request agendas at rctpcd@verizon.net Posted April 23, 2018

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

March 15, 2018

8:00 a.m.

MINUTES

1. Call To Order :

2. Pledge of Allegiance: Led by Trustee Dugan

3. Roll Call

Chair Vanderhaak, Vice Chair Qualm, Trustee Davis, Trustee Reese, Trustee Dugan
General Manager, Cindi Beaudet

STAFF:

Foreman, Joe Sands, Administration, Michelle Hesselgesser

Motions To Excuse: Motion was made by Trustee Reese to excuse Trustee
Davis from the meeting, seconded by Trustee Qualm and passed 4/0

Visitors: None

Government code 54954.2 (b) (2)

Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

1. Urgency Item
 - Replacing Well

Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

A motion was made by Trustee Dugan to dig a well if necessary but not to sell our water rights, seconded by Trustee Qualm and passed 4/0

Public Comments: No one from the public was present

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

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Discussion regarding purchase of land for a fossil filter

D. Closed Session Announcements: Nothing to report

5. **Consent Calendar Motion** was made by Trustee Dugan to accept the consent calendar as presented seconded by Trustee Reese and passed 4/0.

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

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C. Approval of Bookkeeper Report

Recommendation: That the Board receive and file the February 2018 Bookkeeper Report.

6. Action Items

A. SDRMA Workmans compensation and Property/Liability coverage 2018-2019: A motion was made by Trustee Qualm to wait at increasing our Liability limits, seconded by Trustee Reese and passed 4/0

Recommendation: That the Trustees review the 2018-2019 coverage, notice Workman's Compensation is down and Property/ Liability is up. Direct manager in increasing liability limits for the District.

B. Draft Policies A motion was made by Trustee Reese to accept the Non-Conforming marker policy with minor grammar

corrections as noted, the Religious Customs and Anti-Fraud policy as presented, seconded by Trustee Qualm and passed 4/0.

Recommendation: Review non-conforming upright markers, Religious customs, ~~memorial markers and niche plates~~ (to bring back to the next Board meeting.) and anti-fraud.

C. Special Districts Legislative Days: In attendance Trustee Vanderhaak, Trustee Qualm and General Manager Beaudet

Recommendation: That the Trustees inform the manager of their intent to attend.

D. CSDA Board of Directors call for nominations. No interested parties.

Recommendation: That the Trustees talk among themselves and see if they are interested in running, direct manager in their decision.

7. Financial Report A motion was made by Trustee Dugan to receive and file the February financials and investment reports, seconded by Trustee Reese and passed 4/0.

A. February 2018 Balance Sheet

B. February 2018 Profit and Loss

C. February 2018 Wells Fargo Investments; principle and interest

G.M... to contact Wells Fargo and reinvest principle and interest funds per Sandra Wheelers recommendations.

8. General Managers Reports;Received

- A. February 2018 Revenues
- B. February 2018 Plot Inventories
- C. February Depletion
- D. February Calendar
- E. Michelle is operating as the Districts legal Notary
- F. Correspondence between, Neugebauer, Beaudet and Burnside
- G. Policy # 3037
- H. Policy # 4085 Employee Loan, the BOD did not approve so the policy has been removed until at some time it may be reconsidered.

9. Foreman Reports:Received

- A. SDRMA Safety Meetings
- B. Grounds Report
- C. Qualified Applicators exam
- D. Well and Pump

10.General Counsel Reports: Received

Entry Road, 2nd amended settlement was notarized by both parties and recorded with the county.

Curtis Rosenthal has appraised the piece of land for the fossil filter at \$4,000.00
General Counsel has shown concerns towards the cost of eminent domain

11. Fiscal Year 2017-2018 Subcommittee's

- A. 52 acre Cemetery Property (Dugan, Qualm, Beaudet)
- B. Landscape Plan (Vanderhaak, Beaudet)
- C. Cenotaph/ Ossuary (Dugan, Davis Beaudet)
- D. Investment (Qualm, Vanderhaak, Beaudet)
- E. Conference Liaison (Qualm, Vanderhaak, Beaudet)
 - Reports enclosed from CAPC Conference, February 22, 2018 Received
- F. Policies (Dugan, Reese, Beaudet) **Pet Policy**
- G. General Price List (Vanderhaak, Davis, Beaudet)

12. Future Trustee Agenda Items:

13. Board Comment:

14. Announcements:

- SDRMA Safety compliance March 19-21
- Local Area Meeting April 12th
- Governance Academy April 15-18
- Legislation Days, May

General Manager recommends the Trustees moves the April Board meeting to April 26th to accommodate conference.

With no further business to discuss:

15. Adjournment Time: 9:50a.m.

1st Motion Trustee Dugan

2nd Motion Trustee Reese

Next Regular Board Meeting – April 26, 2018

Temecula Public Cemetery District

4/2/2018 2:01 PM

Register: 101100 · US Bank Checking
 From 03/01/2018 through 03/31/2018
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/04/2018			101200 · US Bank Pay...	Funds Transfer	9,475.81			47,719.29
03/05/2018	6955	Asco Pacific	201100 · Accounts Pay...	54662	4,733.98		CANOPY	42,985.31
03/05/2018	6956	CalPers 457 Plan	201100 · Accounts Pay...	02/15/2018*02...	813.20			42,172.11
03/05/2018	6957	EcoFert Inc	201100 · Accounts Pay...	2651	465.00			41,707.11
03/05/2018	6958	Ewing Irrigation Pro...	201100 · Accounts Pay...	4833054	61.47			41,645.64
03/05/2018	6959	Hank's Hardware & ...	201100 · Accounts Pay...	L17435	117.43			41,528.21
03/05/2018	6960	Protection One (corp)	201100 · Accounts Pay...	121321598	292.73			41,235.48
03/05/2018	6961	Sparkletts	201100 · Accounts Pay...		82.27			41,153.21
03/05/2018	6962	US Bank	201100 · Accounts Pay...		5,813.43			35,339.78
03/05/2018	6963	Josefina Escalante	201100 · Accounts Pay...		65.00			35,274.78
03/05/2018	6964	Michael Dugan	201100 · Accounts Pay...		379.20		refund	34,895.58
03/07/2018	6965	Frontier Communicat...	201100 · Accounts Pay...	081604-5	263.27			34,632.31
03/07/2018	6966	Linda Glau CPA	201100 · Accounts Pay...		403.75			34,228.56
03/07/2018	6967	Rosie Vanderhaak	201100 · Accounts Pay...		220.71			34,007.85
03/07/2018	6968	Sprint (formerly Next...	201100 · Accounts Pay...	498449924-156	122.78			33,885.07
03/07/2018	6969	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	307.28			33,577.79
03/07/2018	6970	Temecula Answering...	201100 · Accounts Pay...	Tas5084	261.65			33,316.14
03/07/2018	6971	Temecula Valley Pip...	201100 · Accounts Pay...		309.15			33,006.99
03/07/2018	6972	Wildlife Control Ser...	201100 · Accounts Pay...	WL2720	450.00			32,556.99
03/07/2018	6973	David Reese.	201100 · Accounts Pay...		3.03			32,553.96
03/08/2018	AJE394		515100 · Life Insuranc...	Automatic with...	35.64			32,518.32
03/10/2018		Downs Energy	527100 · Fuel		124.98			32,393.34
03/11/2018	AJE395		101200 · US Bank Pay...	Monthly autom...	411.30			31,982.04
03/12/2018	6974	Jarren Skaife	520115 · Uniforms - R...		190.30			31,791.74
03/12/2018	6975	Dale Qualm.	528140 · Conferences ...		360.73			31,431.01
03/13/2018	6976	Joe Sands.	-split-		200.00			31,231.01
03/19/2018			101100G · Cash - Gen...	Deposit			43,710.59	74,941.60
03/19/2018	6977	Josefina Escalante	201100 · Accounts Pay...	03/19	65.00			74,876.60
03/19/2018			101200 · US Bank Pay...	Funds Transfer	8,268.89			66,607.71
03/20/2018		Downs Energy	527100 · Fuel		172.56			66,435.15
03/21/2018	6978	California Public Em...	201100 · Accounts Pay...	7490021932 ...	3,775.67			62,659.48
03/21/2018	6979	CalPers 457 Plan	201100 · Accounts Pay...	02/15/2018*02...	798.52			61,860.96
03/21/2018	6980	Cary Schroeder Cont...	201100 · Accounts Pay...	2018-1772	593.31			61,267.65
03/21/2018	6981	County of Riverside I...	201100 · Accounts Pay...		197.37			61,070.28
03/21/2018	6982	CR&R Incorporated	201100 · Accounts Pay...	1032974	253.42			60,816.86
03/21/2018	6983	Crowne Hill Consulti...	201100 · Accounts Pay...	10577-10564	249.60			60,567.26
03/21/2018	6984	Ewing Irrigation Pro...	201100 · Accounts Pay...	4889297	84.61			60,482.65
03/21/2018	6985	Prudential Overall Su...	201100 · Accounts Pay...	02/22*03/01*0...	174.44			60,308.21
03/21/2018	6986	South County Pest C...	201100 · Accounts Pay...	0218961	46.00			60,262.21
03/21/2018	6987	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	280.95			59,981.26

Temecula Public Cemetery District

4/2/2018 2:01 PM

Register: 101100 · US Bank Checking

From 03/01/2018 through 03/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/21/2018	6988	Streamline	201100 · Accounts Pay...	97011	50.00		59,931.26
03/21/2018	6989	Temecula Answering...	201100 · Accounts Pay...	Tas5172	251.65		59,679.61
03/21/2018	6990	Travis Spreit	201100 · Accounts Pay...	TC-01	1,052.51	<i>Hot w/ heater</i>	58,627.10
03/21/2018	6991	Verizon Wireless	201100 · Accounts Pay...	1670584956	170.08		58,457.02
03/26/2018	6992	Doffo Winery	201100 · Accounts Pay...	Murrieta Cham...	40.00		58,417.02
03/28/2018	6993	Home Depot	201100 · Accounts Pay...		187.01		58,230.01
03/28/2018	6994	Metlife	201100 · Accounts Pay...	KMO5754030-...	62.77		58,167.24
03/28/2018	6995	Travis Spriet	201100 · Accounts Pay...	TC-02	250.00		57,917.24
03/31/2018			101200 · US Bank Pay...	Funds Transfer	8,439.54		49,477.70

Temecula Public Cemetery District

4/2/2018 2:02 PM

Register: 101200 · US Bank Payroll
 From 03/01/2018 through 03/31/2018
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/04/2018			101100 · US Bank Che...	Funds Transfer		9,475.81	10,146.91
03/09/2018	AJE389		510040 · Regular Salar...	Green Cash Re...	6,793.09		3,353.82
03/09/2018	AJE389		510040 · Regular Salar...	Green Cash Re...	2,534.73		819.09
03/09/2018	AJE389		510040 · Regular Salar...	Monthly charg...	147.99		671.10
03/11/2018	AJE395		101100 · US Bank Che...	Monthly autom...		411.30	1,082.40
03/15/2018	AJE396		525030 · Paychex HR ...		336.80		745.60
03/19/2018			101100 · US Bank Che...	Funds Transfer		8,268.89	9,014.49
03/23/2018	AJE397		510040 · Regular Salar...	Green Cash Re...	5,846.84		3,167.65
03/23/2018	AJE397		510040 · Regular Salar...	Green Cash Re...	2,293.46		874.19
03/23/2018	AJE397		510040 · Regular Salar...	Monthly charg...	128.59		745.60
03/31/2018			101100 · US Bank Che...	Funds Transfer		8,439.54	9,185.14

5-B

Temecula Public Cemetery District

4/2/2018 2:04 PM

Register: 101300 · US Wash Account

From 03/01/2018 through 03/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
03/01/2018			-split-	Deposit		44,500.00	66,173.04
03/01/2018			528140 · Conferences ...	Deposit		58.81	66,231.85
03/01/2018			100499 · Revenues to ...	Deposit		165.00	66,396.85
03/01/2018	2264	County of Riverside ...	-split-		44,723.81		21,673.04

5-B

Date: 04/04/2018



On-Site Tasks Performed:

X Reconcile three US Bank Cash Accounts
X Reconcile four County Cash Accounts
X Journal activity and Reconcile two Wells Fargo Advisors Accounts using WFA Balancing spreadsheet.

X Reconcile two WFA interest receivable accounts
X Balance Voucher to County
X Verify check sequence is intact.
6965-7005

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

#6996 04/02/18 US Bank \$5564.91

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.

6978 03/21/18 Cal Pers \$3775.67 OK

#6996 04/02/18 US Bank \$5564.91 OK

X Verify all checks to the GM have two signatures.

#7004 04/03/18 Mileage \$161.43 OK

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

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

X Print WFA Snapshot – two accounts – for Board Packets

X Save the WFA Account Statements for the auditor

X Update Endowment Allocation Schedule.

X Update Prepaid subledger and validate QB information.

X Read Agenda and Minutes of the previous Board Meeting.

Items to note:

Complete work on Annual State Controller's Office Compensation Report – Due April 30.

Begin Work on Budget 2018-2019

Open items:

AGAPE

CONSTRUCTION *@aol.com*
A

Shelby Burson
29653 Via Mondo Temecula
Phone # (951) 970-3152 License #B707990

PROPOSAL

Proposal submitted to:
Temecula Cemetery

Work to be performed at:
41911 C St.

- 1. Columbarium** -Demo Eldorado stone and planter. Build new platform for new units. Attach 127 new Stainless steel units to existing wall and new foundation. Use BLACK granite stone face to match. Install new Eldorado Stone to match existing. Install new Black granite stone cap to cover existing and new columbarium, to create ONE unit.

All material is guaranteed to be as specified, and the above work to be performed In accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of; **\$68,496**

ACCEPTANCE OF PROPOSAL

You are authorized to do the work as specified

Signature: _____

Date: _____

6-A



HonorLife

Professional Cremation Services for an unforgettable life.

Temecula Cemetery
Temecula Ca.

March 27, 2018

Niche Bid

Honor Life proposes to supply and install 127 niches at Temecula Cemetery as per specifications list below.

Niches

- 127 Aluminum niches – 12" W x 12" H x 12" D
- Rosette hardware
- Mahogany granite niche fronts – one front covers one niche
- Mahogany trim and cap
- All materials and labor (prevailing wage) required for installation on existing foundation.

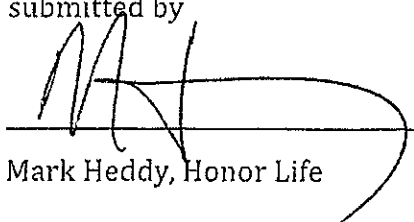
Completion time – 60 days

Price - \$48,300.00 (Forty eight thousand Three Hundred dollars) plus, any required permits or fees

Terms

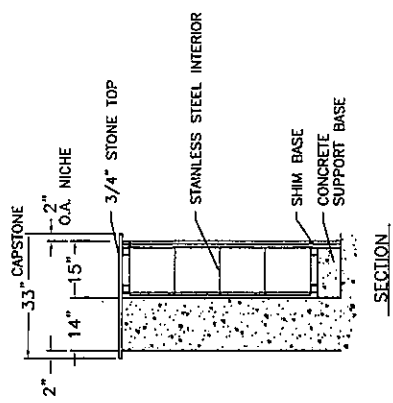
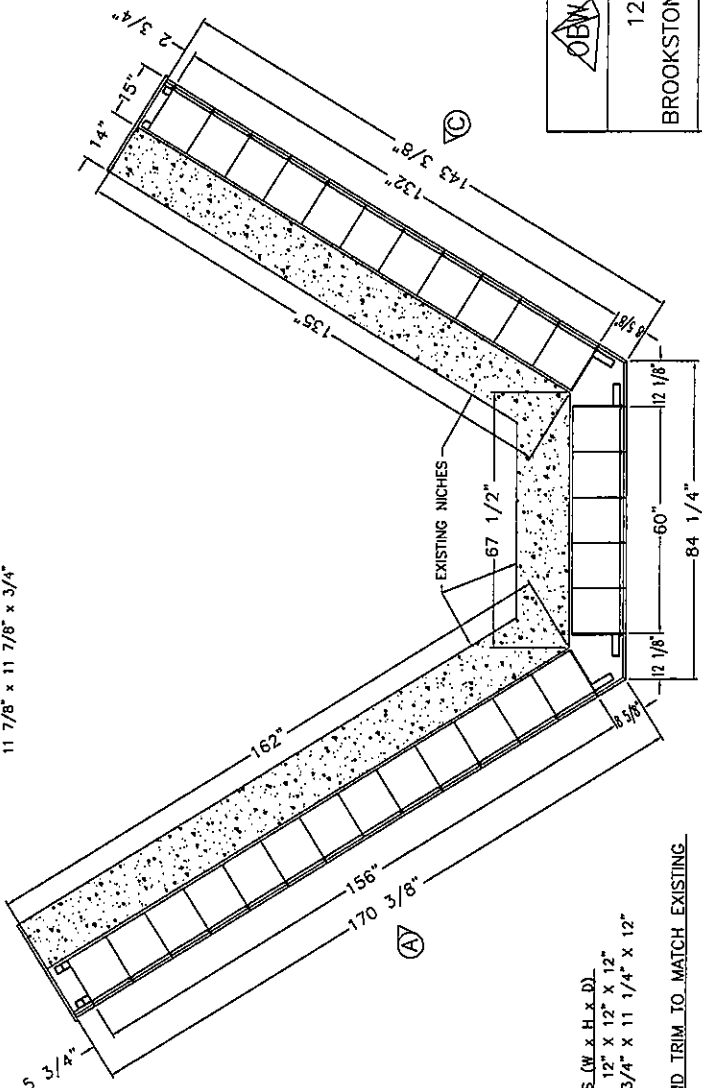
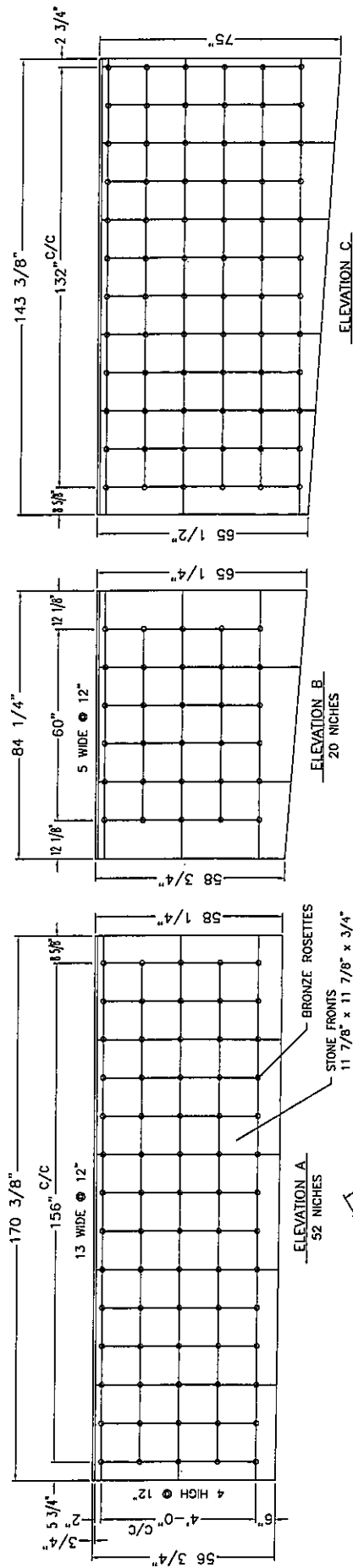
25% with signed contract / progress payments / balance due upon completion

submitted by


Mark Heddy, Honor Life

Accepted by

Temecula Cemetery



 OREGON BRASS WORKS MATTHEWS INTERNATIONAL CORPORATION		 127 STONE CLAD STAINLESS NICHES BROOKSTONE / TEMECULA CEMETERY, TEMECULA, CA	
SCALE	3/8"=1'-0"	DR.	P-1811
FILE NO.		NO.	
DATE	2-14-18	REFERENCE NO.	BX-67-T
DRAWN BY	WCC		

NICHE SIZES (W x H x D)
 INTERIOR SIZE: 12" X 12" X 12"
 CLEAR OPENING: 10 3/4" X 11 1/4" X 12"

ALL GRANITE FRONTS AND TRIM TO MATCH EXISTING

6-A

Brookstone Tile & Granite

23830 Bush Ct.
 Murrieta, Ca 92562
 (909)709-1799
 Jonbrookstone@verizon.net Lic. #879967

Quote

Date	Estimate #
2/27/2018	2300

Name / Address
Agape Construction Contact: Shelby - (951)970-3152 burson0830@aol.com Job: Temecula Cemetery

Description	Total
<p>Temecula Public Cemetery 41911 C St. Temecula, CA 92592</p> <p>1.) Cost for (3) sections of Outdoor Niches with Stainless Steel Interior, containing 127 openings and Rosette Hangers.</p> <p>2.) Freight costs to ship the niches.</p> <p>3.) Cost for Indian Premium Black Granite to complete Niche Walls and Wall Cap.</p> <p>4.) Labor and materials for installation of niches, labor to fabricate and install slab granite on all removable niche fronts, with a fixed slab granite trim and wall cap.</p> <p>*Payment Terms for Niches: 1/3 of the total niche cost is required upon order: \$7,432.00 1/3 of the total niche cost is required before shipment of niches: \$7,432.00 Remaining niche cost plus freight charges due 30 days after shipment of niches: \$12,932.00</p> <p>*Payment terms for Slab work: Deposit for cost of granite is due at time of niche installation. Granite will not be purchased or fabricated until niches are installed.</p> <p>This quote remains in effect till April 27, 2018. After this date the proposal will have to be reviewed for a possible price update.</p> <p>We sincerely hope that this quote meets your approval. To start production, please sign one copy of the letter, sign one copy of the niche drawing and return with your check in the amount of \$7,432.00, made payable to:</p> <p>Brookstone 23830 Bush Ct. Murrieta, Ca 92562</p> <p>Upon receipt we will enter your order into immediate production.</p>	<p>22,296.00</p> <p>5,500.00</p> <p>5,100.00</p> <p>15,600.00</p>
<p>We appreciate the opportunity to bid your job.</p>	
<p>Total \$48,496.00</p>	

Signature _____

b-A

Niche expansion 2018-2019

	127 Niches		Tier 1	Tier 2	Tier3	Tier 4
	\$48,300.00		\$1,000.00	\$900.00	\$800.00	\$700.00
			31,000.00	27,900.00	24,800.00	21,700.00
	Construction/Permits	Niche	\$105,400.00			
	\$68,496.00	Endowment	127,000.00			
Total	116,796.00		\$232,400.00			
	5,839.80@5%	Net				
	\$122,635.80	\$115,604.00				

installations shall be subject to immediate removal by the District without notice. The District may dispose of any unauthorized installations as it deems appropriate without notice to the record owner. Any costs incurred by the District for such removal and disposal of any unauthorized installations shall be charged to the record owner and shall be due and payable to the District within 30 days of the date an invoice is dispatch to the record owner by certified mail, sent by electronic mail or personally delivered.

5030.07 All memorial markers and niche plates shall be oriented in a manner consistent with the official plans and designs of the cemetery.

5030.08 Memorial markers and niche plates shall not exceed the following dimensions:

Location	Sizes
Tranquil Gardens Flat Memorial Markers	12"x24" to 18"x36"
Tranquil Gardens With Existing Vaults Flat Memorial Markers	16"x28"
Serenity Gardens Flat Memorial Markers	12"x24" to 18"x36"
Eternal Gardens Flat Memorial Markers	12"x24" to 18"x36"
Garden of Peace Flat Memorial Markers	16"x28"
Garden of Hope Flat Memorial Markers	16"x28"
Garden of Memories Flat Memorial Markers	16"x28"
Cremation Burials Slants and Flats	8"x11"
Columbarium Niche Plates	12"x12"
Hexagon Niche Plates Must be attached to granite base	5"x7"

5030.09 All memorial markers and niche plates shall be flat with smooth edges; and they must be rectangular with the longest sides placed horizontally at the top and bottom and shortest sides placed vertically. In no case shall the highest part of the surface of a memorial marker or niche plate rise more than 3/8" above the surface upon which it sits or is affixed. All memorial markers and niche plates shall contain no covers. All covers will be immediately removed and disposed of by the District as it deems appropriate without notice to the record owner. Any costs incurred by the District for the removal of covers shall be charged to the record owner and shall be due and payable to the District within 30 days of the date an invoice is dispatch to

the record owner by certified mail, sent by electronic mail or personally delivered.

5030.10 Memorial markers and niche plates placed at an interment site may only include the following information: (a) name of decedent(s); (b) date of birth; (c) date of death; (e) United States military branch and logo; (f) dates of United States military service; (g) photograph of decedents(s), except for Columbarium interment sites; and (h) an epitaph or term of endearment not exceeding 100 characters, not including punctuation marks. Engraving of a niche plate is at the discretion of the Board, font, format, terms of endearment will be selected from a list provided. The District reserves the right to refuse the installation of any memorial mark or niche plate that does not meet these requirements.

5030.11 Memorial markers and niche plates shall be made of polished granite or bronze material only.

5030.12 Only the permanent memorial markers and niche plates which meet the requirements and specifications of this policy shall be authorized for installation at an interment site. No upright memorial markers shall be permitted, with the exception of certain designated areas of the cemetery where there are baby cremains interment sites upon which a specific type of design of an upright memorial marker is permitted. All unauthorized permanent memorial makers and niche plates will be immediately removed and disposed of by the District as it deems appropriate, without notice to the record owner. Any costs incurred by the District for the removal of such unauthorized items shall be charged to the record owner and shall be due and payable to the District within 30 days of the date an invoice is dispatch to the record owner by certified mail, sent by electronic mail or personally delivered.

5030.13 The District is not responsible for maintaining memorial markers and niche plates. The responsibility for maintenance rest solely with the record owner or the record owner's designee. All maintenance performed on memorial markers and niche plates shall be at the record owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the maintenance of memorial markers or niche plates.

5030.14 The District is not responsible for repairing memorial markers and niche plates. The responsibility for repair rest solely with the record owner or the record owner's designee. All repair work performed on memorial markers and niche plates shall be at the record owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the repair of memorial markers or niche plates.

5030.15 The District is not responsible for removing damaged memorial markers and niche plates. The responsibility for removing a damaged memorial marker or niche plate rest solely with the owner or the owner's designee. The removal of a damaged memorial marker or niche plate shall be at the owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the removal of damaged memorial markers or niche plates.

5030.16 The record owner shall be responsible for the cost of replacing memorial markers and niche plates. The installation of a replacement memorial marker or niche plate however shall be done by the District at the record owner's cost.

5030.17 The record owner shall be responsible for the cost of relocating memorial markers and niche plates. The installation of a relocated memorial marker or niche plate however shall be done by the District at the record owner's cost.

5030.18 The record owner of a memorial marker or niche plate shall be liable to pay all damages resulting from the negligent or reckless maintenance or repair of a memorial marker or niche plate or the negligent, reckless or unauthorized placement, installation or removal by the record owner or record owner's employees, agents, family members, acquaintances or contractors or anyone directed by the record owner. Such damages may include but not be limited to personal injuries and property damage proximately caused by the negligent or reckless maintenance or repair of a memorial marker or niche plate or the negligent, reckless or unauthorized placement, installation or removal by the record owner or record owner's employees, agents, family members, acquaintances or contractors or anyone directed by the record owner.

5030.19 The District reserves the right but not obligation to cause the removal of any memorial marker or niche plate that has caused bodily harm or property damage, or poses a risk of causing bodily harm or property damage or poses a risk to public safety as determined by the District in its sole discretion. Any costs incurred by the District for such removal shall be charged to the record owner and shall be due and payable to the District within 90 days of the date an invoice is dispatch to the record owner by certified mail, sent by electronic mail or personally delivered. The District shall store the removed memorial marker or niche plate, unless severely damaged, for a maximum of 30 calendar days after the date a notice of storage is dispatch to the owner by certified mail, sent by electronic mail or personally delivered. After the expiration of the 30 day period, if the subject memorial marker or niche plate is not reclaimed, the District will deem the memorial marker or niche plate abandoned and dispose of it as the District deems appropriate without further notice to the record owner.

65

TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL

POLICY TITLE: Compensatory Time Off (CTO)
POLICY NUMBER: 3095

3095.01 This Compensatory Time Off (CTO) policy applies only to non-exempt employees. It does not apply to exempt employees or independent contractors.

3095.02 The District shall provide CTO to an eligible employee, in lieu of immediate cash payment for overtime worked performed pursuant to this policy.

3095.03 CTO shall apply only for those hours worked in excess of 8 hours per day, hours of work performed on Sunday, and hours of work performed on a scheduled day off during a non-overtime 40-hour workweek.

3095.04 The District shall provide CTO in lieu of overtime pay at a rate not less than one and one-half hours of compensatory time for each hour of overtime worked in excess of 8 hours per day, hours of work performed on Sunday, and hours of work performed on a scheduled day off during a non-overtime 40-hour workweek.

3095.05 CTO shall not apply to those hours worked in excess of a 40-hour work week, which shall be paid at a rate of one and one-half times the employee's regular hourly pay rate at the time the overtime work hours were performed. The employee shall be paid for such overtime in the next regular payroll period after the authorized overtime work was performed.

3095.06 An eligible employee who requests use of accrued CTO is permitted to use CTO within a reasonable period after making the request, provided such use does not unduly disrupt the District's business operations as may be determined by the General Manager.

3095.07 Employees shall be required to use CTO before using any other type of accrued paid leave.

3095.08 Eligible employees may not accrue more than 240 hours of CTO, which amounts to 160 hours of work at time-and-one-half. At any time, the District may "cash out" accrued compensatory time hours by paying the employee cash compensation for unused CTO or require the employee to use CTO during a time period designated by the General Manager.

3095.09 After an employee reaches a maximum of 240 accrued hours of CTO, the District shall pay cash compensation for additional overtime hours worked. The employee shall also be entitled to cash payment for any accrued compensatory time remaining upon the termination of employment.

**TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL**

POLICY NUMBER: 5010

POLICY TITLE: Service Animals/Pets on Cemetery Grounds

PURPOSE:

There is a need to restrict the use of cemetery district property in order to protect the health, safety, and welfare of the public, public investment, and public property.

5010.1 No person shall cause, permit, or allow any animal owned or possessed by them, or any animal in their care, custody or control to be present on cemetery property except a "service animal" or "service dog" which means any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or retrieving dropped items.

5010.2 No person shall cause, permit, or allow any animal owned or possessed by them, or any animal in their care, custody, or control to be present on Cemetery District Property which is not under physical restraint by leash of a size and material appropriate to the size and temperament of the animal and which is held by a person capable of restraining the animal, or is not otherwise physically restrained by some device or instrument, except that such device or instrument shall not include voice control eye control or signal control of the animal by any person, device or instrument.

5010.3 Any person having the custody or control of any dog as may be permitted by ordinance or any applicable law shall have in their immediate possession a bag for picking up and disposing of dog feces and shall remove and dispose of in a sanitary manner any feces left by any dog in their custody and control.

Any violation of the provisions of this ordinance by a member of the public shall be deemed an infraction punishable by: (a) a fine in an amount not to exceed one hundred dollars for a first violation; (b) a fine in an amount not to exceed two hundred dollars for a second violation of the same provision within a 12 month period commencing on the date of the first violation; and (c) a fine in an amount not to exceed five hundred dollars for the third violation of the same provision within a 12 month period commencing on the date of the first violation. A fourth violation and subsequent violations of the same provision within a 12 month period from the date of the first violation shall be deemed a misdemeanor.



2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jo MacKenzie

District/Company: Vista Irrigation District

Title: President, Board of Directors

Elected/Appointed/Staff: Elected

Length of Service with District: 26 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

- President 2011, Vice President 2010, Treasurer 2008-2009
- CSDA Legislative Advocate of the Year 2010
- Finance Corporation 2007-present, President 2012, 2013, 2015- present
- Special District Leadership Foundation Board of Directors, Treasurer 2014-present
- Fiscal and Audit Committees; Membership Committee 2011- present
- Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- San Diego Chapter, Board of Directors 1993-present, President 1998-2000
- Graduate of CSDA Governance Academy
- Attend Annual Conference and Legislative Days

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

- ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committees
- ACWA Region 10 Board, Vice Chair, Alternate Chair, Director 1997-2010
- Special District Official of the Year by PublicCEO 2011

3. List local government involvement (such as LAFCO, Association of Governments, etc.):

- San Diego LAFCO, 1994-present, Current Chair; served on Advisory Committee for 14 years
- CALAFCO Board member
- Served on City of San Marcos Planning and Traffic Commissions
- Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006

4. List civic organization involvement:

- San Marcos Chamber of Commerce, Lifetime Ambassador
- Graduate Leadership 2000, Cal State San Marcos
- Soroptimist International

****Candidate Statement-**Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot mailing.

RESOLUTION NO. ***
DRAFT
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE Temecula Public Cemetery District
CONCURRING IN THE NOMINATION OF JO MACKENZIE
TO THE CSDA BOARD OF DIRECTORS

WHEREAS, the California Special Districts Association (CSDA) is holding an election for its Board of Directors for the Southern Network, Seat A for the 2019-21 term; and

WHEREAS, the Temecula Public Cemetery District is a voting member of CSDA and a voting member of the Southern Network; and

WHEREAS, the incumbent, Jo MacKenzie, of the Vista Irrigation District is seeking re-election for this position; and

WHEREAS, Jo MacKenzie has been involved with the CSDA Board since 2003 and has served in a wide variety of roles including Board President in 2011, Vice President in 2010, and Treasurer in 2008 and 2009; and

WHEREAS, the Board of Directors of the Temecula Public Cemetery District believes that Jo MacKenzie is an effective member of the CSDA Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Temecula Public Cemetery District does concur in the nomination of Jo MacKenzie to represent the Southern Network, Seat A, on the CSDA Board of Directors; and

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the attention of the Board Secretary of the Vista Irrigation District at 1391 Engineer Street, Vista, CA 92081, forthwith.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors for the Temecula Public Cemetery District this 26th day of April, 2018.

AYES:
NOES:
ABSTAIN:
ABSENT:

Name, President

ATTEST:

Name, Secretary
Agency Name

Temecula Public Cemetery District
Balance Sheet
As of March 31, 2018

	Mar 31, 18	Mar 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	49,456.70	39,221.66	
101200 · US Bank Payroll	9,107.79	709.67	
101300 · US Wash Account	21,673.04	23,163.03	
101100C · Cash -Accumulative Outlay Fund	1,582,991.85	1,544,090.44	
101100E · Cash - Endowment Fund	222,130.64	44,141.55	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	939,608.92	727,575.90	
Total Checking/Savings	2,825,148.94	2,379,082.25	446,066.69
Accounts Receivable			
201125 · Accounts Receivable	0.00	-4,345.00	
Total Accounts Receivable	0.00	-4,345.00	
Other Current Assets			
102000 · Wells Fargo Investments			
102010 · Wells Fargo Endowment Care	1,733,686.02	1,752,321.74	
102020 · Wells Fargo Endowment Interest	640,977.24	608,830.03	
Total 102000 · Wells Fargo Investments	2,374,663.26	2,361,151.77	13,511.49
112011 · Inventory Asset	36,755.00	40,710.00	
100499 · Revenues to Deposit with County	30,525.00	0.00	
116100 · Interest Receivable			
116100P · Interest Receivable - End Prin	7,128.46	6,530.69	
116100I · Interest Receivable - End Int	2,764.62	1,969.28	
Total 116100 · Interest Receivable	9,893.08	8,499.97	
116137 · Miscellaneous Receivable	125.00	0.00	
117000 · PrePaid Expenses	9,396.06	6,880.35	
Total Other Current Assets	2,461,357.40	2,417,242.09	44,115.31
Total Current Assets	5,286,506.34	4,791,979.34	494,527.00
Fixed Assets			
191650 · Intangible Assets	8,970.00	0.00	
191000 · Future Cemetery Property	2,591,408.03	2,605,502.82	
191100 · Buildings and Improvements	260,867.07	245,026.07	
191400 · Structures and Improvements	382,158.03	376,233.03	
191500 · Equipment	178,031.48	175,209.42	

Temecula Public Cemetery District
Balance Sheet
As of March 31, 2018

	Mar 31, 18	Mar 31, 17	\$ Change
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	9,190.00	9,190.00	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-87,179.99	-74,928.68	
198400 · Accumulated Depr - Struct/Imp	-177,687.85	-160,394.52	
198500 · Accum Depr - Equipment	-147,102.12	-133,552.01	
198800 · Accum Depr- Grnd Imp	-1,148.75	-689.25	
198900 · Accum Depr-Pav 15	-15,348.02	-8,170.02	
Total Fixed Assets	3,223,278.90	3,254,547.88	-31,268.98
TOTAL ASSETS	8,509,785.24	8,046,527.22	463,258.02
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	7,324.44	35,387.86	
Total Accounts Payable	7,324.44	35,387.86	
Other Current Liabilities			
212200 · Accrued Vacation Pay	12,155.92	16,079.61	
Total Other Current Liabilities	12,155.92	16,079.61	
Total Current Liabilities	19,480.36	51,467.47	
Total Liabilities	19,480.36	51,467.47	-31,987.11
Equity			
308100 · General Reserve	180.00	180.00	
308135 · Reserve for Endowments	1,706,833.63	1,706,833.63	
325100E · Unreserved Fund Balance - End	605,632.04	605,632.04	
325100G · Unreserved Fund Balance - Gen	662,188.92	662,188.92	
325100O · Unreserved Fund Balance - ACo	993,886.59	993,886.59	
350000 · Investment in Capital Assets	3,627,912.57	3,627,912.57	
350001 · Investment In Cap Assets - GASB	-379,361.69	-379,361.69	
390000 · Retained Earnings	1,010,845.86	572,742.66	
Net Income	262,186.96	205,045.03	
Total Equity	8,490,304.88	7,995,059.75	495,245.13
TOTAL LIABILITIES & EQUITY	8,509,785.24	8,046,527.22	463,258.02

Temecula Public Cemetery District
Profit & Loss Budget Performance
 March 2018

Jul '17 - Mar 18 YTD Budget Annual Budget

Ordinary Income/Expense

Income

700001 · Property Taxes

700020 · Prop Tax Current Secured	361,790.91	321,000.00	548,000.00
701020 · Prop Tax Current Unsecured	23,076.98	0.00	23,000.00
703000 · Prop Tax Prior Unsecured	0.00	0.00	1,000.00
704000 · Prop Tax Curr Supplemental	0.00	0.00	3,000.00
705000 · Prop Tax Prior Supplemental	0.00	0.00	2,000.00
706000 · Teeter Settlement	0.00	0.00	11,000.00
752800 · CA-Homeowners Tax Relief	0.00	0.00	6,000.00
770100 · Property Tax - SBE	0.00	0.00	5,000.00

Total 700001 · Property Taxes	384,867.89	321,000.00	599,000.00
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740020 · Interest and Dividend Income

740020G · Interest on General Fnd at Cnty	5,714.76	2,500.00	5,000.00
740020E · Interest on Endow Fnd at County	789.39	250.00	500.00
740020O · Interest on ACO at County	11,048.98	2,500.00	5,000.00
740021 · Interest - Wells Fargo Advisors	31,304.50	26,253.00	35,000.00
740022 · Dividend Income - WFA	4,970.94	4,122.00	5,500.00

Total 740020 · Interest and Dividend Income	53,828.57	35,625.00	51,000.00
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770001 · Other Revenue

770100E · Endowment	151,616.67	90,000.00	120,000.00
777030 · Marker Setting	7,950.00	7,497.00	10,000.00
777040 · Open, Close Fees	28,300.00	27,000.00	36,000.00
777520 · Sale of Lots	59,683.33	41,247.00	55,000.00
777530 · Cremation	13,400.00	6,003.00	8,000.00
777600 · Cenotaph	0.00	378.00	500.00
780160 · Vaults, Flower Vases, etc.	7,275.00	8,622.00	11,500.00
781360 · Other Misc. Revenue	274.77	0.00	0.00

Total 770001 · Other Revenue	268,499.77	180,747.00	241,000.00
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Total Income	707,196.23	537,372.00	891,000.00
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Gross Profit	707,196.23	537,372.00	891,000.00
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Temecula Public Cemetery District
Profit & Loss Budget Performance
March 2018

Expense	<u>Jul '17 - Mar 18 YTD Budget Annual Budget</u>		
510000 · Salaries and Employee Benefits			
510040T · Regular Salaries.			
510040 · Regular Salaries	148,323.63	162,747.00	217,000.00
510330 · Year End Bonuses	0.00	2,628.00	3,500.00
515100 · Life Insurance Policy	320.76	360.00	480.00
518080 · Auto Allowance	365.00	1,953.00	2,600.00
Total 510040T · Regular Salaries.	149,009.39	167,688.00	223,580.00
513000T · Retirement - Miscellaneous			
518000 · Employer Contributions-457	7,103.41	10,125.00	13,500.00
551000 · Employee Contributions	22.16	0.00	0.00
Total 513000T · Retirement - Miscellaneous	7,125.57	10,125.00	13,500.00
513120T · Retirement - Social Security			
513120 · Social Security	9,518.43	10,872.00	14,500.00
513140 · Medicare Tax	2,226.12	2,475.00	3,300.00
Total 513120T · Retirement - Social Security	11,744.55	13,347.00	17,800.00
515080T · Health Insurance (eer share)			
515081 · Health Insurance	36,808.88	56,250.00	75,000.00
515082 · Vision Insurance	572.04	828.00	1,100.00
515083 · Dental Insurance	2,720.12	4,275.00	5,700.00
Total 515080T · Health Insurance (eer share)	40,101.04	61,353.00	81,800.00
515260T · Unemployment Insurance			
517000 · Workers Comp Insurance	11,524.64	10,278.00	13,700.00
515060 · State Unemployment Ins EDD	0.00	747.00	1,000.00
513130 · CA SUI	2,372.46	2,250.00	3,000.00
Total 515260T · Unemployment Insurance	13,897.10	13,275.00	17,700.00
Total 510000 · Salaries and Employee Benefits	221,877.65	265,788.00	354,380.00
520000 · Services and Supplies			
529540T · Utilities			
520320 · Telephone Service	2,354.37	2,322.00	3,100.00
520845 · Trash	2,495.62	2,250.00	3,000.00
529500 · Electricity	3,320.11	4,122.00	5,500.00
Total 529540T · Utilities	8,170.10	8,694.00	11,600.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 March 2018

	<u>Jul '17 - Mar 18 YTD Budget Annual Budget</u>		
524520T · Administrative Expenses			
518160 · Board Stipend	5,200.00	7,128.00	9,500.00
520115 · Uniforms - Replacement Clothing	1,058.02	1,800.00	2,400.00
520230 · Cellular Phone	2,738.04	3,150.00	4,200.00
520240 · Answering Service	1,988.85	2,097.00	2,800.00
520705 · Food	770.44	900.00	1,200.00
520930 · Insurance - Liability	6,396.93	6,453.00	8,600.00
523100 · Memberships	1,973.00	1,872.00	2,500.00
523290 · Bank Charges	225.00	261.00	350.00
523621 · Subscriptions	259.24	297.00	400.00
523660 · Computer Service	2,970.08	5,625.00	7,500.00
523700 · Office Supplies	1,880.85	2,097.00	2,800.00
523720 · Photocopies	1,950.65	2,025.00	2,700.00
523760 · Postage/Mailing	407.18	747.00	1,000.00
523840 · Computer Equip/Software/T1	970.75	2,997.00	4,000.00
524500 · Admin Support	0.00	0.00	0.00
524520 · County Journal Recording	48.82	1,872.00	2,500.00
524530 · Storage Fees	244.00	567.00	750.00
524540 · Payroll Processing Services	2,704.07	2,628.00	3,500.00
524560 · Auditing	10,000.00	9,000.00	12,000.00
524561 · Accounting	5,305.00	5,247.00	7,000.00
524566 · Temp for e-File	0.00	7,497.00	10,000.00
524800 · Drug Testing/Pre-Employment	240.00	297.00	400.00
525025 · Legal - General Counsel	30,662.57	37,503.00	50,000.00
525030 · Paychex HR Support	3,727.35	3,753.00	5,000.00
526420 · Advertising	320.00	1,125.00	1,500.00
527280 · Awards/Recognition	0.00	675.00	900.00
527880 · Training/ Staff	621.99	2,628.00	3,500.00
528140 · Conferences and Meetings	31,608.11	26,253.00	35,000.00
528980 · Meals	682.35	1,503.00	2,000.00
528990 · Semi-Annual Team Dinner	2,105.23	2,628.00	3,500.00
529040 · Private Mileage Reimbursement	914.24	1,872.00	2,500.00
529050 · Website	450.00	1,503.00	2,000.00
529550 · Water	1,253.32	1,125.00	1,500.00
Total 524520T · Administrative Expenses	119,676.08	145,125.00	193,500.00

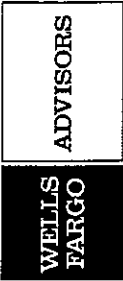
Temecula Public Cemetery District Profit & Loss Budget Performance March 2018

	<u>Jul '17 - Mar 18 YTD Budget Annual Budget</u>		
524500T · Operational Expenses.			
520015 · Irrigation Supplies	0.00	0.00	0.00
521420 · Maint-Field Equipment	3,392.04	7,497.00	10,000.00
522310 · Maint-Building Improvements	1,302.51	1,872.00	2,500.00
522320 · Maint - Grounds	9,854.19	7,497.00	10,000.00
522360 · Maintenance-Extermination	4,280.00	4,500.00	6,000.00
523250 · Repurchase	2,500.00	1,872.00	2,500.00
523790 · Flower Sale Expense	0.00	0.00	0.00
523800 · Engraving Expense	760.00	1,125.00	1,500.00
525320 · Security Guard Services	170.00	189.00	250.00
525600 · Security	2,893.10	1,872.00	2,500.00
527100 · Fuel	1,548.43	2,628.00	3,500.00
527180 · Operational Supplies	7,163.92	10,503.00	14,000.00
528020 · Inventory	3,099.96	5,247.00	7,000.00
Total 524500T · Operational Expenses.	36,964.15	44,802.00	59,750.00
Total 520000 · Services and Supplies	164,810.33	198,621.00	264,850.00
530000 · Other Charges			
530100 · Miscellaneous non-operating exp	2,810.56	1,872.00	2,500.00
Total 530000 · Other Charges	2,810.56	1,872.00	2,500.00
540000 · Capital Assets			
542060T · Cemetery Grounds			
542040 · - Buildings, Capital Projects	0.00	4,500.00	6,000.00
542060 · Improvements -Building	1,780.00	5,247.00	7,000.00
542065 · Tree Renovaton	0.00	2,628.00	3,500.00
542075 · Grounds Improvements	0.00	11,250.00	15,000.00
548300 · Office Renovation	3,079.00	4,500.00	6,000.00
Total 542060T · Cemetery Grounds	4,859.00	28,125.00	37,500.00
540040T · Land, Purchase of Land			
540042 · Future Cemetery Property	5,688.17	150,003.00	200,000.00
Total 540040T · Land, Purchase of Land	5,688.17	150,003.00	200,000.00
546020T · Equipment, etc			
542070 · Well Motor	0.00	3,753.00	5,000.00
546020 · Equipment - Automitive	388.11	6,003.00	8,000.00
546240 · Mapping Software	5,980.00	7,497.00	10,000.00
Total 546020T · Equipment, etc	6,368.11	17,253.00	23,000.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 March 2018

	<u>Jul '17 - Mar 18 YTD Budget Annual Budget</u>		
Total 540000 · Capital Assets	16,915.28	195,381.00	260,500.00
551100G · Contrib to Other Funds - Gen	0.00	90,378.00	120,500.00
551100E · Contrib to Other Funds - Endow	0.00	111,582.00	148,770.00
Total Expense	406,413.82	863,622.00	1,151,500.00
Net Ordinary Income	300,782.41	-326,250.00	-260,500.00
Other Income/Expense			
Other Income			
731000 · Realized Gain (Loss) on Invest	0.00	0.00	0.00
731100 · Unrealized Gain (Loss) on Invest	-38,595.45	0.00	0.00
Total Other Income	-38,595.45	0.00	0.00
Net Other Income	-38,595.45	0.00	0.00
Net Income	262,186.96	-326,250.00	-260,500.00

7-12



SNAPSHOT

TEMECULA PUBLIC CEMETERY DIST
 ENDOWMENT INTEREST

MARCH 1, 2018 - MARCH 31, 2018
 ACCOUNT NUMBER: 5559-0516

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$637,206.25	\$634,182.54
Cash deposited	4,116.76	10,302.79
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	-345.77	-3,508.09
Closing value	\$640,977.24	\$640,977.24

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

Portfolio summary

ASSETS	ASSET TYPE	PREVIOUS VALUE ON FEB 28	%	CURRENT VALUE ON MAR 31	%	ESTIMATED ANN. INCOME
Cash and sweep balances		88,455.91	13.88	3,088.18	0.48	5
Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
Fixed income securities		435,933.40	68.41	524,601.80	81.84	12,201
Mutual funds		112,816.94	17.70	113,287.26	17.67	2,126
Asset value		\$637,206.25	100%	\$640,977.24	100%	\$14,332

7-C



SNAPSHOT

TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL

MARCH 1, 2018 - MARCH 31, 2018
ACCOUNT NUMBER: 5397-7799

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$1,737,379.78	\$1,752,918.43
Cash deposited	0.00	0.00
Securities deposited	0.00	0.00
Cash withdrawn	-4,116.76	-10,302.79
Securities withdrawn	0.00	0.00
Change in value	423.00	-8,929.62
Closing value	\$1,733,686.02	\$1,733,686.02

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

Portfolio summary

ASSETS	ASSET TYPE	PREVIOUS VALUE ON FEB 28	%	CURRENT VALUE ON MAR 31	%	ESTIMATED ANN. INCOME
Cash and sweep balances		160,995.27	9.27	7,878.57	0.45	14
Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
Fixed income securities		1,332,947.73	76.72	1,481,478.13	85.45	32,547
Mutual funds		243,436.78	14.01	244,329.32	14.09	4,513
Asset value		\$1,737,379.78	100%	\$1,733,686.02	100%	\$37,074

7-C

Monthly Revenues
July 2017-June 2018

FYE 06/30/18	July	August	September	October	November	December	January	February	March
Single	6,000.00	2,000.00	3,000.00	-	3,000.00	-	3,000.00	2,000.00	4,000.00
Single/End	10,000.00	3,000.00	4,500.00	-	4,500.00	-	3,000.00	1,500.00	4,500.00
Single/Dual	-	-	-	-	-	-	-	-	-
S/D End	-	-	-	-	-	-	-	-	-
Dual	-	4,000.00	2,000.00	6,000.00	8,000.00	2,000.00	5,000.00	10,000.00	4,000.00
Dual End	1,000.00	3,000.00	2,000.00	4,500.00	6,000.00	1,500.00	10,500.00	17,000.00	5,500.00
Collum	1,500.00	1,000.00	500.00	500.00	-	-	500.00	-	2,000.00
Collum End	4,600.00	2,400.00	1,200.00	1,200.00	-	-	1,200.00	-	4,800.00
cenotaph	-	-	-	-	-	-	-	-	-
Ground Crem	200.00	1,000.00	-	600.00	-	1,000.00	-	-	-
G Crem End	1,000.00	5,000.00	-	3,000.00	-	200.00	-	-	-
O/C-B	2,200.00	-	2,750.00	1,850.00	4,800.00	1,650.00	3,700.00	2,750.00	2,950.00
O/C-C	1,300.00	700.00	700.00	-	1,000.00	1,000.00	300.00	1,200.00	-
Vault	-	-	174.00	174.00	348.00	-	356.00	-	178.00
Crem Vase	123.04	123.04	-	-	123.04	246.08	-	123.04	-
Grave Vase	42.00	64.50	64.50	64.50	107.50	21.50	107.50	172.00	107.50
Set Fee	800.00	400.00	800.00	600.00	1,000.00	400.00	1,200.00	1,750.00	1,250.00
Niche	-	-	-	-	-	-	-	-	-
Non-Res	7,500.00	-	3,000.00	1,500.00	4,500.00	1,500.00	1,500.00	3,000.00	-
Disinter	-	-	-	-	-	-	-	-	-
Graveside	500.00	-	2,000.00	1,000.00	2,000.00	1,000.00	1,500.00	3,500.00	2,000.00
Engraving	450.00	225.00	225.00	-	450.00	225.00	225.00	-	-
2nd End	-	-	-	-	4,500.00	3,500.00	-	1,000.00	-
Handling	-	-	-	-	-	-	-	-	-
Taxes	13.52	15.48	20.86	20.86	49.68	21.56	40.54	24.88	24.97
Labor	176.44	246.98	450.64	450.64	861.78	135.86	840.96	645.08	614.53
Total	37,405.00	23,175.00	23,385.00	21,460.00	41,240.00	14,400.00	32,970.00	44,665.00	31,925.00

81A

Cemetery Property
Fiscal Year 2017-2018

FYE 06/30/18

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Dual Lower	269	269	269	269	269	269	269	269	268
Dual Upper	404	402	398	395	391	390	386	380	379
Dual/ Single	61	61	61	61	61	61	61	61	61
Singles	159	157	164	164	161	161	159	158	157
Dual Manager Cr Estates	38							37	
Gr. Cremation	43	38	38	35	35	34	34	34	34
Hexagon Wall	1	1	1	1	1	1	1	1	1
Tier 1	0	0	0	0	0	0	0	0	0
Tier 2	0	0	0	0	0	0	0	0	0
Tier 3	5	3	1	1	1	1	1	1	0
Tier 4	20	20	20	20	20	20	19	19	16
Tier 5	18	18	17	17	17	17	17	17	17
Cenotaph	48	48	48	48	48	48	48	48	48
Ossuary	334	334	334	334	334	334	334	334	334
Cremation Benches	9	9	9	9	9	9	9	9	9

MARCH 2018 Burial Depletion Sales

Pre-Need

Single Lots	
Dual Lots	1
Wall	2
Cremation Ground	
Dual Manager	

At Need

Single Lots	2
Dual Lots	2
Wall	
Cremation Ground	
Dual Manager	

March 2018

March 2018

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

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 25	26	27	28	Mar 1	2	3
4	5	6	7	8	9	10
Mar 4 - 10	Michelle out sick	Joe Out 8:00am 11:00am Linda in 3:00pm 3:30pm Shaw	12:00pm 1:00pm Staff Meeting	12:30pm 4:00pm Michelle Out 1/2 day	Cindi out 12:30pm 1:30pm Armenta Burial 2:30pm 3:30pm Margoni Burial	
11	12	13	14	15	16	17
Mar 11 - 17	11:00am 12:00pm Kalaj Burial			8:00am 11:00am Board Meeting 9:30am 10:00am Cheng Pre-need 2:30pm 3:30pm Larman Burial		
18	19	20	21	22	23	24
Mar 18 - 24	Joe out	10:00am 10:30am Cheng Purchased	1:00pm 1:30pm Evanik Purchasing		Bill last day Cindi out Jarren out 2:00pm 2:30pm Liz-appointment	
25	26	27	28	29	30	31
Mar 25 - 31	8:00am 8:30am Joe-Appointment		Michelle on Vacation			11:00am 11:30am Williams appt.

1-8



Privatized Development for the Public Sector

Office Locations:

Los Angeles (HQ)
Chicago
Dallas
Miami
Washington DC

April 2, 2018

Ms. Vicky Dawley
District Manager
Tehama County Resource Conservation District
2 Sutter Street, Suite D
Red Bluff, CA 96080-4353

Dear Vicky,

Can we set up a call to discuss our P3 program for the development and tax exempt financing of facilities and infrastructure?

Since 1969, we have developed over 200 projects including projects for CSDA members and offer:

1. Ground up development of new facilities,
2. Renovation of existing facilities, and
3. Purchase and leaseback of existing facilities.
4. Refinancing of existing debt.

Our team consists of California based architects and contractors to provide design and construction services which can also include financing at tax-exempt rates for terms up to 35 years for you to own or lease.

Please call me at (310) 575-9447 or email me at jtamkin@publicfacilities.com to set up a time for us to meet or speak.

With kind regards,

PUBLIC FACILITIES INVESTMENT CORPORATION

Jeffrey H. Tamkin
President

Grounds Reports for the week of

4/2/2018 – 4/6/2018

Monday 4/2/2018

- Labor worker Ryan Shoebaum Last Day
- Joe out for the week
- Jarren morning grounds check
- Wiped columbarium, hexagon and all benches on cemetery grounds
- Weed whacked Tranquil Gardens
- Sold Sec 57 Lot H to Wooten
- Cleaned office
- Filled in low spots
- Watered seed
- Checked and adjusted irrigation

Tuesday 4/3/2018

- Labor worker Jessie Pablo
- Cleaned columbarium, hexagon and all benches
- Jarren morning grounds check
- Changed out lower dual map on board
- Probed Herera grave for cremation
- Cut out tree roots from headstone
- Prepared for dig tomorrow (Fratto)

Wednesday 4/4/2018

- Jarren morning grounds check
- Bill came in to volunteer to help with service
- Dug Section 131 lot D for Fratto graveside at 12
- Gilbert Marrero wants to purchase another lot next to his existing ones. Call back tomorrow

Thursday 4/5/2018

- Labor worker Anthony Martinez
- Wiped all granite benches and cremation wall
- Checked grounds and pulled flowers

- Probed Marrero graves for openings
- Mowed everything except Serenity gardens
- Labor worker pulled weeds and watered planters
- Cleaned mowers

Friday 4/6/2018

- Morning grounds check
- Set up and dug Sec 57 Lot H for Wooten cremation
- Sent in Wrp roster
- Cleaned up grass in trash enclosure
- Showed and sold pre need Dual 14 lot 4-J to Henderson
- Mowed Serenity gardens
- Genel purchased Dual 14 1-D
- Sold Sec 2 Lot 1-E to Marrero

Grounds Reports for the week of
3/26/2018 – 3/30/2018

Monday 3/26/2018

- Labor worker Ryan Shoebaum
- Jarren morning grounds check
- Wiped columbarium, hexagon and all benches on cemetery grounds
- Weed whacked Eternal Gardens headstones
- Blew cemetery grounds

Tuesday 3/27/2018

- Labor worker Jessie Pablo
- Cleaned columbarium, hexagon and all benches
- Jarren morning grounds check
- Showed Jarren how to do an invoice on Quickbooks
- Met with Fratto family. Arranged funeral for April 4 at 12
- Pulled weeds in back of garage.

Wednesday 3/28/2018

- Jarren morning grounds check
- Edged cemetery
- Blew cemetery grounds
- Spread seed and top soil by oak tree
- Set Qi headstone

Thursday 3/29/2018

- Labor worker Anthony Martinez
- Wiped all granite benches and cremation wall
- Safety Meeting : Mowers
- Mowed cemetery grounds
- Labor worker pulled weeds in planters

Friday 3/30/2018

- Labor worker Marvin Becenti
- Cindi out

- Jarren morning grounds check
- Wiped all granite Niches, and benches
- Cleaned privacy fence along the driveway
- Met with Williams family for services on April 13 at 2
- Washed vehicles
- Cleaned and organized garage

Grounds Reports for the week of

3/19/2018 – 3/23/2018

Monday 3/19/2018

- Labor worker Ryan Shoebaum
- Jarren morning grounds check
- Wiped columbarium, hexagon and all benches on cemetery grounds
- Weed whacked Serenity gardens headstones

Tuesday 3/20/2018

- Labor worker Jessie Pablo
- Cleaned columbarium, hexagon and all benches
- Bill and jarren morning grounds check
- Removed fence slates in between garage and shed so schroader contracting could pull our pump. Found bad check valve. Hit water at around 70'. Well in roughly 140' deep.
- Weeded along fence line of cemetery and church.
- Blew cemetery grounds
-

Wednesday 3/21/2018

- Bill morning grounds check
- Edged and mowed Garden of memories
- Dug two lots in Garden of memories to determine if they are dual depth vaults. Found that they are duals.
- Showed columbarium niches to Robert and Janet Evancik. No check. Will come back tomorrow.
- Raised low sprinklers in Tranquil gardens.
- Tony from Ecofert installed check valve on Ecofert system to eliminate siphon issue.

Thursday 3/22/2018

- Labor worker Anthony Martinez and Jessi Pablo {rain day}
- Plumbing contractor Travis Spriet replaced water heater
- Safety Meeting : Kabota backhoe
- Bill and Jarren sent home {rain day}
- Robert and Janet Evancik purchased Tier 4 Niche 12 (Pre-Need)

Friday 3/23/2018

- Labor worker Jessi Pablo and Marvin Becenti
- Cindi and Jarren out
- Bill morning grounds check
- Wiped all granite Niches, and benches
- Pulled weeds in all planters
- Bill last day
- Blew cemetery grounds
- Cleaned and organized garage

Grounds Reports for the week of

3/12/2018 – 3/16/2018

Monday 3/12/2018

- Labor worker Ryan Shoebaum
- Wiped columbarium, hexagon and all benches on cemetery grounds
- Dug Dual 10 lot 4-A
- Graveside service for Kalaj at 11
- Leveled low spots on cemetery grounds

Tuesday 3/13/2018

- Labor worker Jessie Pablo
- Cleaned columbarium, hexagon and all benches
- Filled in low spots around curb and lawn
- Weed whacked tranquil gardens headstones
- Blew cemetery grounds
- Filled in low spots in Serenity gardens

Wednesday 3/14/2018

- Edged perimeter of cemetery
- Meeting with Schroeder contracting and Stehly Brothers drilling
- Cleaned edgers
- Removed rusted flower vases from tranquil and leveled grounds

Thursday 3/15/2018

- Labor worker Anthony Martinez {rain day}
- Board meeting
- Appointment at 9:30 with Cheng. Interested in Single lot and duals in Garden of memories.
- Dug Eternal Gardens 190 Lot J for Laman service
- Laman graveside service at 2:30

Friday 3/16/2018

- Cindi and Michelle out
- Removed flowers

- Mowed
- Cleaned mowers
- Cleaned and organized garage

Cindi Beaudet

From: replyTo@intuit.com
Sent: Wednesday, March 21, 2018 11:12 AM
To: Cindi Beaudet
Subject: Invoice 2018-1772 from Cary Schroeder Contracting, Inc
Attachments: Inv_20181772_from_Cary_Schroeder_Contracting_Inc_9824.pdf

Cindi,
We had to take 2.5' of the 2" drop pipe from the pump setting due to sediment accumulation at the bottom of the well. The same thing had to be done back in 2014 when the pump & motor were replaced. The drilling of a new well should remain a priority & should be considered sooner than later.

If anyone needs any further explanation I'd be happy to stop by & go over it.

Your invoice is attached. Payment is due upon receipt of this invoice. Please make check payable to CARY SCHROEDER CONTRACTING, INC.

Thank you for your business it's been a privilege to serve you.

Sincerely,
Brian Schroeder
Office Manager
Cary Schroeder Contracting, Inc
951-677-6678
www.schroederpumpservice.com

To view your invoice

Open the attached PDF file. You must have Acrobat® Reader® installed to view the attachment.

BUILDING INSPECTION JOB CARD

Please post in a visible location and have approved plans available on-site.

Online BUILDING INSPECTION Request <u>TemeculaCA.gov/Inspect</u>							PERMIT#	
The website will state which day inspections are being scheduled. <u>ONLY</u> If the schedule becomes full you will be notified of a change in your request. To arrange a time frame the day of your scheduled inspection, leave a message the day of your scheduled inspection between 7 AM - 8 AM and your call will be returned (951) 240-4202							B18-0978	
BUILDING INSPECTION	DATE	INSP. INITIALS	BUILDING INSPECTION	DATE	INSP. INITIALS	BUILDING INSPECTION	DATE	INSP. INITIALS
Pre-Construction Meeting			T-bar Ceiling			WALLS		
U.G. Plumbing			Insulation			Footings		
Footings			Drywall			Bond Beam/Grout		
U.G. Electrical			Ext./Int. Lath			Drain/Seal		
UFER/Ground			Gas Test			Wall Final		
Slab			Shaft			Temp. Power/ Pedestal		
<i>FIRE</i> Site Approval			Hood/Duct			Elec. Release		
Roof Deck/Truss			Smoke/Fire Dampers			Sewer/Septic		
Shear/Frame			Rough Conduit			Water Service		
Combo Frame			Patio Ledger			<i>FIRE</i> Final		
Rough Plumb.	3/28/17	JK	POOLS			Mech. Final		
Rough Elec.	3/28/18	JK	Pre-gunite Bonding			Elec. Final	3/28/17	JK
Rough Mech.			Pre-deck			Plumb. Final	3/28/17	JK
<i>FIRE</i> Cover Wall			Pre-plaster Pool Enclosure			Building Final	3/28/18	JK
<i>FIRE</i> Cover Ceiling			Pool Final			Solar Final		

REMARKS:

Note: Items marked FIRE are for Fire inspections
FIRE INSPECTIONS 951-308-6363

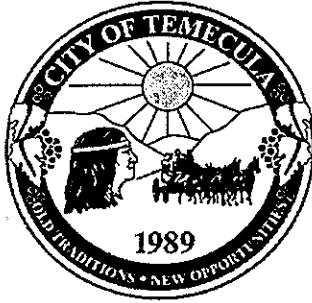
Schedule for inspection 3/27/18

This permit becomes null and void if work or construction is not commenced within 180 days (6 months) or if construction or work is suspended or abandoned for a period of 180 days (6 months) at any time after permit issuance. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

9-c

CITY OF TEMECULA

41000 Main Street, Temecula, CA 92590



Building Permit Number

B18-0978

Type: BLDG - Plumbing (C)

Workclass: Water Heater

Project Name:

Status: Issued

Issued: 03/23/18

Expires: 09/24/18

Final:

Job Address

Address: 41911 C St Pauba Land & Water Co Sub;19

Location:

Parcel Number: 944020004

Contact Information

Business:

Owner: Temecula Public Cemetery

Applicant: Mccann Construction

Contractor: Mccann Construction

Description

Water heater replacement / 40 gallon electric

Construction Information

Construction Type: MISC Miscellaneous Construction Type

Occupancy:

Square Feet:

Setbacks

Front	Back	Right	Left

Fee Summary

BS - (PLUMB) Water Heater or Vent

\$22.00

BS - Permit Issuance

\$65.00

3/27/18

This permit becomes null and void if work or construction is not commenced within 180 days (6 months) or if construction or work is suspended or abandoned for a period of 180 days (6 months) at any time after permit issuance. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.