

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

**41911 C STREET  
TEMECULA, CA 92592**

**August 15, 2019**

**8:00 a.m.**

**AGENDA- Estimated Time: 2.5 Hrs.**

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

**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 LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**  
Pursuant to Government Code of Section 54956.9 (d) (One potential case)

B. **Closed Session Announcement**

## 5. **Consent Calendar**

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

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

*Recommendation:* That the Board approve the minutes of the Regular Board Meeting of July 18, 2019.

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

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

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

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

## 6. Action Items

### A. General Managers Employment Agreement 2019-2020

*Recommendation:* That the Trustees report out in the open session

### B. Draft Memorial Marker Policy #5030

*Recommendation:* That the BOT reviews the draft policy approve if all agree

### C. Draft Memorial Benches Policy #5020

*Recommendation:* That the BOT reviews the draft policy approve if all agree

### D. Draft Niche Cover Plate Engraving Poliy #5025

*Recommendation:* That the BOT reviews the draft policy approve if all agree

### E. Resolution 2019- adopting Revised memorial marker and niche plate policies.

*Recommendation:* That the BOT approves Resolution number 2019-

### F. Local Area Meeting- September 19, 2019

*Recommendation:* That the BOT discusses their attendance. The Regular BOT meeting will need to be moved to accommodate the visit.

## **7. Financial Report**

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

## **8. General Managers Reports**

- A. July 2019 Revenues
- B. July 2019 Plot Inventories
- C. July Depletion
- D. July Calendar
- E. Training Course-Foreman
- F. Toastmasters-Admin

## **9. General Counsel Reports**

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

- A. 52 acre Cemetery Property (Dugan, Qualm) G.M. to report out
- B. Landscape Plan (Vanderhaak, Reese) Nothing to report
- C. Cenotaph/ Ossuary (Reese, Davis) Nothing to report
- D. Investment (Davis, Dugan) Reinvestments
- E. Conference Liaison (Vanderhaak, Reese) Trustee Qualm- LAFCO meeting, 07/25/19
- F. Policies (Dugan, Reese)
- G. **Trustee Qualm to review with BOT**  
**Approved policy # 1050, Copying Public Documents**
- H. General Price List (Vanderhaak, Davis) Nothing to report

**11. Future Trustee Agenda Items:**  
General Contractors

**12. Board Comment:**

**13. Announcements:**

**Storm Game, August 22<sup>nd</sup>, dinner at Stadium Pizza prior  
Christmas Dinner, December 07, 2019 @ Luke's on Front St**

**14. Adjournment Time:**

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

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

**Time:**

Next Regular Board Meeting – September 19, 2019

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

All supporting documentation is available for public review at the Temecula Public Cemetery District Office located at 41911 C Street, Temecula, California during regular business hours, 8:00 a.m. – 4:30 p.m., Monday through Friday. Or at [www.temeculacemetery.org](http://www.temeculacemetery.org) Posted August 12, 2019

TEMECULA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

41911 C STREET  
TEMECULA, CA 92592

July 18, 2019

8:00 a.m.

MINUTES

1. **Call To Order** : 8:04 A.M.
2. **Pledge of Allegiance**: Led by Trustee Davis
3. **Roll Call**  
Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan General Manager, Cindi Beaudet  
Legal Counsel, Steve Quintanilla, (Robert Lee by phone)

**Motions To Excuse**: None

**Visitors**: Sandra Wheeler, Vice President, Wells Fargo Advisors

**Public Comments**: Sandra Wheeler gave a brief review of our investments and discussed how the interest rates are starting to drop again.

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 LEGAL COUNSEL—ANTICIPATED LITIGATION**

Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9:  
(One potential case)

**B. Public Employee Performance Evaluation**

Pursuant to Government Code Section #54957  
Title: District Manager

**C. Conference with Labor Negotiator**

Pursuant to Government Code Section 54957.6  
District's Designated Representative: Steven B. Quintanilla, General Counsel  
Unrepresented Employee: District Manager

Closed session ended at 10:14 a.m.

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



5. **Consent Calendar:** Trustee Davis moved to approve the consent calendar as presented, which was seconded by Trustee Dugan and approved 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 June 20, 2019.

B. **Approval of Check Registers**

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

C. **Approval of Bookkeeper Report**

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

## 6. Action Items

A. ~~Managers Review~~ Bring back to August meeting.

~~*Recommendation:* That the Trustees report out in the open session the outcome of the managers review.~~

B. SDRMA Election Ballot Trustee Reese moved to approve the nomination Sandy Seifert-Raffelson, which was seconded by Trustee Dugan and approved 5/0.

*Recommendation:* That the trustees review the candidate's and select up to 3 nominees.

C. Public Cemetery Alliance Conference, August 15-18, 2019  
No action.

*Recommendation:* That the BOT consider changing the August board meeting date to accommodate those that would like to attend the conference.

D. Updated Policy Manual: Trustee Reese moved to approve the 2019-2020 policy manual, which was seconded by Trustee Davis and approved 5/0.

*Recommendation:* That the BOT approve the updated Fiscal Year 2019-2020 policies.

**7. Financial Report:** Trustee Davis moved to receive and file the June 2019 financials, which was seconded by Trustee Dugan and approved 5/0.

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

**8. General Managers Reports:** Trustee Dugan moved to receive and file the managers' report, which was seconded by Trustee Reese and approved 4/0. Trustee Qualm absent for vote.

- A. June 2019 Revenues
- B. June 2019 Plot Inventories
- C. June Depletion
- D. June Calendar
- E. CAPC Conference, October 12, 2019
- F. Updated Strategic Plan F.Y. 2019-2020
- G. Updated Sub-Committees F.Y. 2019-2020
- H. Correspondence from Pechanga
- I. Incidence report-07-05-2019
- J. Projected Depletion
- K. Response letter to Ms. Liz Rubin

**9. General Counsel Reports**

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

- A. 52 acre Cemetery Property (Dugan, Qualm)
- 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) Nothing to report
- F. Policies (Dugan, Reese) Board to approve
- G. **Trustee Davis to review with BOT**  
**Approved policy # 1047, Surplus Personal Property Waiver**
- H. General Price List (Vanderhaak, Davis) Nothing to report

**11. Future Trustee Agenda Items:**  
Interview General Contractors

**12. Board Comment:**

CSDA in Anaheim in September

**13. Announcements:**

**Christmas Dinner, December 07, 2019 @ Luke's on Front St**

**14. Adjournment Time: 10:59 a.m.**

Trustee Qualm moved to adjourn the regular meeting of the Board which was seconded by Trustee Dugan and approved 5/0.

Next Regular Board Meeting – August, 15, 2019

Temecula Public Cemetery District

8/7/2019 12:01 PM

Register: 101100 · US Bank Checking

From 07/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2019	7497	Law Offices Of Quin...	201100 · Accounts Pay...		6,315.00	X	3 months	64,580.76
07/01/2019	7498	County of Riverside I...	201100 · Accounts Pay...	IT 2972	199.04	X		64,381.72
07/01/2019	7499	Metlife	201100 · Accounts Pay...	KMO5754030-...	62.77	X		64,318.95
07/01/2019	7500	Pauley Equipment C...	201100 · Accounts Pay...		116.01	X		64,202.94
07/01/2019	7501	Prudential Overall Su...	201100 · Accounts Pay...		207.40	X		63,995.54
07/01/2019	7502	Sparkletts	201100 · Accounts Pay...	5728175 032419	125.56	X		63,869.98
07/01/2019	7503	US Bank	201100 · Accounts Pay...		4,254.61	X	C.C.	59,615.37
07/01/2019	7504	Verizon Wireless	201100 · Accounts Pay...	9202367782	253.00	X		59,362.37
07/01/2019	7505	Cindi Beaudet	201100 · Accounts Pay...		197.93	X		59,164.44
07/01/2019	062819	CalPers 457 Plan	201100 · Accounts Pay...		1,132.34	X		58,032.10
07/01/2019	070119	California Public Em...	201100 · Accounts Pay...	7490021932 ...	4,920.29	X	Health	53,111.81
07/01/2019			101300 · US Wash Ac...	Funds Transfer		X	650.00	53,761.81
07/02/2019	0630	Downs Energy	201100 · Accounts Pay...	CLO2161	187.53	X		53,574.28
07/02/2019	7506	EcoFert Inc	201100 · Accounts Pay...	4224	490.00	X		53,084.28
07/03/2019			528140 · Conferences ...	Deposit		X	31.75	53,116.03
07/08/2019	AJE598		515100 · Life Insuranc...	Automatic with...	35.64	X		53,080.39
07/08/2019			101200 · US Bank Pay...	Funds Transfer	9,442.91	X		43,637.48
07/09/2019	071219	CalPers 457 Plan	201100 · Accounts Pay...		1,138.22	X		42,499.26
07/11/2019	AJE599		101200 · US Bank Pay...	Monthly autom...	411.30	X		42,087.96
07/12/2019			523290 · Bank Charges	Service Charge	35.00	X		42,052.96
07/15/2019			101100G · Cash - Gen...	Deposit		X	45,007.39	87,060.35
07/16/2019	7507	Costco	201100 · Accounts Pay...	000111794353...	120.00	X		86,940.35
07/16/2019	7508	County of Riverside ...	201100 · Accounts Pay...	Lafco fees FYE...	307.95	X		86,632.40
07/16/2019	7509	County of Riverside I...	201100 · Accounts Pay...	IT 3131	192.82	X		86,439.58
07/16/2019	7510	CR&R Incorporated	201100 · Accounts Pay...	11122282	265.28	X		86,174.30
07/16/2019	7511	Crowne Hill Consulti...	201100 · Accounts Pay...	12216/12217/1...	365.60	X		85,808.70
07/16/2019	7512	Don Turcotte	201100 · Accounts Pay...		400.00	X		85,408.70
07/16/2019	7513	Linda Glau CPA	201100 · Accounts Pay...		400.00	X		85,008.70
07/16/2019	7514	Protection One (corp)	201100 · Accounts Pay...	129370015	296.74	X		84,711.96
07/16/2019	7515	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	506.46	X		84,205.50
07/16/2019	7516	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	429.76	X		83,775.74
07/16/2019	7517	Temecula Valley Cha...	201100 · Accounts Pay...		75.00	X		83,700.74
07/16/2019	7518	Wildlife Control Ser...	201100 · Accounts Pay...	WL2932	450.00	X		83,250.74
07/22/2019	072619	CalPers 457 Plan	201100 · Accounts Pay...		1,268.42	X		81,982.32
07/22/2019			101200 · US Bank Pay...	Funds Transfer	9,046.11	X		72,936.21
07/23/2019	72319	California Public Em...	201100 · Accounts Pay...	7490021932 ...	4,922.25	X	Health	68,013.96
07/23/2019			101200 · US Bank Pay...	Funds Transfer	54.66	X		67,959.30
07/24/2019		Home Depot	201100 · Accounts Pay...	VOID:		X		67,959.30
07/24/2019	7521	Home Depot Credit S...	201100 · Accounts Pay...	603532253881...	136.92	X		67,822.38
07/24/2019	7522	Law Offices Of Quin...	201100 · Accounts Pay...		1,425.00	X	X 1	66,397.38

Temecula Public Cemetery District

8/7/2019 12:01 PM

Register: 101100 · US Bank Checking

From 07/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/24/2019	7523	Metlife	201100 · Accounts Pay...	KMO5754030-...	62.77	X		66,334.61
07/24/2019	7524	Sparkletts	201100 · Accounts Pay...	5728175071419	128.90	X		66,205.71
07/24/2019	7525	Streamline	201100 · Accounts Pay...	101111	50.00	X		66,155.71
07/24/2019	7526	Verizon Wireless	201100 · Accounts Pay...	9210564200	272.32	X		65,883.39
07/24/2019	72019	Downs Energy	201100 · Accounts Pay...	CLO8690	140.14	X		65,743.25
07/31/2019			781360 · Other Misc. ...	Deposit		X	25.00	65,768.25
07/31/2019	7527	County of Riverside	201100 · Accounts Pay...	inv-00084397 ...	2,000.00		transportation	63,768.25
07/31/2019	7528	Law Offices Of Quin...	201100 · Accounts Pay...		2,550.00			61,218.25
07/31/2019	7529	Protection One (corp)	201100 · Accounts Pay...	129826430	296.74			60,921.51
07/31/2019	7530	Prudential Overall Su...	201100 · Accounts Pay...		207.40			60,714.11
07/31/2019	7531	Rancho California W...	201100 · Accounts Pay...	CUP 03606- R...	1,500.00		CUP	59,214.11
07/31/2019	7532	South County Pest C...	201100 · Accounts Pay...	0233484	46.00			59,168.11
07/31/2019	7533	US Bank	201100 · Accounts Pay...		3,856.73		C-C	55,311.38
07/31/2019	7534	Linda Glau CPA	201100 · Accounts Pay...		650.00			54,661.38

Temecula Public Cemetery District

8/7/2019 12:02 PM

Register: 101200 · US Bank Payroll  
 From 07/01/2019 through 07/31/2019  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/08/2019			101100 · US Bank Che...	Funds Transfer		X	9,442.91	11,524.52
07/11/2019	AJE599		101100 · US Bank Che...	Monthly autom...		X	411.30	11,935.82
07/12/2019	AJE597		510040 · Regular Salar...	Green Cash Re...	6,628.40	X		5,307.42
07/12/2019	AJE597		510040 · Regular Salar...	Green Cash Re...	2,643.17	X		2,664.25
07/12/2019	AJE597		510040 · Regular Salar...	Monthly charg...	171.34	X		2,492.91
07/15/2019	AJE611		525030 · Paychex HR ...		414.15	X		2,078.76
07/22/2019			101100 · US Bank Che...	Funds Transfer		X	9,046.11	11,124.87
07/23/2019			101100 · US Bank Che...	Funds Transfer		X	54.66	11,179.53
07/26/2019	AJE600		510040 · Regular Salar...	Green Cash Re...	6,221.64	X		4,957.89
07/26/2019	AJE600		510040 · Regular Salar...	Green Cash Re...	2,632.47	X		2,325.42
07/26/2019	AJE600		510040 · Regular Salar...	Monthly charg...	137.94	X		2,187.48

Temecula Public Cemetery District

8/7/2019 12:06 PM

Register: 101300 · US Wash Account

From 07/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
07/01/2019			101100 · US Bank Che...	Funds Transfer	650.00	X		8,923.01
07/31/2019			100499 · Revenues to ...	Deposit		X	900.00	9,823.01
07/31/2019			-split-	Deposit		X	20,950.00	30,773.01
07/31/2019	2226	County of Riverside ...	-split-		21,850.00			8,923.01



Date: 08/01/2019

On-Site Tasks Performed:

- 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 Wells Fargo Advisors Accounts using WFA Balancing spreadsheet.

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

X Verify check sequence is intact.  
7507-7534

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.

- 7533 US Bank \$3856.76 Credit Card Payment ok
- 7528 Law Offices of Quintanilla \$2550.00 Legal Fees ok

X Verify all checks to the GM have two signatures. None this pay period

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.

Items to note:

Continue work on 2018-2019 Audit

Open items:

**EMPLOYMENT AGREEMENT  
BY AND BETWEEN  
TEMECULA PUBLIC CEMETERY DISTRICT  
AND  
CINDI BEAUDET**

**THIS EMPLOYMENT AGREEMENT** ("Agreement") is entered into on this 1st day of July, 2019, by and between the Temecula Public Cemetery District ("District") by and through its Board of Trustees ("Board") and Cindi Beaudet (referred to herein as "Beaudet"), with the District and Beaudet sometimes collectively referred to herein as the "Parties," and each a "Party."

**AGREEMENT**

**Section 1. EMPLOYMENT**

The Board, on behalf of the District, hereby continues to employ Beaudet to serve as the District's General Manager, and Beaudet hereby accepts continued employment as the District's General Manager, subject to the terms and conditions set forth herein, effective as of July 1, 2019.

**Section 2. "AT WILL" EMPLOYMENT**

Beaudet's employment with the District pursuant to this Agreement is "at will," meaning that either Beaudet or the District can terminate the employment relationship at any time, with or without notice, and with or without cause. Beaudet's "at will" employment status with the District shall not be changed except by affirmative vote of the Board.

**Section 3. GENERAL DUTIES**

In her capacity as the District's General Manager, Beaudet shall serve at the will and pleasure of the Board. Beaudet shall perform all services, acts or duties necessary or advisable to manage and conduct the business of the District, as may be determined and assigned to her from time to time by the Board, subject at all times to the District's policies as determined by the Board.

**Section 4. OBLIGATIONS OF THE DISTRICT**

The District shall provide Beaudet with the compensation, benefits and business expense reimbursements specified hereinafter during the course of her employment as the District's General Manager pursuant to this Agreement.

**Section 5. COMPENSATION AND EVALUATION**

The District shall pay Beaudet an annual salary of ONE HUNDRED TWO THOUSAND SIXTY-FIVE DOLLARS AND NINETY-FIVE CENTS (\$102,065.95). In addition, the District shall pay Beaudet an additional TWO THOUSAND DOLLARS AND ZERO CENTS (\$2,000.00), in one lump sum, on or about

December 1, 2019, as incentive pay, if she continued to be employed with the District as of that date.

The Board shall use its best faith efforts to conduct an annual personnel evaluation of Beaudet for the purpose of evaluating her job performance. Beaudet shall be eligible for merit increases at the discretion of the Board. The personnel evaluation should be conducted by the Board by the date of this agreement prior to 60 calendar days of the current fiscal year budget. The Board's failure to conduct the annual personnel evaluation of Beaudet shall not constitute a default or breach of this Agreement.

#### **Section 6. MEDICAL, DENTAL AND VISION INSURANCE**

The District shall pay for the costs of medical, dental, and vision insurance for Beaudet and her eligible dependent(s) as provided herein during the course of her employment as the District's General Manager pursuant to this Agreement. Beaudet and her eligible dependent(s) shall be entitled to receive:

- The Public Employee Retirement System ("PERS") Health Maintenance Organization (HMO) medical insurance plan; and
- Dental and vision insurance through the Standard and Safeguard Insurance Company.

#### **Section 7. LIFE INSURANCE**

The District agrees to provide Beaudet with term life AD&D insurance coverage in an amount equal to one year's worth of her annual salary, but in no event to exceed \$100,000 dollars.

#### **Section 8. OTHER BENEFITS**

In addition to the benefits specified in Sections 6 and 7 of this Agreement, Beaudet shall be entitled to receive the following benefits:

- The District shall be listed as an "Additional Insured" on Beaudet's personal auto insurance policy, with any applicable additional premium cost resulting from such designation to be paid by the District;
- Up to ten (10) days of paid sick leave per calendar year, as necessary, which if not used during the applicable period will be forfeited; and
- Except as otherwise provided in this Agreement, the benefits that are available to District employees generally.

#### **Section 9. VACATION**

Beaudet shall accrue 13.34 hours of paid vacation leave for each full month of employment during the course of her employment as the District's General Manager pursuant to this Agreement. Any vacation hours remaining unused at the end of each 12-month period (calculated beginning upon the effective date of this Agreement) during the course of Beaudet's employment pursuant to this

Agreement may, at Beaudet's option: (1) be "rolled over" into the subsequent 12-month period for Beaudet's use in such subsequent period, or (2) be "cashed out," e.g. paid off by the District proportionately based on Beaudet's annual salary at the end of the applicable 12-month period. Such "cash-out" payments shall be made with the first regular payment of wages following the applicable 12-month period of accrued vacation leave.

#### **Section 10. PAID TIME OFF**

Beaudet shall accrue Paid Time Off ("PTO") at the rate of 80 hours (or 10 days) per calendar year. Any PTO remaining unused at the end of each calendar year during the term of Beaudet's employment pursuant to this Agreement may, at Beaudet's option: (1) be "rolled over" into the subsequent calendar year, for Beaudet's use in such subsequent period, or (2) be "cashed out," e.g. paid off by the District proportionately based on Beaudet's annual salary at the end of the applicable calendar year. All "cash out" payments of PTO shall be made with the first regular payment of wages during the month of January of the calendar year following the applicable calendar year of accrued PTO.

#### **Section 11. HOLIDAYS**

During the course of her employment as the District's General Manager pursuant to this Agreement, Beaudet shall be entitled to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Abraham Lincoln's Birthday, George Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Day after Christmas.

#### **Section 12. EXPENSE REIMBURSEMENT**

During the course of her employment as the District's General Manager pursuant to this Agreement, Beaudet shall be provided a cell phone, computer and District credit card to assist in the performance of her duties. Beaudet shall also be reimbursed for all necessary and reasonable expenses incurred in the performance of her duties, pursuant to the District's applicable expense reimbursement policy. The Board encourages Beaudet's participation and attendance at meetings and conferences that further her knowledge of cemetery operations, District governance, and other areas that will be of benefit to the District.

#### **Section 13. RETIREMENT**

The District currently has an I.R.C. Section 457 retirement plan in place, which permits District employees, including Beaudet, to make tax-deferred contributions to the plan. The District will match Beaudet's employee contributions up to 11.0% of her annual salary.

**Section 14. RESPONSIBILITIES**

A job description setting forth Beaudet's duties and responsibilities is attached hereto as Exhibit "A" and incorporated herein by reference. Beaudet shall endeavor at all times to promote and further the District's overall mission, which is to "provide respectful and cost-effective interment of human remains to meet the cultural, economic, religious, and social needs of" the District's diverse residents and taxpayers, as dictated by the Legislature and set forth in California Health & Safety Code Section 9001.

**Section 15. TERMINATION WITHOUT CAUSE**

The Parties agree that the District may terminate this Agreement without cause upon 24 hours written notice, personally delivered to Beaudet by the District.

Upon receiving notice pursuant to this Section 15, Beaudet shall cease to serve as General Manager of the District without further notice or action from the District and shall no longer be entitled to compensation or benefits provided for herein, other than compensation for any accrued vacation, PTO and severance.

The District shall pay Beaudet all funds due within 24 hours of termination of this Agreement by the District.

**Section 16. TERMINATION WITH CAUSE**

The Parties hereby agree that the District may terminate Beaudet with cause at any time. Termination with cause may be supported by evidence of any act of Beaudet that would constitute bribery, perjury, embezzlement, fraud, common law bias, malfeasance, misfeasance or a violation of the Political Reform Act or Government Code or any expressed term or condition of this agreement.

A written explanation for the reasons of the termination with cause shall be personally delivered to Beaudet prior to the effect of termination pursuant this Section 16.

Beaudet acknowledges that she has no rights to any appeal or hearing relating to termination of this Agreement by the District pursuant to this Section 16.

**Section 17. RESIGNATION**

Beaudet may resign, and thereby terminate this Agreement, at any time upon providing 45 days written notice to the Board.

**Section 18. SEVERANCE**

In the event Beaudet is terminated without cause and while willing and able to perform her duties under this Agreement, the District shall pay Beaudet a cash severance allotment, based on her annual salary as of the date of severance, equal to 10 days' pay for each year of service that Beaudet has rendered to the

District as General Manager, up to a maximum of 130 days. Beaudet shall also receive, as of the date of severance, cash for all uncompensated accrued earnings including vacation and PTO.

**Section 19. ENTIRE AGREEMENT**

This Agreement supersedes any and all other prior agreements or discussions, oral or written between the parties with respect to the subject matter hereof. This Agreement contains all of the covenants and agreements between the Parties with respect to the subject matter of this Agreement, and each party hereby acknowledges that no representations, inducements, promises or agreements have been made by or on behalf of the other party except those contained herein.

**Section 20. COUNTERPARTS AND ELECTRONIC SIGNATURES**

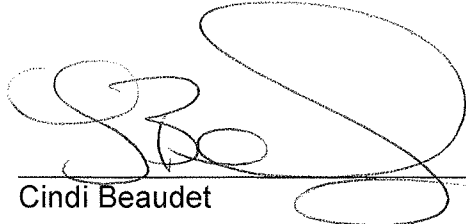
This Agreement may be executed electronically and in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed as of the dates written above.

**TEMECULA PUBLIC  
CEMETERY DISTRICT**

**CINDI BEAUDET**

By: \_\_\_\_\_  
Rosie Vanderhaak, Chair

By:   
Cindi Beaudet

**ATTEST:**

By: \_\_\_\_\_  
Dale Qualm, Vice Chair

**APPROVED AS TO FORM:**

By:   
Steven B. Quintanilla, General Counsel

**TEMECULA PUBLIC CEMETERY DISTRICT  
POLICY MANUAL**

**POLICY NAME:           MEMORIAL MARKERS**  
**POLICY NUMBER:       5030**

**5030.01** The purpose of this policy is to provide a dignified and respectful means for recognizing the memories of a decedent in a peaceful, tranquil and aesthetically pleasing environment open to members of the general public who possess varying degrees of social sensitivities, cultural customs and religious beliefs, in a manner that protects public safety through the imposition of certain requirements and specifications for memorial markers that are intended to minimize the risk of physical harm.

**5030.02** A memorial marker shall be placed on every below-ground interment plot identifying the name of the decedent(s), and including any other such information as may be permitted by this policy.

**5030.03** Memorial markers are not sold by the District, any District trustee or any person employed by the District. Memorial markers meeting the requirements and specifications of this policy, may be purchased from private vendors or any other source.

**5030.04** The District may provide a list of memorial marker vendors for the convenience of our constituents, which to the best of the District's knowledge possess valid business licenses and sellers permits issued by the California State Board of Equalization. The District, however, does not endorse or guarantee the services or workmanship of any vendors included on the District's list, and the District reserves the right to refuse to install a memorial marker upon evidence that the vendor does not possess all requisite business, seller and/or vocational permits and/or licenses, has received complaints from customers on file with the District or has violated any provision of this policy.

**5030.05** The record owner of a memorial marker shall be the person or persons registered as the record owner of the subject interment site in the latest records maintained by the District.

**5030.06** The maximum number of memorial markers shall not exceed one per interment site.

**5030.07** All memorial markers will be installed only by the District. The District reserves the right to refuse the installation of any memorial marker that does not meet the requirements and specifications set forth in this policy. All unauthorized installations will 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.

**5030.08** All memorial markers will be oriented in a manner consistent with the official plans and designs of the cemetery.

**5030.09** Memorial markers 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- Flats Single Slants or Double Slants	8"x11" 10x14x6 or 20x14x6

**5030.10** All memorial markers shall be flat with lawn mower proof or beveled 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 rise more than 3/8" above the surface upon which it sits or is affixed. All memorial markers 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 will 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.

**5030.11** Memorial markers shall be made of polished granite or bronze material only. All bronze plaques must be affixed to either granite or concrete.

**5030.12** Only the permanent memorial markers which meet the requirements and specifications of this policy will be authorized for installation at an interment site. No upright memorial markers will be permitted, with the exception of certain designated areas of the cemetery where there are cremains interment sites, which a specific type of design of an upright memorial marker is permitted. All unauthorized permanent memorial makers 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 will 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. The responsibility for maintenance rest solely with the record owner or the record owner's designee. All maintenance performed on memorial markers shall be at the record owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source for the maintenance of memorial markers.

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

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

**5030.16** The record owner will shall be responsible for the cost of replacing memorial markers. The installation of a replacement memorial marker however will be done by the District at the record owner's cost.

**5030.17** The record owner will shall be responsible for the cost of relocating memorial markers. The installation of a relocated memorial marker however will be done by the District at the record owner's cost.

**5030.18** The record owner of a memorial marker shall be liable to pay all damages resulting from the negligent or reckless maintenance or repair of a memorial marker 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 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 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. The District will store the removed memorial marker, unless severely damaged, for a maximum of 30 calendar days after that date a notice of storage is dispatched 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 is not reclaimed, the District will deem the memorial marker abandoned and dispose of it as the District deems appropriate without further notice to the record owner.

Any costs incurred by the District for such removal will be charged to the record owner and shall be due and payable to the District within 30 days of the date an invoice is dispatched to the record owner by certified mail, sent by electronic mail or personally delivered.

**5030.20** Any unpaid debt owed to the District shall on the 31<sup>st</sup> day of nonpayment of the full amount due commence accruing interest equivalent to the District's average rate of return on its endowment care fund for the previous twelve month reporting period.

The amount of any outstanding costs, interests, penalties and related collection costs, including without limitation attorney fees, owed to the District shall be deemed a civil debt owing the District. The District may commence the appropriate legal action in the name of the District in any court of competent jurisdiction to seek the necessary court order to compel the debtor to pay the District any outstanding debt owed to the District, plus attorneys' fees as the prevailing party. The remedy prescribed by this section shall be cumulative, and the use of this particular civil action to collect an unpaid debt owed to the District shall not bar the use of any other civil, equitable or administrative remedies available to the District.

**5030.21** In the event any action, suit or proceeding is brought for the enforcement of, or the declaration of any right or obligation pursuant to this policy or as a result of any alleged breach of any provision of this policy, the prevailing party in such suit or proceeding shall be entitled to recover its costs and expenses, including reasonable attorney's fees, from the losing party, and any judgment or decree rendered in such a proceeding shall include an award thereof.

**TEMECULA PUBLIC CEMETERY DISTRICT  
POLICY MANUAL**

**POLICY NAME:** Memorial Benches  
**POLICY NUMBER:** 5020

**5020.01** The purpose of this policy is to provide members of the public who are eligible to purchase interment rights in the District, a dignified and respectful means for recognizing the memory of a decedent(s) interred in a District cemetery in a peaceful, tranquil and aesthetically pleasing environment open to members of the general public who possess varying degrees of social sensitivities, cultural customs and religious beliefs, in a manner that protects public safety through the imposition of certain requirements and specifications for the physical construction engraving and placement of memorial benches in a District cemetery.

**5020.02** A memorial bench may only be placed in a District cemetery with the written permission of the District Manager or his or her designee.

**5020.03** The location and placement of a memorial bench in a District cemetery shall be purchased from the District upon payment of a \$1,350.00, location and setting fee, which shall be paid in full before the memorial bench may be installed or placed in a District cemetery. The location of a memorial bench may be reserved for a maximum period of 90 consecutive calendar days upon payment of a nonrefundable deposit of one-half of the location and placement fee. The location and placement fee is not intended to cover the costs of the endowment and interment services associated with any inurnment(s) that may be incorporated in a memorial bench.

**5020.04** The record owner of a memorial bench shall mean the person who purchased the memorial bench or his or her designee or assignee, or any successor in interest.

**5020.05** The location and placement of a memorial bench in a District cemetery shall constitute a license for the non-exclusive right, privilege, and permission to place memorial bench(es) on District property in District approved locations, which shall be subject to revocation and replacement in the event the District determines in its sole discretion it is necessary to relocate a memorial bench pursuant to any applicable policy, rule, regulation, law or adopted design or plan pertaining to the respective District cemetery.

**5020.06** Memorial benches shall be composed solely of granite which ensures that the memorial bench will be weather resistant and sturdy enough to handle the weight of at least 300 pounds.

**5020.07** Members of the general public visiting the District cemeteries are permitted to sit on any memorial benches located in any of the District cemeteries during the District's normal visitor hours.

**5020.08** Memorial benches shall always remain the personal property of the record owner. The record owner shall have the right to control the information that will be engraved on a memorial bench, consistent with the terms and conditions of this policy.

**5020.09** The District does not provide memorial bench engraving services. The District may, however, provide a list of engraver businesses which have engraved some of the memorial benches located in the District's cemeteries, and to the best of the District's knowledge possess valid business licenses and sellers permits issued by the California State Board of Equalization. The District, however, does not endorse or guarantee the services or workmanship of any of the engraver businesses included on the District's list, and reserves the right to refuse the acceptance of an engraved memorial bench upon evidence that the engraver business does not possess all requisite business, seller and/or vocational permits and/or licenses, has received complaints from customers on file with the District or has violated any provision of this policy.

**5020.10** Flower vases or any other receptacle shall not be affixed or attached to a memorial bench.

**5020.11** All memorial benches will be installed only by the District. The District reserves the right to refuse to install any memorial bench that does not meet the requirements and specifications set forth in this policy. All unauthorized installations will be subject to immediate removal and disposal by the District without notice to the record owner. Any costs incurred by the District for removal, disposal or replacement of any unauthorized installations will be charged to the record owner and shall be due and payable to the District within 30 days of the date an invoice is dispatched to the record owner by certified mail, sent by electronic mail or personally delivered.

**5020.12** All memorial benches will be installed in a manner that is consistent with the official plans and designs of the cemetery.

**5020.13** Memorial benches may only include the surname or full name of a decedent(s) interred in the cemetery. Only cremation memorial benches may include the decedents name, date of birth and date of death on the seat of the bench.

**IMPORTANT NOTE**

***Since the Public Cemetery District Law obligates the District to provide for the respectful interment of human remains to meet the cultural, economic, religious, and social needs of California's diverse communities, the District finds that there is a compelling interest in operating and maintaining the District's cemeteries in a manner that is welcoming and comforting to all visitors who come to pay their respects to their dearly departed loved ones. As such, the District reserves the right to reject any epitaph or term of endearment that includes any words, phrases, symbols, etc. which have been deemed patently offensive, disruptive, fighting words, indecent or obscene by a published legal opinion of any court of competent jurisdiction.***

The District reserves the right to refuse the installation of any memorial bench that is not consistent with the above specifications.

**5020.14** The District is not responsible for repairing, removing or replacing any memorial bench that has been damaged through no fault of the District. The responsibility for repairing, removing or replacing a memorial bench that has been damaged through no fault of the District rests solely with the record owner of the memorial bench. The District does not provide any supplies, equipment, electricity, fuel, power source for the repair, removal or replacement of memorial benches damaged through no fault of the District.

**5020.15** The record owner of a memorial bench shall be liable for the cost of any property damage, bodily harm or other claims proximately caused by the unauthorized tampering, (such as repair, maintenance, removal, replacement, alternation, etc.) of the memorial bench by the record owner or record owner's employees, agents, family members, acquaintances or contractors or anyone directed by the record owner. As such, the record owner shall, at the record owner's sole cost, defend, indemnify and hold harmless the District, its directors, agents, officers, and employees, and their respective successors and assigns, and each and every one of them, from and against any and all actions, suits, proceedings, claims, demands, losses, judgments and costs and expenses of every type and description, including settlement costs, legal costs and attorneys' fees, resulting from or arising out of, or otherwise in connection with any personal injury or property damage arising from any intentional, negligent or reckless conduct of the record owner or the record owner's employees, agents, family members, acquaintances or contractors or anyone directed by the record owner. If the record owner fails to indemnify the District, its directors, agents, officers, and employees, and their respective successors and assigns, the District shall have the right, but not the obligation, to defend the same and charge to and recover from the record owner all of the direct or indirect costs of such defense, including fees and costs.

**5020.16** The District may cause the removal of any memorial bench without notice to the record owner of the memorial bench that has caused bodily harm or property damage, 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. The District will charge the costs associated with any such removal and any necessary repair and replacement costs to the party deemed responsible for such damage.

**5020.17** The District will store any damaged memorial bench for a period of thirty days for retrieval by the record owner of the memorial bench for repair. Upon the expiration of the 30<sup>th</sup> day, the District reserves the right to dispose of any damaged memorial bench in any manner the District deems appropriate.

**5020.18** Unless otherwise provided by any District policy, costs which are the responsibility of the record owner of a memorial bench under this policy shall be paid to the District by the record owner within 30 days of the date an invoice is dispatch to the record owner by certified

mail, electronic mail or personally delivered. Any unpaid debt owed to the District shall on the 31<sup>st</sup> day of nonpayment of the full amount due shall be deemed delinquent and shall commence accruing interest equivalent to the District's average rate of return on its endowment care fund for the previous twelve month reporting period.

**5020.19** The amount of any outstanding costs, interests, penalties and related collection costs, including without limitation attorney fees, owed to the District shall be deemed a civil debt owing the District. The District may commence the appropriate legal action in the name of the District in any court of competent jurisdiction to seek the necessary court order to compel the debtor to pay the District any outstanding debt owed to the District, plus attorneys' fees as the prevailing party. The remedy prescribed by this section shall be cumulative, and the use of this particular civil action to collect an unpaid debt owed to the District shall not bar the use of any other civil, equitable or administrative remedies available to the District.

**5020.20** In the event any action, suit or proceeding is brought for the enforcement of, or the declaration of any right or obligation pursuant to this policy or as a result of any alleged breach of any provision of this policy, the prevailing party in such suit or proceeding shall be entitled to recover its costs and expenses, including reasonable attorney's fees, from the losing party, and any judgment or decree rendered in such a proceeding shall include an award thereof. NOTE: Since the District would not have granted licenses to place memorial benches in any District cemetery had it been exposed to damage claims from the record owner, in no event shall the record owner be entitled to recover damages against the District.

**TEMECULA PUBLIC CEMETERY DISTRICT  
POLICY MANUAL**

**POLICY NAME: NICHE COVER PLATE ENGRAVING POLICY**  
**POLICY NUMBER: 5025**

**5025.01** The purpose of this policy is to provide a dignified and respectful means for recognizing the memories of a decedent in a peaceful, tranquil and aesthetically pleasing environment open to members of the general public who possess varying degrees of social sensitivities, cultural customs and religious beliefs, in a manner that protects public safety through the imposition of certain requirements and specifications for the engraving of niche cover plates which are owned by the District and a physical part of the District's columbaria.

**5025.02** Each niche containing human remains shall have at least the name of the decedent engraved on the niche cover plate within 90 calendar days of the date of interment. Failure to have the niche cover plate engraved with at least the name of the decedent may result in the District engraving the decedent's name (only) on the incomplete niche cover plate, the cost of which shall be borne by the owner of the subject interment rights.

**5025.03** Niche cover plates shall always remain the property of the District, and shall not be sold to any member of the public. The interment rights sold with a niche provides the owner of the respective interment rights the right to control the information that will be engraved on a niche cover plate, consistent with the terms and conditions of this policy.

**5025.04** The District does not provide niche cover plate engraving services. The District may, however, provide a list of engraver businesses which have engraved some of the niche cover plates located in the District's cemeteries, and to the best of the District's knowledge possess valid business licenses and sellers permits issued by the California State Board of Equalization. The District, however, does not endorse or guarantee the services or workmanship of any of the engraver businesses included on the District's list, and reserves the right to refuse the acceptance of an engraved niche cover plate upon evidence that the engraver business does not possess all requisite business, seller and/or vocational permits and/or licenses, has received complaints from customers on file with the District or has violated any provision of this policy.

**5025.05** The District provides, for engraving purposes, only one niche cover plate per niche, which may include only one flower vase affixed on the right side of the niche plate

**5025.06** All engraved niche cover plates will be installed only by the District. The District reserves the right to refuse to install any engraved niche cover plate that does not meet the requirements and specifications set forth in this policy. All unauthorized installations will be subject to immediate removal and disposal by the District without notice. The District reserves the right to replace any unauthorized installations with one that includes only the name of the decedent. Any costs incurred by the District for removal, disposal or replacement of any unauthorized installations will be charged to the record interment rights 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.

**5025.07** All engraved niche cover plates will be installed in a manner that is consistent with the official plans and designs of the particular niche structure (columbarium).

**5025.08** In no case shall the size, shape or thickness of a niche cover plate be altered from its original state for engraving purposes. All engraved niche cover plates must remain flat with smooth edges. They shall also remain square (12"x12").

**5025.09** No covers shall be placed over a niche cover plate. All covers will be immediately removed and disposed of by the District as it deems appropriate without notice to the record owner on the respective niche's interment rights. Any costs incurred by the District for the removal and disposal of covers will be charged to the record owner.

**5025.10** Niche cover plates may only include the following information using the font style and sizes described below and shall be configured on the niche cover plates as follows:

For Single Set of Cremains

**SURNAME**

[Roman 1.35 Inches]

**FULL NAME**

[Calligraphy 1.7 Inches]

**DATE OF BIRTH – DATE OF DEATH**

[Calligraphy .96 Inches"]

**SINGLE EPITAPH OR TERM OF ENDEARMENT NOT EXCEEDING 28 CHARACTERS, INCLUDING SPACES, AND EXCLUDING PUNCTUATION**

[Calligraphy 1.05 Inches]

For Double Set of Cremains

Option 1

(Decedents with same surname)

**SURNAME**

[Roman 1.35 Inches]

<b>FULL NAME</b> [Calligraphy 1.4 Inches]	<b>FULL NAME</b> [Calligraphy 1.4 Inches]
<b>DATE OF BIRTH – DATE OF DEATH</b> [Calligraphy .96 Inches]	<b>DATE OF BIRTH – DATE OF DEATH</b> [Calligraphy .96 Inches]



**SINGLE EPITAPH OR TERM OF ENDEARMENT NOT EXCEEDING 28 CHARACTERS, INCLUDING SPACES,  
AND EXCLUDING PUNCTUATION**

[Calligraphy 1.05 Inches]

Option 2

*(Decedents with different surnames)*

**SEE ALSO ATTACHED PICTURE**

<b>FULL NAME</b> [Calligraphy 1.5 Inches]	<b>FULL NAME</b> [Calligraphy 1.5 Inches]
<b>DATE OF BIRTH – DATE OF DEATH</b> [Calligraphy .9 Inches]	<b>DATE OF BIRTH – DATE OF DEATH</b> [Calligraphy .9 Inches]

**SINGLE EPITAPH OR TERM OF ENDEARMENT NOT EXCEEDING 28 CHARACTERS, EXCLUDING  
PUNCTUATION**

[Calligraphy .95 Inches]

**IMPORTANT NOTE**

*Since the District maintains ownership of all engraved niche cover plates and since the Public Cemetery District Law obligates the District to provide for the respectful interment of human remains to meet the cultural, economic, religious, and social needs of California's diverse communities, the District finds that there is a compelling interest in operating and maintaining the District's cemeteries in a manner that is welcoming and comforting to all visitors who come to pay their respects to their dearly departed loved ones. As such, the District reserves the right to reject any epitaph or term of endearment that includes any words, phrases, symbols, etc. which have been deemed patently offensive, disruptive, fighting words, indecent or obscene by a published legal opinion of any court of competent jurisdiction.*

The District reserves the right to refuse the installation of any memorial mark or niche plate that are not consistent with the above specifications.

**5025.11** The District is not responsible for repairing, removing or replacing any engraved niche cover plates that have been damaged through no fault of the District. The responsibility for repairing, removing or replacing an engraved niche cover plates that have been damaged through no fault of the District rest solely with the record owner of the interment rights of respective niche. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the repair, removal or replacement of niche plates damaged through no

fault of the District.

**5025.12** The record owner of the interment rights of a niche shall be liable for the costs of any property damage, bodily harm or other claims proximately caused by the unauthorized tampering, (such as repair, maintenance, removal, replacement, alternation, etc.) of the niche's engraved niche plate by the record owner or record owner's employees, agents, family members, acquaintances or contractors or anyone directed by the record owner.

**5025.13** The District may cause the removal of any engraved niche plate cover without notice to the record owner of the interment rights of the respective niche that has caused bodily harm or property damage, 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. The District will charge the costs associated with any such removal and any necessary repair and replacement costs to the party deemed responsible for such damage.

**5025.14** The District will store any damaged engraved niche covers for a period of thirty days for retrieval by the record owner of the interment rights of the respective niche for repair. Upon the expiration of the 30<sup>th</sup> day, the District, as the owner of the niche plate covers, reserves the right to dispose of any damaged niche plate cover in any manner it deems appropriate.

**5025.15** Any costs which are the responsibility of the record owner of the subject interment rights under this policy shall be paid to the District by the record owner or its representatives within 30 days of the date an invoice is dispatch to the record owner by certified mail, electronic mail or personally delivered. Any unpaid debt owed to the District shall on the 31<sup>st</sup> day of nonpayment of the full amount due commence accruing interest equivalent to the District's average rate of return on its endowment care fund for the previous twelve month reporting period.

The amount of any outstanding costs, interests, penalties and related collection costs, including without limitation attorney fees, owed to the District shall be deemed a civil debt owing the District. The District may commence the appropriate legal action in the name of the District in any court of competent jurisdiction to seek the necessary court order to compel the debtor to pay the District any outstanding debt owed to the District, plus attorneys' fees as the prevailing party. The remedy prescribed by this section shall be cumulative, and the use of this particular civil action to collect an unpaid debt owed to the District shall not bar the use of any other civil, equitable or administrative remedies available to the District.

**5025.16** In the event any action, suit or proceeding is brought for the enforcement of, or the declaration of any right or obligation pursuant to this policy or as a result of any alleged breach of any provision of this policy, the prevailing party in such suit or proceeding shall be entitled to recover its costs and expenses, including reasonable

attorney's fees, from the losing party, and any judgment or decree rendered in such a proceeding shall include an award thereof.



RESOLUTION NO. 2019- 1

**A RESOLUTION OF THE TEMECULA PUBLIC CEMETERY DISTRICT BOARD OF TRUSTEES ADOPTING REVISED MEMORIAL MARKER AND NICHE COVER PLATE ENGRAVING POLICIES**

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

**WHEREAS**, Health and Safety Code Section 9020 provides that the Board of Trustees (the "Board") shall serve as the legislative body of District, govern the District, and establish policies for the operation of the District; and

**WHEREAS**, the District's policies and procedures should be periodically reviewed and revised as circumstances warrant, such as when applicable state or federal law has changed, the District's operations have changed or some provisions have not worked out well from a practicable perspective for the District and the public the District serves; and

**WHEREAS**, the District Manager and General Legal Counsel recently reviewed the District's current policies and related procedures pertaining to the requirements and specifications regarding memorial markers and niche plates and recommend certain changes to said policies and procedures, including but not limited to separating them into independent policies and procedures, for certain legal and practicable reasons; and

**WHEREAS**, the justification for implementing two separate policies and sets of procedures for Memorial Markers and Niche Plates is because unlike the Memorial Markers, the District actually owns and retains physical ownership of the Niche Plates, even after they are engraved, since the Niche Plates are an integral structural component of the District's columbaria.

**NOW, THEREFORE, be it resolved by the Board of Trustees of the Temecula Public Cemetery District as follows:**

**Section 1. Recitals.**

That the Recitals set forth above are true and correct.

**Section 2. Adoption of Revised Memorial Marker Policy and Niche Plate Cover Engraving Policy.**

That the attached Memorial Marker Policy and Niche Plate Cover Engraving Policy are hereby adopted, both of which supersede in its entirety current POLICY NUMBER: 5030 Memorial Markers and Niche Plate Policy, which is hereby repealed in its entirety.

**Section 3. General Manager Authorization.**

That the General Manager is authorized to place these policies in an organized manner in the District's Employee Handbook and to prepare any forms the District Manager, in consultation with General Legal Counsel, deem are necessary or convenient to administering or implementing any particular policy.

**Section 4. Severability.**

That the Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

**Section 5. Repeal of Conflicting Provisions.**

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

**Section 6. Effective Date.**

That this Resolution shall take effect immediately upon its adoption.

**Section 7. Certification.**

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

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

**PASSED, APPROVED AND ADOPTED** by the Board of Trustees of the Temecula Public Cemetery District at a regular meeting duly held on the \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2019, by the following vote:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Cindi Beaudet, Secretary

\_\_\_\_\_  
Rosie Vanderhaak, Chairperson

**APPROVED AS TO FORM:**

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

**Cindi Beaudet**

---

**From:** t.deutsch@orccd.com  
**Sent:** Tuesday, July 30, 2019 12:59 PM  
**To:** t.deutsch@orccd.com  
**Subject:** SAVE THE DATE - CAPC LOCAL AREA MEETING - SEPTEMBER 19TH @ EL TORO MEMORIAL PARK

CAPC Local Area Representatives and Potential Attendees,

I wanted to let you know that the next CAPC local area meeting will take place on Thursday, September 19<sup>th</sup> from 10:00 am to 1:00 pm and will be located at the El Toro Memorial Park, located at 25751 Trabuco Road. Lake Forest, CA 92630. The El Toro Memorial Park is one of the cemeteries managed by the Orange County Cemetery District. We are working on the program subject matter, but please feel free to let me know if there is a pressing topic that you may want discussed. There will be a part of the program for open questions/answers and district updates.

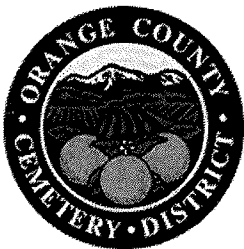
For our first time attendees, the program will be an educational session from 10:00 – 11:45/12:00 pm, followed by a hosted lunch and then an opportunity to stroll the El Toro Memorial Park grounds and visit with the maintenance and office staff to learn about all the tools, equipment or software that is used to operate and maintain our cemetery. We will conclude around 1:00 pm.

There will be some vendors in attendance to provide you with helpful information for your operation.

We look forward to seeing you and your representative from your district in Orange County!

Sincerely,

**Tim Deutsch**  
*General Manager*  
Orange County Cemetery District  
25751 Trabuco Road  
Lake Forest, CA 92630  
949.951.9102, ext. 112  
[www.occemeterydistrict.com](http://www.occemeterydistrict.com)



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

	Jul 31, 19	Jul 31, 18
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
101100 · US Bank Checking	54,661.38	
101200 · US Bank Payroll	2,187.48	
101300 · US Wash Account	8,923.01	
101100C · Cash -Accumulative Outlay Fund	1,955,363.74	
101100E · Cash - Endowment Fund	156,653.36	
1011004 · Cash - Retirement	180.00	
101100G · Cash - General	1,027,882.75	
	3,205,851.72	3,104,449.94
<b>Total Checking/Savings</b>		
<b>Other Current Assets</b>		
102000 · Wells Fargo Investments		
102010 · Wells Fargo Endowment Care	2,098,496.15	
102020 · Wells Fargo Endowment Interest	722,242.51	
	2,820,738.66	2,377,067.61
112011 · Inventory Asset	31,505.50	
102100 · Taxes Receivable	0.00	
100499 · Revenues to Deposit with County	0.00	
116100 · Interest Receivable		
116100P · Interest Receivable - End Prin	11,639.08	
116100I · Interest Receivable - End Int	3,942.87	
	15,581.95	12,075.87
116137 · Miscellaneous Receivable	0.00	
117000 · PrePaid Expenses	32,704.65	
	2,900,530.76	2,481,394.41
<b>Total Other Current Assets</b>		
<b>Total Current Assets</b>	6,106,382.48	5,585,844.35
<b>Fixed Assets</b>		
191650 · Intangible Assets	8,970.00	
191000 · Future Cemetery Property	2,626,168.20	
191100 · Buildings and Improvements	336,226.07	
191400 · Structures and Improvements	382,158.03	
191500 · Equipment	174,571.02	
191600 · Construction in Process	0.00	
191700 · Non-Depreciable Assets	77,561.02	



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

	Jul 31, 19	Jul 31, 18
191800 · Grounds Improvements	12,379.50	
191900 · Paving 2015	143,560.00	
198100 · Accumulated Depreciation - Bldg	-115,868.86	
198400 · Accumulated Depr - Struct/Imp	-213,598.95	
198500 · Accum Depr - Equipment	-163,008.57	
198800 · Accum Depr- Grnd Imp	-2,160.78	
198900 · Accum Depr-Pav 15	-29,704.02	
<b>Total Fixed Assets</b>	<b>3,237,252.66</b>	<b>3,200,247.84</b>
<b>TOTAL ASSETS</b>	<b>9,343,635.14</b>	<b>8,786,092.19</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
201100 · Accounts Payable	1,421.53	
<b>Total Accounts Payable</b>	<b>1,421.53</b>	
<b>Other Current Liabilities</b>		
212200 · Accrued Vacation Pay	14,834.36	
<b>Total Other Current Liabilities</b>	<b>14,834.36</b>	
<b>Total Current Liabilities</b>	<b>16,255.89</b>	
<b>Total Liabilities</b>	<b>16,255.89</b>	<b>26,665.34</b>
<b>Equity</b>		
308100 · General Reserve	180.00	
308135 · Reserve for Endowments	1,706,833.63	
325100E · Unreserved Fund Balance - End	605,632.04	
325100G · Unreserved Fund Balance - Gen	662,188.92	
325100O · Unreserved Fund Balance - ACo	993,886.59	
350000 · Investment in Capital Assets	3,627,912.57	
350001 · Investment In Cap Assets - GASB	-379,361.69	
390000 · Retained Earnings	2,120,500.59	
Net Income	-10,393.40	
<b>Total Equity</b>	<b>9,327,379.25</b>	<b>8,759,426.85</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,343,635.14</b>	<b>8,786,092.19</b>

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

	Jul 19	Budget	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>700001 · Property Taxes</b>			
700020 · Prop Tax Current Secured	0.00	50,042.00	600,500.00
701020 · Prop Tax Current Unsecured	0.00	2,083.00	25,000.00
703000 · Prop Tax Prior Unsecured	0.00	83.00	1,000.00
704000 · Prop Tax Curr Supplemental	0.00	833.00	10,000.00
705000 · Prop Tax Prior Supplemental	0.00	292.00	3,500.00
706000 · Teeter Settlement	0.00	833.00	10,000.00
752800 · CA-Homeowners Tax Relief	0.00	583.00	7,000.00
770100 · Property Tax - SBE	0.00	833.00	10,000.00
<b>Total 700001 · Property Taxes</b>	<b>0.00</b>	<b>55,582.00</b>	<b>667,000.00</b>
<b>740020 · Interest and Dividend Income</b>			
740020G · Interest on General Fnd at Cnty	0.00	1,208.00	14,500.00
740020E · Interest on Endow Fnd at County	0.00	250.00	3,000.00
740020O · Interest on ACO at County	0.00	1,833.00	22,000.00
740021 · Interest - Wells Fargo Advisors	4,944.05	4,167.00	50,000.00
740022 · Dividend Income - WFA	747.56	458.00	5,500.00
<b>Total 740020 · Interest and Dividend Income</b>	<b>5,691.61</b>	<b>7,916.00</b>	<b>95,000.00</b>
<b>770001 · Other Revenue</b>			
770100E · Endowment	14,025.00	14,583.00	175,000.00
777030 · Marker Setting	700.00	833.00	10,000.00
777040 · Open, Close Fees	2,100.00	3,167.00	38,000.00
777520 · Sale of Lots	200.00	5,833.00	70,000.00
777530 · Cremation	4,100.00	1,250.00	15,000.00
777600 · Cenotaph	0.00	25.00	300.00
780160 · Vaults, Flower Vases, etc.	725.00	1,000.00	12,000.00
781360 · Other Misc. Revenue	25.00	42.00	500.00
<b>Total 770001 · Other Revenue</b>	<b>21,875.00</b>	<b>26,733.00</b>	<b>320,800.00</b>
<b>Total Income</b>	<b>27,566.61</b>	<b>90,231.00</b>	<b>1,082,800.00</b>
<b>Gross Profit</b>	<b>27,566.61</b>	<b>90,231.00</b>	<b>1,082,800.00</b>

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

	Jul 19	Budget	Annual Budget
<b>Expense</b>			
<b>510000 · Salaries and Employee Benefits</b>			
<b>510040T · Regular Salaries.</b>			
510040 · Regular Salaries	11,322.24	20,525.00	246,300.00
510330 · Year End Bonuses	0.00	417.00	5,000.00
515100 · Life Insurance Policy	35.64	38.00	450.00
518080 · Auto Allowance	0.00	0.00	0.00
<b>Total 510040T · Regular Salaries.</b>	<b>11,357.88</b>	<b>20,980.00</b>	<b>251,750.00</b>
<b>513000T · Retirement - Miscellaneous</b>			
518000 · Employer Contributions-457	2,004.88	1,042.00	12,500.00
551000 · Employee Contributions	1,199.94	0.00	0.00
<b>Total 513000T · Retirement - Miscellaneous</b>	<b>3,204.82</b>	<b>1,042.00</b>	<b>12,500.00</b>
<b>513120T · Retirement - Social Security</b>			
513120 · Social Security	715.94	1,333.00	16,000.00
513140 · Medicare Tax	167.45	333.00	4,000.00
<b>Total 513120T · Retirement - Social Security</b>	<b>883.39</b>	<b>1,666.00</b>	<b>20,000.00</b>
<b>515080T · Health Insurance (eer share)</b>			
515081 · Health Insurance	9,842.54	5,583.00	67,000.00
515082 · Vision Insurance	62.77	92.00	1,100.00
515083 · Dental Insurance	429.76	367.00	4,400.00
<b>Total 515080T · Health Insurance (eer share)</b>	<b>10,335.07</b>	<b>6,042.00</b>	<b>72,500.00</b>
<b>515260T · Unemployment Insurance</b>			
517000 · Workers Comp Insurance	1,590.57	1,592.00	19,100.00
515060 · State Unemployment Ins EDD	0.00	83.00	1,000.00
513130 · CA SUI	9.90	250.00	3,000.00
<b>Total 515260T · Unemployment Insurance</b>	<b>1,600.47</b>	<b>1,925.00</b>	<b>23,100.00</b>
<b>Total 510000 · Salaries and Employee Benefits</b>	<b>27,381.63</b>	<b>31,655.00</b>	<b>379,850.00</b>
<b>520000 · Services and Supplies</b>			
<b>529540T · Utilities</b>			
520320 · Telephone Service	0.00	200.00	2,400.00
520845 · Trash	265.28	275.00	3,300.00
529500 · Electricity	168.82	417.00	5,000.00
<b>Total 529540T · Utilities</b>	<b>434.10</b>	<b>892.00</b>	<b>10,700.00</b>

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

	Jul 19	Budget	Annual Budget
<b>524520T · Administrative Expenses</b>			
518160 · Board Stipend	0.00	1,000.00	12,000.00
520115 · Uniforms - Replacement Clothing	207.40	258.00	3,100.00
520230 · Cellular Phone	272.32	258.00	3,100.00
520240 · Answering Service	0.00	0.00	0.00
520705 · Food	11.49	92.00	1,100.00
520930 · Insurance - Liability	890.51	892.00	10,700.00
523100 · Memberships	195.00	217.00	2,600.00
523290 · Bank Charges	35.00	29.00	350.00
523621 · Subscriptions	0.00	167.00	2,000.00
523660 · Computer Service	15.89	667.00	8,000.00
523700 · Office Supplies	161.10	167.00	2,000.00
523720 · Photocopies	606.33	200.00	2,400.00
523760 · Postage/Mailing	0.00	83.00	1,000.00
523840 · Computer Equip/Software/T1	0.00	292.00	3,500.00
524520 · County Journal Recording	0.00	167.00	2,000.00
524530 · Storage Fees	0.00	0.00	0.00
524540 · Payroll Processing Services	309.28	350.00	4,200.00
524560 · Auditing	0.00	1,000.00	12,000.00
524561 · Accounting	1,050.00	625.00	7,500.00
524566 · Temp for e-File	0.00	750.00	9,000.00
524800 · Drug Testing/Pre-Employment	0.00	17.00	200.00
525025 · Legal - General Counsel	39.99	2,500.00	30,000.00
525030 · Paychex HR Support	414.15	450.00	5,400.00
526420 · Advertising	0.00	150.00	1,800.00
527280 · Awards/Recognition	0.00	0.00	0.00
527880 · Training/ Staff	527.00	292.00	3,500.00
528140 · Conferences and Meetings	1,184.03	3,917.00	47,000.00
528980 · Meals	105.10	167.00	2,000.00
528990 · Semi-Annual Team Dinner	0.00	300.00	3,600.00
529040 · Private Mileage Reimbursement	153.99	208.00	2,500.00
529050 · Website	50.00	83.00	1,000.00
529550 · Water	86.60	133.00	1,600.00
<b>Total 524520T · Administrative Expenses</b>	<b>6,315.18</b>	<b>15,431.00</b>	<b>185,150.00</b>

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

	Jul 19	Budget	Annual Budget
<b>524500T · Operational Expenses.</b>			
521420 · Maint-Field Equipment	0.00	833.00	10,000.00
522310 · Maint-Building Improvements	0.00	208.00	2,500.00
522320 · Maint - Grounds	0.00	1,417.00	17,000.00
522360 · Maintenance-Extermination	496.00	500.00	6,000.00
523250 · Repurchase	0.00	292.00	3,500.00
523800 · Engraving Expense	0.00	133.00	1,600.00
525320 · Security Guard Services	0.00	21.00	250.00
525600 · Security	296.74	300.00	3,600.00
527100 · Fuel	140.14	208.00	2,500.00
527180 · Operational Supplies	697.16	1,167.00	14,000.00
528020 · Inventory	0.00	875.00	10,500.00
<b>Total 524500T · Operational Expenses.</b>	<b>1,630.04</b>	<b>5,954.00</b>	<b>71,450.00</b>
<b>Total 520000 · Services and Supplies</b>	<b>8,379.32</b>	<b>22,277.00</b>	<b>267,300.00</b>
<b>530000 · Other Charges</b>			
530100 · Miscellaneous non-operating exp	307.95	333.00	4,000.00
<b>Total 530000 · Other Charges</b>	<b>307.95</b>	<b>333.00</b>	<b>4,000.00</b>
<b>540000 · Capital Assets</b>			
<b>542060T · Cemetery Grounds</b>			
542040 · - Buildings, Capital Projects	0.00	11,250.00	135,000.00
542060 · Improvements -Building	0.00	500.00	6,000.00
542065 · Tree Renovaton	0.00	1,438.00	17,250.00
542075 · Grounds Improvements	0.00	0.00	0.00
548300 · Office Renovation	0.00	500.00	6,000.00
542060T · Cemetery Grounds - Other	0.00	500.00	6,000.00
<b>Total 542060T · Cemetery Grounds</b>	<b>0.00</b>	<b>14,188.00</b>	<b>170,250.00</b>
<b>540040T · Land, Purchase of Land</b>			
540042 · Future Cemetery Property	1,500.00	12,500.00	150,000.00
<b>Total 540040T · Land, Purchase of Land</b>	<b>1,500.00</b>	<b>12,500.00</b>	<b>150,000.00</b>
<b>546020T · Equipment, etc</b>			
542070 · Well Motor	0.00	6,250.00	75,000.00
546020 · Equipment - Automotive	0.00	1,417.00	17,000.00
546240 · Mapping Software	0.00	583.00	7,000.00
<b>Total 546020T · Equipment, etc</b>	<b>0.00</b>	<b>8,250.00</b>	<b>99,000.00</b>
<b>Total 540000 · Capital Assets</b>	<b>1,500.00</b>	<b>34,938.00</b>	<b>419,250.00</b>

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

	Jul 19	Budget	Annual Budget
551100G · Contrib to Other Funds - Gen	0.00	14,583.00	175,000.00
551100E · Contrib to Other Funds - Endow	0.00	21,388.00	256,650.00
<b>Total Expense</b>	<b>37,568.90</b>	<b>125,174.00</b>	<b>1,502,050.00</b>
<b>Net Ordinary Income</b>	<b>-10,002.29</b>	<b>-34,943.00</b>	<b>-419,250.00</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
731000 · Realized Gain (Loss) on Invest	0.00	0.00	0.00
731100 · Unrealized Gain (Loss) on Invst	-391.11	0.00	0.00
<b>Total Other Income</b>	<b>-391.11</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>-391.11</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-10,393.40</b>	<b>-34,943.00</b>	<b>-419,250.00</b>



**SNAPSHOT**

**TEMECULA PUBLIC CEMETERY DIST  
ENDOWMENT PRINCIPAL**

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

**Progress summary**

	THIS PERIOD	THIS YEAR
<b>Opening value</b>	<b>\$2,096,705.50</b>	<b>\$2,051,456.20</b>
Cash deposited	0.00	0.00
Securities deposited	0.00	0.00
Cash withdrawn	-1,400.81	-23,430.54
Securities withdrawn	0.00	0.00
Change in value	3,191.46	70,470.49
<b>Closing value</b>	<b>\$2,098,496.15</b>	<b>\$2,098,496.15</b>

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

**Portfolio summary**

	ASSET TYPE	PREVIOUS VALUE ON JUN 30	%	CURRENT VALUE ON JUL 31	%	ESTIMATED ANN. INCOME
<b>ASSETS</b>	Cash and sweep balances	2,109.07	0.10	4,546.65	0.22	11
	Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
	Fixed income securities	1,835,500.86	87.54	1,834,920.38	87.44	44,904
	Mutual funds	259,095.57	12.36	259,029.12	12.34	6,410
	<b>Asset value</b>	<b>\$2,096,705.50</b>	<b>100%</b>	<b>\$2,098,496.15</b>	<b>100%</b>	<b>\$51,325</b>



**SNAPSHOT**

**TEMECULA PUBLIC CEMETERY DIST  
ENDOWMENT INTEREST**

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

**Progress summary**

	THIS PERIOD	THIS YEAR
<b>Opening value</b>	<b>\$720,494.00</b>	<b>\$677,040.75</b>
Cash deposited	1,400.81	23,430.54
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	347.70	21,771.22
<b>Closing value</b>	<b>\$722,242.51</b>	<b>\$722,242.51</b>

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

**Portfolio summary**

	ASSET TYPE	PREVIOUS VALUE ON JUN 30	%	CURRENT VALUE ON JUL 31	%	ESTIMATED ANN. INCOME
<b>ASSETS</b>	Cash and sweep balances	6,103.92	0.85	47,981.90	6.64	120
	Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
	Fixed income securities	593,487.45	82.37	553,389.85	76.62	13,841
	Mutual funds	120,902.63	16.78	120,870.76	16.74	2,987
	<b>Asset value</b>	<b>\$720,494.00</b>	<b>100%</b>	<b>\$722,242.51</b>	<b>100%</b>	<b>\$16,948</b>







# JULY 2019 Burial Depletion Sales

## Pre-Need

Single Lots	1
Dual Lots	1
Wall	3
Cremation Ground	
Ossuary	
Hexagon	

## At Need

Single Lots	
Dual Lots	
Wall	1
Cremation Ground	
Ossuary	
Hexagon	

# July 2019

July 2019

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	31			

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 30	Jul 1	2	3	4	5	6
		11:00am 12:00pm Tobin Burial	Linda in 12:00pm 4:30pm Michelle left early	CLOSED	3:30pm 4:30pm Michelle Left Early	
7	8	9	10	11	12	13
			2:00pm 3:30pm Ken Watson Appt	Joe Off		
14	15	16	17	18	19	20
	9:30am 10:00am North Interment 10:00am 11:00am Michelle Appt			8:00am 11:30am Board Meeting	Kyle Off	
21	22	23	24	25	26	27
	Kyle Off	10:00am 11:00am Brandy Amaya Appt	9:00am 9:30am Stanley Williams Appt	Joe Rainbird Class (Sat)	10:00am 10:30am Pequette Appt	
28	29	30	31	Aug 1	2	3
	11:00am 12:00pm Flournoy Burial 12:00pm 1:00pm Lacuku Burial	Cindi out	Joe Off			

Jun 30 - Jul 6

Jul 7 - 13

Jul 14 - 20

Jul 21 - 27

Jul 28 - Aug 3

July 25, 2019

Rain Bird Academy

Course Title: Landscape Irrigation Design Process

Location: San Diego, Ca

Instructor: Tom Horn

### Course Overview

The objective of the course was to have a better understanding of how to obtain accurate site information, identify and layout your hydrozones, select and layout your components and use hydraulic principals to establish zones and pipe layout. In order to achieve and design an optimal irrigation system you must first obtain any site information and design a site plan. The site plan should include Structures, hardscapes, and what type of water supply (i.e. reclaimed, municipal, well) and its location. Also weather and soil conditions, as well as any elevation changes should be found on the site plan. After designing your site plan you want to find out your flow and pressure available. Once your flow and pressure is determined you can decide on what size valve and what type of emitter you will use. Your emitter will be determined by the plant material you are watering. While establishing your zones you want to keep similar plant material on the same zone. When Laying out your valve, pipe and emitter placement take the shortest path as you can due to friction loss from pipe and fitting.

## Summary of Toastmasters' meeting for month of July 2019

7-01-2019 Barbara Matthews was the toastmaster for the meeting was new beginnings (as it was the start of our new year with new elected leaders)

Alifah Achmud did the only prepared speech, which was a specially prepared speech that was part of her path to leadership of District 12 toastmasters. The speech was prepared 30 minute speech about leadership and the path to it in Toastmasters

7-08-2019 Alifah Achmud was the toastmaster for the meeting and the theme was Happiness

First prepared speech of 5 to 7 minutes was by Katrina Johnson and it was an humorous speech about choosing her initial career path and hating it and how she changed it.

Second prepared speech of 5 to 7 minutes was by Barbara Matthews and it was about her first mentors and inspirational people when she was in college and in her first job

7-15-2019 Kathy Sizemore was the toastmaster and the theme was The Spirit of Aloha and what aloha means to her.

First prepared speech of 5 to 7 minutes was by Lisa Harris About she fulfilled the role of a leader and a mentor in her job as director of nutrition for a riverside county school district.

Second prepared speech of 5 to 7 minutes was by Alifah Achmud was a humorous speech about a TV show that dealt with people being catfished online.

7-22-2019 Brooke Nunn was the toastmaster and the theme was laughter is the best medicine.

I fulfilled the role of timer at this meeting.

First prepared speech was a 4 to 6 minute icebreaker speech given by new member Loren Fogelman which introduced her to the group

Second prepared speech of 5 to 7 minute was by Kathy Sizemore about her coach and her mentor that helped her on her path to being a leader for boy scouts

7-29-2019 Kimberle Smith Austin was the toastmaster and it was the club's Open House with many invited guests.

First prepared speech of 5 to 7 minutes was Michelle Clement was about how Toastmasters helped her and made her a more confident speaker. Michelle went over her allotted time so her speech did not qualify

Second prepared speech of 5 to 7 minutes was by Sandy Henry was an exercise in improving her voice projection and vocal variety. Speech was about a vacation with her son.

TEMECULA PUBLIC CEMETERY DISTRICT  
POLICY MANUAL

**POLICY TITLE:** Copying Public Documents  
**POLICY NUMBER:** 1050

1050.1 Individuals requesting copies of public documents shall be charged ten cents per sheet to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Trustees at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged to ten cents per sheet. The copy charge will be levied at Board meetings for copies of document if more are needed and/or requested in addition to those normally prepared for the public of the Board meetings.