

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

February 15, 2018

8:00 a.m.

AGENDA

1. **Call To Order :**

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

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: Rick Neugebauer with RTN Development

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 January 18, 2018.

B. **Approval of Check Registers**

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

C. **Approval of Bookkeeper Report**

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

6. Action Items

A. SDRMA Member Certificate of Coverage

Recommendation: That the Trustees review the 2017 coverage and have an open discussions on limits.

B. Draft Policies

Recommendation: That the Trustees review the policy numbers 1037,1075,3012,3020,3055,4080,4085. Make a motion to accept as read or move for changes.

C. Notary for Cemetery

Recommendation: That the Trustees acknowledge the notice on Public employees holding a notary license paid by the district. Test was administered on 01/23/2018.

D. Response letter

Recommendation: That the Trustees review the response letter sent out to Jennifer Kenitzer.

7. Financial Report

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

8. General Managers Reports

- A. January 2018 Revenues
- B. January 2018 Plot Inventories
- C. January Depletion
- D. January Calendar
- E. New Hire, Bill Hernandez 02/05/2018 grounds
- F. RBF permits for entry road

9. Foreman Reports

- A. SDRMA Safety Meetings
- B. Well and Pump
- C. Storage items
- D. Qualified Applicators exam
- E. Grounds Report
- F. Palm tree removal

10. General Counsel Reports

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 the Meyers Nave Conference, January 24, 2018
- F. Policies (Dugan, Reese, Beaudet)
- G. General Price List (Vanderhaak, Davis, Beaudet)

12. Future Trustee Agenda Items:

13. Board Comment:

- Climate Control- Trustee Dugan to provide questions for the CAPC conference breakout session

14. Announcements:

- CAPC Annual Conference February 22, 2018
San Luis Obispo

Transportation suggestions

- Car Rental: SUV premium \$400.00 would accommodate 4 people
District will reimburse you for fuel
- Airlines- Not accommodating to this trip
- Personal Vehicle 550 Roundtrip miles @ 53.5% \$294.25

15. Adjournment Time:

1st Motion

2nd Motion

Next Regular Board Meeting – March 15, 2018

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 February 12, 2018

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

January 18, 2018

8:00 a.m.

MINUTES

1. **Call To Order : 8:03, A.M.**
2. **Pledge of Allegiance:** Led by Trustee Dugan
3. **Roll Call**
Chair Vanderhaak, Vice Chair Qualm, Trustee Davis,
(Trustee Reese, late, arrived at 8:07, a.m.) Trustee Dugan General Manager,
Cindi Beaudet

STAFF:

Foreman, **(Joe Sands, partial attendance due to burials)** Administration,
Michelle Hesselgesser

Motions To Excuse: None

Visitors: None

Public Comments: 8:04-8:07, no one from the public present

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

4. CLOSED SESSION ITEMS

A. *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

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B.1 CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

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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

D. Closed Session Announcements: Nothing to Report

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

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

A. Approval of Minutes

Recommendation: That the Board approve the minutes of the Regular Board Meeting of November 16, 2017.

B. Approval of Check Registers

Recommendation: That the Board approves the November and December 2017 Check Register Nos. 101100, 101200 and 101300.

C. Approval of Bookkeeper Report

Recommendation: That the Board receive and file the December 2017 and January 2018 Bookkeeper Report.

6. Action Items:

A. Form 700: Received, Trustee Dugan Qualm and Vanderhaak, G.M. Beaudet.

Recommendation: That the Trustees complete their 700 forms and return them to the manager on or before the February Board meeting date.

B. SDRMA BYLAWS REVISION: Motion was made by Trustee Davis to approve the bylaws revisions, seconded by Trustee Reese and passed 5/0.

Recommendation: That the Trustees review the revised bylaws and motion to approve.

C. SDRMA RESOLUTION FOR VOLUNTEER COVERAGE: Motion was made by Trustee Davis to approve Resolution number 2018-2 workman's comp coverage, seconded by Trustee Reese and passed 5/0.

Recommendation: That the Trustees make a motion to approve the governing body to be covered with Workman's Comp.

D. Linda Glau Accounting and tax services 2018 contract: Motion was made by Trustee Dugan to accept the bookkeepers contract for 2018, seconded by Trustee Qualm and passed 5/0.

Recommendation: That the Trustees make a motion for Linda Glau to represent the district for the 2018 fiscal year.

E. Temecula Valley Chamber Ballots: Motion was made by Trustee Qualm to nominate Craig Davis for 2017 citizen of the year, seconded by Trustee Reese and passed 5/0.

Motion was made by Trustee Davis to nominate Ashlee Collins as young Professional of the year, seconded by Trustee Dugan and passed 5/0.

Recommendation: That the Trustees review the personal statements provided by the candidates of the chamber and vote for one (1) candidate on each ballot.

E. Complaint letter: After discussion with the BOT, it was decided Chair Vanderhaak would respond in writing to the complaint and at that time would include the cemetery rules along with Health and Safety Code.

Recommendation: That the Trustees review the letter from Jennifer Kenitzer and respond to the constituent.

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

- A. November 2017, December 2017 Balance Sheet
- B. November 2017, December 2017 Profit and Loss
- C. November 2017, December 2017 Wells Fargo Investments; principle and interest

8. General Managers Reports: Received

- A. November and December 2017 Revenues
- B. November and December 2017 Plot Inventories
- C. November and December Depletion
- D. November and December Calendar
- E. Meyers and Nave Competitive bidding conference, January 24, 2018
- F. Michelle scheduled for Notary class January 23, 2018

9. Foreman Reports: Received

- A. SDRMA/ Tailgate meetings
- B. Qualified Applicators Certificate Exam
- C. Upright monuments

10. General Counsel Reports

None

11. Fiscal Year 2017-2018 Subcommittee's: Nothing to report

- 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:

Solar

13. Board Comment:

- Climate Control- Trustee Dugan to provide questions for the CAPC conference breakout session

14. Announcements:

- CAPC Annual Conference February 22, 2018
- Trustee Dugan asked about the golf tournament, he and Trustee Qualm were interested in playing, GM to get prices for them to help them make their decision.
- Enterprise Car Rental Contract- Trustee Reese to provide information

A. Next Regular Board Meeting – February 15, 2018

15. Adjournment: With no further business a motion was made by Trustee Qualm to adjourn the regular Board meeting at 9:29a.m., seconded by Trustee Dugan and passed 5/0.

Temecula Public Cemetery District

2/7/2018 7:48 AM

Register: 101100 · US Bank Checking

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

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/04/2018	6865	CalPers 457 Plan	201100 · Accounts Pay...		814.50	X		46,472.17
01/04/2018	6866	EcoFert Inc	201100 · Accounts Pay...	2525	455.00	X		46,017.17
01/04/2018	6867	Home Depot-Credit S...	201100 · Accounts Pay...	603532253881...	718.00	X		45,299.17
01/04/2018	6868	Metlife	201100 · Accounts Pay...	KMO5754030-...	45.52	X		45,253.65
01/04/2018	6869	Sprint (formerly Next...	201100 · Accounts Pay...	498449924-147	117.78	X		45,135.87
01/04/2018	6870	US Bank	201100 · Accounts Pay...		4,189.66	X	cc	40,946.21
01/04/2018	6871	Joyce McLaughlin	201100 · Accounts Pay...	District reimbu...	200.00	X		40,746.21
01/05/2018	6872	Protection One (corp)	201100 · Accounts Pay...	120311362	289.19	X		40,457.02
01/05/2018	6873	Prudential Overall Su...	201100 · Accounts Pay...		88.96	X		40,368.06
01/05/2018			101200 · US Bank Pay...	Funds Transfer	19,837.67	X	3x and cash out	20,530.39
01/08/2018	6874	CalPers 457 Plan	201100 · Accounts Pay...		806.04	X		19,724.35
01/08/2018	6875	Crop Productions	201100 · Accounts Pay...	1348442	138.85	X		19,585.50
01/08/2018	6876	Frontier Communicat...	201100 · Accounts Pay...	081604-5	263.03	X		19,322.47
01/08/2018	6877	Sparkletts	201100 · Accounts Pay...	5728175-120317	112.14	X		19,210.33
01/08/2018	6878	Josefina Escalante	201100 · Accounts Pay...		65.00	X		19,145.33
01/08/2018	AJE367		515100 · Life Insuranc...	Automatic with...	35.64	X		19,109.69
01/11/2018	AJE373		101200 · US Bank Pay...	Monthly autom...	411.30	X		18,698.39
01/12/2018			523290 · Bank Charges	Service Charge	45.00	X		18,653.39
01/12/2018	6879	California Associatio...	201100 · Accounts Pay...		394.00	X		18,259.39
01/19/2018	6880	California Associatio...	201100 · Accounts Pay...		284.00	X		17,975.39
01/19/2018	6881	CR&R Incorporated	201100 · Accounts Pay...	1022255	253.42	X		17,721.97
01/19/2018	6882	Crowne Hill Consulti...	201100 · Accounts Pay...		225.23	X		17,496.74
01/19/2018	6883	Dylan Dixon Tree Se...	201100 · Accounts Pay...	1128	750.00	X		16,746.74
01/19/2018	6884	Linda Glau CPA	201100 · Accounts Pay...		405.00	X		16,341.74
01/19/2018	6885	Michelle Hesselgeser	201100 · Accounts Pay...		32.63	X		16,309.11
01/19/2018	6886	Prudential Overall Su...	201100 · Accounts Pay...	01/1/20181-01/...	87.90	X		16,221.21
01/19/2018	6887	South County Pest C...	201100 · Accounts Pay...	0215304	46.00	X		16,175.21
01/19/2018	6888	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	250.69	X		15,924.52
01/19/2018	6889	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	295.52	X		15,629.00
01/19/2018	6890	Sun City Granite	201100 · Accounts Pay...	7571	95.00	X		15,534.00
01/19/2018	6891	Temecula Answering...	201100 · Accounts Pay...	Tas5032	193.65	X		15,340.35
01/19/2018	6892	Wildlife Control Ser...	201100 · Accounts Pay...	WL2697	450.00	X		14,890.35
01/19/2018	6893	Dylan Dixon Tree Se...	201100 · Accounts Pay...	1126/1130	900.00	X		13,990.35
01/19/2018	6894	Dylan Dixon Tree Se...	201100 · Accounts Pay...	1127	750.00	X		13,240.35
01/19/2018			101200 · US Bank Pay...	Funds Transfer ...	7,189.97	X		6,050.38
01/22/2018	6895	Josefina Escalante	201100 · Accounts Pay...		65.00			5,985.38
01/22/2018	6896	Calif. Secretary of St...	527880 · Training/ Staff	Notary, applica...	40.00			5,945.38
01/22/2018	6897	Finger Printing Inc	527880 · Training/ Staff	Notary- Live S...	80.00	X		5,865.38
01/25/2018			101100G · Cash - Gen...	Deposit		X	49,143.50	55,008.88
01/25/2018	6910	Dale Qualm.	528140 · Conferences ...		167.53			54,841.35

Temecula Public Cemetery District

2/7/2018 7:48 AM

Register: 101100 · US Bank Checking

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

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/29/2018	6899	Kenitzer, Joseph	201125 · Accounts Rec...		25.00			54,816.35
01/29/2018	6900	California Public Em...	201100 · Accounts Pay...	7490021932 ...	3,775.67		Medical	51,040.68
01/29/2018	6901	California School Bo...	201100 · Accounts Pay...	36408-J2G2S1	1,500.00		GASB	49,540.68
01/29/2018	6902	CalPers 457 Plan	201100 · Accounts Pay...	01-04-2018 * 0...	788.88			48,751.80
01/29/2018	6903	County of Riverside I...	201100 · Accounts Pay...		234.69			48,517.11
01/29/2018	6904	Digital Deployment I...	201100 · Accounts Pay...	96618	50.00			48,467.11
01/29/2018	6905	Metlife	201100 · Accounts Pay...	KMO5754030-...	45.52			48,421.59
01/29/2018	6906	Roto Rooter Plumbers	201100 · Accounts Pay...		395.00			48,026.59
01/29/2018	6907	Site Industries LLC	201100 · Accounts Pay...	148-IS	5,980.00		Mapping	42,046.59
01/29/2018	6908	Thompson West	201100 · Accounts Pay...		189.24			41,857.35
01/29/2018	6909	Verizon Wireless	201100 · Accounts Pay...	1662294837	168.00			41,689.35
01/30/2018	6898	Riverside County ACR	201100 · Accounts Pay...		155.00	X		41,534.35
01/30/2018	6911	US Bank	201100 · Accounts Pay...		1,139.87			40,394.48
01/30/2018	6913	miscellaneous	116137 · Miscellaneou...	VOID:		X		40,394.48
01/31/2018	6912	Cindi Beaudet	201100 · Accounts Pay...		185.23			40,209.25
01/31/2018	To Print	Downs Energy	527100 · Fuel		124.76			40,084.49

Temecula Public Cemetery District

2/7/2018 7:48 AM

Register: 101200 · US Bank Payroll

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

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
01/05/2018			101100 · US Bank Che...	Funds Transfer		X	19,837.67	20,503.47
01/11/2018	AJE373		101100 · US Bank Che...	Monthly autom...		X	411.30	20,914.77
01/12/2018	AJE366		510040 · Regular Salar...	Green Cash Re...	11,863.30	X		9,051.47
01/12/2018	AJE366		510040 · Regular Salar...	Green Cash Re...	7,676.18	X		1,375.29
01/12/2018	AJE366		510040 · Regular Salar...	Monthly charg...	298.19	X		1,077.10
01/15/2018	AJE374		525030 · Paychex HR ...		414.15	X		662.95
01/19/2018			101100 · US Bank Che...	Funds Transfer		X	7,189.97	7,852.92
01/26/2018	AJE375		510040 · Regular Salar...	Green Cash Re...	4,979.79	X		2,873.13
01/26/2018	AJE375		510040 · Regular Salar...	Green Cash Re...	2,077.48			795.65
01/26/2018	AJE375		510040 · Regular Salar...	Monthly charg...	121.70	X		673.95

Temecula Public Cemetery District

2/7/2018 7:49 AM

Register: 101300 · US Wash Account

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

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
01/04/2018			116137 · Miscellaneou...	Deposit		X	3,050.00	21,194.90
01/31/2018			-split-	Deposit		X	33,506.95	54,701.85
01/31/2018	To Print	County of Riverside ...	-split-		32,970.00			21,731.85

Date: 02/05/2018

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.
6878-6919

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

Check 6911 01/30/2018 \$1139.67

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.

Cal Pers \$3775.67 1/29/18 # 6900 OK

Site Industries LLC \$5980.00 1/29/18 #6907 OK

X Verify all checks to the GM have two signatures.

Check 6912 Dated 01/31/18 for 185.23 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:

Check 6898 to Riverside County Recorder was handwritten on 01/26/18 for \$155. Verified amount and payee with online banking.

Open items:

MEMBER'S CERTIFICATE OF COVERAGE

Issue Date
7/1/2017

Provider Special District Risk Management Authority
1112 'I' Street, Suite 300
Sacramento, California 95814
800.537.7790 www.sdrma.org



Member Temecula Public Cemetery District
41911 C Street
Temecula, California 92592

Member Number: 7295

This is to certify that coverages listed below have been issued to the Member named above for the period indicated. This certificate is not an insurance policy or an agreement of coverage and does not amend, extend or alter the coverage afforded by the agreements listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage described herein is subject to all the terms, exclusions, and conditions of the specific coverage document. This certificate of coverage evidences the limits of liability in effect at the inception of the agreements shown; limits shown may have been reduced by paid claims. This certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits
Property	Pepip 017471590/04	7/1/2017	7/1/2018	Per Occurrence
Property				\$ 1,000,000,000
Boiler & Machinery				\$ 100,000,000
Pollution	PPC-SDRMA-201718			\$ 2,000,000
Cyber	PH1733938			Limits on File
				Replacement cost for Scheduled Property
Mobile Equipment	LCA-SDRMA-201718	7/1/2017	7/1/2018	Per Occurrence
Mobile/Contractors Equipment				\$ 1,000,000,000
				Actual cash value for Scheduled Property
General Liability	LCA-SDRMA-201718	7/1/2017	7/1/2018	Per Occurrence
Bodily Injury				\$ 2,500,000
Property Damage				\$ 2,500,000
Public Officials Personal				\$ 500,000
Employment Benefits				\$ 2,500,000
Employee/Public Officials E & O				\$ 2,500,000
Employment Practices Liability				\$ 2,500,000
Employee/Public Officials Dishonesty	EDC-SDRMA-201718			\$ 1,000,000
Auto Liability	LCA-SDRMA-201718	7/1/2017	7/1/2018	Per Occurrence
Auto Bodily Injury				\$ 2,500,000
Auto Property Damage				\$ 2,500,000
Uninsured Motorist	UMI-SDRMA-201718			Limits on File
Auto Physical Damage	LCA-SDRMA-201718	7/1/2017	7/1/2018	Per Occurrence
Auto PD - Comp				Limits on File
Auto PD - Collision				Limits on File
High Dollar Vehicles				Limits on File
Workers' Compensation	WCP-SDRMA-201718	7/1/2017	7/1/2018	Per Occurrence
Employers Liability				\$ 5,000,000
Workers' Compensation				Statutory

Gregory S. Hall - Chief Executive Officer

Description: All listed coverage is in effect only for the time period specified.

Amount	Monthly	Annually
\$2.5 M	\$710.75	\$8,529.00
\$5 M	\$847.91	\$10,175.00
\$10 M	\$1,191.08	\$14,293.00

Estimates

SDRMA Board have not approved rates for 2018-2019 yet

**TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL**

POLICY TITLE: Conflicting Interests of Contractors
POLICY NUMBER: 1037

1037.1 This Contractor Policy applies to all vendors, contractors, consultants and service providers, including persons and/or entities, which provide services of any kind to the District (hereinafter referred to as "Contractors" and singularly as "Contractor").

1037.2 The purpose of this policy is to protect the District from doing business with Contractors with potential and/or actual conflicts of interest, which may arise when the personal or professional interests of a Contractor are potentially at odds with the best interests of the District.

1037.3 Contractor shall not have any interest, nor shall it acquire any interest, including any financial, investment or interest in real property or any other source of income, directly or indirectly, which would conflict or potentially conflict in any manner with the performance of the Contractor's services rendered to the District.

1037.4 In the event the District determines that a Contractor must disclose its financial interests by completing and filing a Fair Political Practices Commission Form 700, Statement of Economic Interests, the Contractor shall file the subject Form 700 with the District, pursuant to instructions provided by the District.

1037.5 In the event a potential or actual conflict arises or Contractor becomes aware of a potential or actual conflict of interest, Contractor shall immediately notify the District of all facts and circumstances surrounding such conflict. Failure to comply may result in termination of services, at the District's sole and absolute discretion.

1037.6 In the event the District retains the services of a real estate agent and/or broker or attorney, in no event shall said broker and/or agent or attorney represent the District and any other party in the same transaction.

1037.7 Contractors shall be required to comply with the following signature requirements. In each of the following situations, the District requires an individual obligor in addition to the partnership or corporate entity.

(a) Limited Partnership

1. When contracting with a limited partnership, the General Partner(s) shall execute on behalf of the limited partnership.
2. General partner shall furnish to the District a copy of the recorded Certificate of Limited Partnership to authenticate the authority of the General Partner to sign on behalf of the limited partnership.

(b) General Partnership

1. When contracting with a general partnership, the General Partner shall execute on behalf of the partnership.

2. General Partner shall furnish to the District a copy of the General Partnership Agreement authenticating that the General Partner who signs the document has the authority to do so.

(c) Corporation/Limited Liability Company (LLC)

1. When contracting with a corporation or LLC, officers of the corporation or LLC shall execute on behalf of the corporation or LLC.
2. Officer(s) who sign a contract shall provide the District a copy of a corporate resolution indicating that the officers who sign the document are the officers of the corporation or LLC and authorized to bind the corporation or LLC to contract. Corporation and LLCs require two signatures.

1037.8 Contractors shall obtain and maintain at all times professional and/or business licenses, certificates and/or permits necessary for performing services during the entire term of any agreement. Contractors shall comply with all local, state and federal laws and regulations applicable to any services rendered to the District, including any rule, regulation or bylaw governing the conduct or performance of Contractors or their employees, officers, or board members.

1037.9 Each person who signs on behalf of a Contractor shall represent to the District that all necessary and appropriate actions of their respective governing bodies have been taken to make any such agreement a binding obligation of the Contractor they represent. Further, each person executing an agreement with the District shall warrant that they are duly authorized to execute the agreement of behalf of the Contractor such person(s) purport to represent.

1037.10 Contractors shall be registered with the California Secretary of State and be in good standing at all times during the term of any agreement entered into with the District and at all times services are rendered to the District. In the event Contractor(s) are not required to register with the Secretary of State, such contractors must provide the District evidence of standing as a legal entity, to the District's satisfaction.

1037.11 Contractors shall comply with any and all requests for notarized signatures.

1037.12 Contractors shall initial any and all handwritten edits to any agreement with the District.

1037.13 Any and all amendments to any contract with the District must be in writing, signed by all parties, and expressly provide that such amendment is intended to amend an earlier agreement.

1037.14 Contractors shall not perform any services for the District unless and until the District has received a fully executed agreement, unless otherwise authorized by the District.

1037.15 Contractors shall at all times during the term of any Agreement and/or while performing services for the District, remain, as to the District, a wholly independent contractor and shall perform the services agreed upon as an independent contractor and further, shall waive any claims for any compensation or benefits afforded to District employees and not to independent contractors. Neither the District nor any of its agents shall have control over the conduct of Contractor(s) or any of Contractors' employees, except as may be agreed to between District and Contractor(s). Contractors shall have no authority, expressed or implied, to act on behalf of the District in any capacity whatsoever as an agent, nor shall Contractors have any authority, expressed or implied, to bind the District to any obligation whatsoever.

**TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL**

POLICY NAME: Trustee Driver's License and Auto Insurance Policy
POLICY NUMBER: 1075

1075.1 Each Trustee of the Temecula Public Cemetery District ("District") who wishes to drive a motor vehicle while performing or acting within the scope of his or her official District duties, including travelling to or from District-related events and conferences other than Board and committee meetings (hereinafter referred to as "District driving"), or who wishes to receive expense reimbursement for his or her District driving, shall provide to the District's General Manager, for maintenance in the District's records, proof that such Trustee possesses: (1) a valid California Driver's License; and (2) a current auto insurance policy covering the vehicle(s) that the Trustee will use for District driving.

1075.2 Each Trustee shall have a continuing obligation to provide the District with new or updated documentation as necessary to reflect changes or renewals to the status of such Trustee's Driver's License or auto insurance coverage. In the event the District's records reflect that a Trustee's Driver's License or auto insurance has expired or is no longer valid for any reason, the Trustee shall be required to present proof to the District's General Manager that the Trustee does indeed possess a valid driver's license and auto insurance prior to engaging in any District driving or receiving expense reimbursement for such driving.

1075.3 Failure or refusal by any Trustee to provide or update the required documentation as set forth in this Policy will preclude such Trustee from engaging in any District driving or receiving reimbursement for such driving. If a Trustee uses another means of transportation in lieu of District driving, expense reimbursement will be borne by the Trustee to the extent the expense incurred exceeds the amount of reimbursement to which the Trustee would be entitled if he or she had engaged in District driving in compliance with this Policy.

TEMECULA PUBLIC CEMETERY DISTRICT POLICY MANUAL

POLICY NAME: Birthday Policy

POLICY NUMBER: 3012

3012.1 This birthday policy applies only to full-time employees. Part-time, hourly, temporary and seasonal employees are not entitled to a paid birthday off.

3012.2 The purpose of this birthday policy is to provide eligible employees the opportunity to take time off from their job responsibilities in order to enjoy their birthdays.

3012.3 Commencing on the date of completion of an employee's first six months of continuous full-time employment with the District, an employee may take a single paid workday off for employee's birthday.

3012.4 If the employee's actual birthday falls on a non-work day, the employee may take off the workday immediately prior or immediately after his/her birthday.

3012.5 An employee will be compensated for eight work hours (one workday) of paid time off at the employee's regular rate of pay for the workweek in which his or her birthday falls ***only if*** the employee takes his or her birthday off. The time off provided for birthdays shall not be treated as earned income; as such, employees shall not be entitled to be compensated for any birthday time off that is not used. Nor will an employee be entitled to any additional compensation solely because he or she chooses to work on his or her birthday.

3012.6 Employees may not carry over any unused birthday time off to the following year of employment.

3012.7 Requests to take a paid birthday off pursuant to this policy shall be made in writing and submitted to the employee's supervisor at least ten business days in advance of the employee's birthday.

3012.8 A request to take a paid birthday off on the employee's actual birthday may be denied for any of the following reasons:

- The request was not submitted in a timely manner as set forth in this policy.
- The employee has taken 30 or more working days off during the current year of employment for other purposes.
- The date requested will overlap with the vacation plans or other personal time off plans submitted previously by another employee, in which case the employee may take off an alternative workday approved by the employee's supervisor.
- There will be insufficient employee coverage on the employee's birthday, in which case the employee may take off an alternative workday approved by the employee's supervisor.

TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL

POLICY TITLE: Sick Leave
POLICY NUMBER: 3020

3020.1 This sick leave policy applies to all part-time, hourly, temporary, seasonal, exempt and non-exempt employees.

3020.2 Paid sick leave may be used for diagnosis, care or treatment of an existing health condition or preventive care for the employee. Employees may also use paid sick leave to care for the employee's child, parent (including parent-in-law), spouse, registered domestic partner, grandparent, grandchild or sibling. Paid sick leave may also be used by an employee who is the victim of domestic violence, sexual assault or stalking.

3020.3 An employee is only entitled to use paid sick leave beginning on his/her 180th day of employment.

3020.4 Employees shall use a minimum of at least two work hours of paid sick leave at a time.

3020.5 Employees ~~may not use more than~~ receive 48 work hours (six work days) of paid sick leave in any given a year.

3020.6 Employees shall make a verbal or written request to use paid sick leave as soon as practicable. If the employee's need to use paid sick leave is foreseeable in the future, the employee shall provide his/her supervisor with reasonable advance notice. No medical certification or doctor's note is required to verify an employee's request to use paid sick leave, (Unless that sick leave exceeds three days.)

3020.7 The rate of pay for paid sick leave for an employee shall be the same as the employee's regular rate of pay for the workweek in which the paid sick leave is taken.

3020.8 Authorized used paid sick leave will be paid in the next regular payroll period after the authorized paid sick leave was taken. Employees shall not be entitled to payment of any accumulated unused paid sick leave upon termination of employment with the District.

3020.9 Commencing on the first day of employment, employees shall accrue one work hour of paid sick leave for every 30 work hours worked, up to a maximum of 24 work hours per year of employment, provided that the employee has not accumulated 48 work hours (six work days) or more of unused paid sick leave for the given year.

3020.10 Employees may not carry over any unused paid sick leave to the following year of employment.

TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL

POLICY NAME: Uniforms and Protective Footwear Policy

POLICY NUMBER: 3055

3055.1 The cost of uniforms and/or protective clothing and footwear that employees are required to wear shall be borne by the District. The District pays for the laundering and repairs of said uniforms. Uniforms and protective footwear shall be worn at all times while the Groundskeeper employees are performing the duties and responsibilities of their jobs.

3055.2 The purpose of requiring groundskeeper employees to wear protective footwear while performing the duties and responsibilities of their jobs is to protect the employees from incurring injuries to their feet that may be caused by slips and falls, falling or rolling objects, stepping on sharp objects, mishandling of hot, corrosive and poisonous materials, and being exposed to unusually wet conditions and electrical hazards.

3055.3 Protective footwear must comply with the American National Standards Institute Standard ANZI Z41, and meet the following specifications: (a) must contain a non-slip sole; (b) must have ankle support of at least 6" up to 12"; (c) must have protective toe features; (d) must be water resistant or water proof; and (e) must have a non-conductive sole to prevent electric shock.

3055.4 All full-time groundskeeper employees shall be eligible for reimbursement up to an amount as may be approved by the District for the purchase of protective footwear that meets the safety standards set forth in this policy.

3055.5 Unless other arrangements are approved by the District Manager, the employee shall submit the original purchase receipt and shoe tags or other documentation showing the protected footwear purchased by the employee meets the safety standards set forth in this policy.

3055.6 The District shall reimburse groundskeeper employees for a new pair of protective footwear every 2 years of employment with the District.

3055.7 A groundskeeper employee may be entitled to reimbursement for a replacement pair of protective footwear if the District Manager determines that the damage was caused while the employee was performing the duties and responsibilities of his/her job in a reasonable manner.

3055.8 Groundskeeper employees shall be responsible for the reasonable care and maintenance of their protective footwear.

3055.9 An employee's failure to wear protective clothing and footwear at all times while performing the duties and responsibilities of his or her job may result in disciplinary action, including but not limited to, termination.

TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL

POLICY NAME: Credit Card/Debit Card Policy
POLICY NUMBER: 4080

4080.1 The purpose of this credit card/debit card policy is to provide an alternative procurement method, which will enhance employee productivity and efficiency, reduce administrative costs and maintain the fiscal integrity of the District's procurement, accounts payable and budgeting processes.

4080.2 The District's credit cards/debit cards may only be used for District-related expenses by the employee specifically authorized by the District to use the subject credit card/debit card.

4080.3 The District's credit cards/debit cards shall not be used for any of the following: (a) personal purchases; (b) alcohol; (c) except when on District conferences and being reimbursed by trustees) (c) tobacco; (d) cash advances; (e) bank checks; (f) traveler's checks; (g) electronic cash transfers; (h) traffic fines; or (i) unbudgeted items.

4080.4 The single item purchase limit is \$2,500. Charges shall not be split to avoid violating the single item purchase limit set forth herein.

4080.5 All purchases must be for approved budget items only.

4080.6 An employee who possesses a District credit card/debit card shall be responsible for the security of the card by ensuring that the card is always kept in a safe and secure location so that the card is free from theft or use for fraudulent activities. Lost and stolen cards must be reported immediately.

4080.7 An employee who possesses a District credit card/debit card shall not allow any unauthorized employee or individual to use his/her assigned card.

4080.8 At the end of every month, every employee who possesses a District credit card/debit card shall submit a detailed explanation of all charges, original receipts and the correct accounting codes, using the expenditure reports provided by the District.

4080.9 Use of the District's credit cards/debit cards in violation of this policy may result in disciplinary action, including but not limited to, termination, and/or criminal prosecution.

4080.10 The District may recover, from the offending employee's salary, the amount of any unauthorized purchases, including any interest, late fees and penalties related to any unauthorized purchases.

**TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL**

POLICY NAME: Employee Loan Policy
POLICY NUMBER: 4085

4085.1 The purpose of this Employee Loan Policy ("Policy") is to establish and provide guidelines for a program whereby employees of the Temecula Public Cemetery District ("District") may obtain loans from the District. The purposes of the program are to: (a) recognize employees for their good standing with the District; (b) provide employees with an incentive that promotes loyalty, morale and improved performance; and (c) increase employee retention.

4085.2 The District may loan a maximum principal amount of \$7,500 to any employee at any given time. The District may extend multiple loans to the same employee, provided that all previous loans have been paid in full. If multiple loans are outstanding for a single employee at any given time, the aggregate principal amount of all outstanding loans to such employee shall not exceed \$7,500.

4085.3 Interest shall accrue on all loans from the District to its employees at the rate of return on the District's investments, as determined on or about the date of execution of the required loan agreement (see below).

4085.4 Except as otherwise stated in this policy, the District Manager's approval shall be required for all loan requests.

4085.5 The District reserves the right to refuse any loan request from any employee, at the sole discretion of the District Manager.

4085.6 If the District Manager is the requestor of the loan the Board of Trustees shall decide whether or not to grant the request, and no approval of such a request shall be final without an affirmative vote of a majority of the Board.

4085.7 If an employee is late on his or her repayment obligations with respect to any District loan, no further loans shall be made to that employment until the delinquency is corrected.

4085.8 The District shall request a credit check on each employee who requests a loan, and the District Manager or Board of Trustees shall verify that the employee's credit is satisfactory prior to approving any loan request.

4085.9 If a loan request is approved, a written loan agreement shall be entered into by and between the District and the employee. The approval shall not be final, and the loan shall not be made, until the loan agreement is fully executed.

4085.10 Loans may be repaid in a lump sum or in installments, as provided for in the loan agreement.

4085.11 Outstanding loan amounts will be repaid out of employees' salary via paycheck deductions, provided that this method of repayment shall only be authorized if expressly agreed upon in the loan agreement or if the employee is delinquent in his or her repayment obligations.

4085.12 The District is not a bank, a credit union, or a licensed money lender. For this reason, Employees are required to make reasonable efforts to obtain necessary loans from banks or other appropriate financial institutions prior to requesting a loan from the District.

4085.13 All loan requests must be made in writing and submitted to the District Manager, and shall specify the amount requested, the reason for the request, and the efforts made to obtain the requested loan elsewhere prior to making the request.

4085.14 Employees who have been subjected to disciplinary action within the past 12 months or who are otherwise not in good employment standing with the District are not eligible to receive loans. Employees should cash out all unused vacation, and 457 prior to requesting a loan from the District.

4085.15 An employee shall be in default if any one or more of the following events occurs:

1. Employee fails to pay on the date due any installment of interest or principal due;
2. Employee fails or neglects to perform, keep or observe any non-monetary term, provision, condition, covenant, or agreement contained in this Policy or written loan agreement, if not cured within thirty (30) days of the employee becoming aware of such default.
3. Any representation or warranty made by or on behalf of the employee to the District in connection with the application for and borrowing of funds from the District proves to be false as of the date of its making.
4. The Employee:
 - a. is adjudicated bankrupt or insolvent;
 - b. is unable or states in writing his/her inability to pay his/her debts as they become due;
 - c. makes a general assignment for the benefit of creditors;
 - d. applies for or consents to the appointment of a receiver, trustee, conservator, or similar officer for the employee or for any or all of employee's real or personal property; or a receiver, trustee, conservator, or similar officer is appointed without application or consent by the employee and the appointment continues without discharge or stay for 60 days;
 - e. institutes or consents to any bankruptcy, insolvency, reorganization, arrangement, readjustment of debt, dissolution, conservatorship, liquidation, rehabilitation, or other similar proceeding relating to the employee or any or all of employee's personal or real property under the laws of any jurisdiction; or
 - f. is subject to any judgment, writ, warrant of attachment or execution, or similar process issued or levied against all or any part of the employee's real or personal property and the judgment, writ, warrant, or similar process is not released, vacated, or fully bonded within days after its issue or levy.

4085.16 Upon default, the District may pursue any one or more of the following remedies concurrently or successively, it being the intent hereof that none of such remedies shall be to the exclusion of any other:

1. Declare all remaining sums due to the District to be immediately due and payable;
2. Terminate any written loan agreement as to any future liability or obligation of the District, but without affecting the obligations of the employee;

3. Exercise or pursue any other remedy or cause of action available to the District law or in equity, including without limitation garnishment of the employee's wages and recording a lien against the employee's personal assets, bank accounts and real property.

4085.17 The District's rights and remedies under this Policy and any written loan agreement shall be cumulative. The District shall have all other rights and remedies not inconsistent herewith as provided by law or in equity. No exercise by the District of one right or remedy shall be deemed an election, and no waiver by the District of a default or breach of this Policy or any written loan agreement on the employee's part shall be deemed a continuing waiver. No delay by the Employee shall constitute a waiver, election or acquiescence by it.

Public entity employees: California state, city, county public agency, or public school district notary employees.

6. Those persons who have been appointed by the Secretary of State on behalf of a California state, city, county public agency, or public school district to serve as a notary public, for and on behalf of that public entity and, who have had their commissioning fees and other associated fees paid for by their employer, may only perform notarial acts on behalf of their public entity employer and are not permitted to notarize on their own time.
7. These public entity employee notaries must remit any fees charged for notary services back to their employer.
8. On termination or resignation from the public entity employer, these notaries must resign their notary commission by sending an immediate written notification to the Secretary of State. Upon resignation, all notarial records must be delivered to the county clerk within thirty (30) calendar days and the notary public's seal must be defaced or destroyed.

Rules applying to all notaries public regardless of place of employment

1/22/2018

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Louise Kenitzer
P.O. Box 890402
Temecula, CA 92589

Dear Mrs. Kenitzer,

The Board of Trustees for the Temecula Public Cemetery received your daughter's heartfelt letter at our monthly meeting held on January 18, 2018.

The entire cemetery staff strives to be caring, compassionate and professional with all our families. I'm sorry that you felt that the general manager fell short of these expectations and lacked compassion regarding the bench that you brought to the cemetery following the death of your son.

During the past five year renovation of the cemetery grounds, the staff diligently placed and maintained notices for six months informing our families that all private property on the cemetery grounds had to be removed. The private property lacked identification so the staff could not provide notice in other ways.

Special District Cemeteries must follow the Health and Safety Code Section 9040-9056 that provides the District that owns a cemetery exclusive jurisdiction and control over its maintenance and management. The Temecula Public Cemetery District is not responsible for lost, stolen or damaged markers, flower vases, benches or any personal memorabilia brought in by family or friends of the deceased. Please find enclosed a copy of the Cemetery's Rules and Regulations that govern the cemetery and what privileges are afforded the certificate holders.

It is not our intention to make benches unaffordable, but rather more sustainable and safe.

Respectfully,

Rosie Vanderhaak
Board of Trustees - Chair
Temecula Public Cemetery District

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Temecula Public Cemetery District
Profit & Loss Budget Performance
January 2018

Jul '17 - Jan 18 YTD Budget Annual Budget

Ordinary Income/Expense

Income

700001 · Property Taxes

700020 · Prop Tax Current Secured	359,514.95	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	382,591.93	321,000.00	599,000.00
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740020 · Interest and Dividend Income

740020G · Interest on General Fnd at Cnty	3,715.81	2,500.00	5,000.00
740020E · Interest on Endow Fnd at County	408.26	250.00	500.00
740020O · Interest on ACO at County	6,903.21	2,500.00	5,000.00
740021 · Interest - Wells Fargo Advisors	24,017.56	20,419.00	35,000.00
740022 · Dividend Income - WFA	3,839.58	3,206.00	5,500.00

Total 740020 · Interest and Dividend Income	38,884.42	28,875.00	51,000.00
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770001 · Other Revenue

770100E · Endowment	102,900.00	70,000.00	120,000.00
777030 · Marker Setting	5,200.00	5,831.00	10,000.00
777040 · Open, Close Fees	21,950.00	21,000.00	36,000.00
777520 · Sale of Lots	49,900.00	32,081.00	55,000.00
777530 · Cremation	7,600.00	4,669.00	8,000.00
777600 · Cenotaph	0.00	294.00	500.00
780160 · Vaults, Flower Vases, etc.	5,485.00	6,706.00	11,500.00
781360 · Other Misc. Revenue	274.77	0.00	0.00

Total 770001 · Other Revenue	193,309.77	140,581.00	241,000.00
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Total Income	614,786.12	490,456.00	891,000.00
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Gross Profit	614,786.12	490,456.00	891,000.00
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Temecula Public Cemetery District
Profit & Loss Budget Performance
January 2018

Jul '17 - Jan 18 YTD Budget Annual Budget

Expense

510000 · Salaries and Employee Benefits

510040T · Regular Salaries.

510040 · Regular Salaries	117,838.39	126,581.00	217,000.00
510330 · Year End Bonuses	0.00	2,044.00	3,500.00
515100 · Life Insurance Policy	249.48	280.00	480.00
518080 · Auto Allowance	365.00	1,519.00	2,600.00

Total 510040T · Regular Salaries.	118,452.87	130,424.00	223,580.00
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513000T · Retirement - Miscellaneous

518000 · Employer Contributions-457	5,079.04	7,875.00	13,500.00
551000 · Employee Contributions	-383.76	0.00	0.00

Total 513000T · Retirement - Miscellaneous	4,695.28	7,875.00	13,500.00
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513120T · Retirement - Social Security

513120 · Social Security	7,541.55	8,456.00	14,500.00
513140 · Medicare Tax	1,763.77	1,925.00	3,300.00

Total 513120T · Retirement - Social Security	9,305.32	10,381.00	17,800.00
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515080T · Health Insurance (eer share)

515081 · Health Insurance	29,257.54	43,750.00	75,000.00
515082 · Vision Insurance	463.75	644.00	1,100.00
515083 · Dental Insurance	2,117.32	3,325.00	5,700.00

Total 515080T · Health Insurance (eer share)	31,838.61	47,719.00	81,800.00
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515260T · Unemployment Insurance

517000 · Workers Comp Insurance	9,242.30	7,994.00	13,700.00
515060 · State Unemployment Ins EDD	0.00	581.00	1,000.00
513130 · CA SUI	1,471.80	1,750.00	3,000.00

Total 515260T · Unemployment Insurance	10,714.10	10,325.00	17,700.00
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Total 510000 · Salaries and Employee Benefits	175,006.18	206,724.00	354,380.00
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520000 · Services and Supplies

529540T · Utilities

520320 · Telephone Service	1,563.34	1,806.00	3,100.00
520845 · Trash	1,988.78	1,750.00	3,000.00
529500 · Electricity	2,778.08	3,206.00	5,500.00

Total 529540T · Utilities	6,330.20	6,762.00	11,600.00
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Temecula Public Cemetery District
Profit & Loss Budget Performance
January 2018

	<u>Jul '17 - Jan 18 YTD Budget Annual Budget</u>		
524520T · Administrative Expenses			
518160 · Board Stipend	3,800.00	5,544.00	9,500.00
520115 · Uniforms - Replacement Clothing	527.56	1,400.00	2,400.00
520230 · Cellular Phone	2,025.87	2,450.00	4,200.00
520240 · Answering Service	1,475.55	1,631.00	2,800.00
520705 · Food	665.61	700.00	1,200.00
520930 · Insurance - Liability	4,975.39	5,019.00	8,600.00
523100 · Memberships	2,515.00	1,456.00	2,500.00
523290 · Bank Charges	183.00	203.00	350.00
523621 · Subscriptions	259.24	231.00	400.00
523660 · Computer Service	2,052.98	4,375.00	7,500.00
523700 · Office Supplies	1,706.63	1,631.00	2,800.00
523720 · Photocopies	1,269.83	1,575.00	2,700.00
523760 · Postage/Mailing	407.18	581.00	1,000.00
523840 · Computer Equipment/Software	970.75	2,331.00	4,000.00
524500 · Admin Support	0.00	0.00	0.00
524520 · County Journal Recording	48.82	1,456.00	2,500.00
524530 · Storage Fees	244.00	441.00	750.00
524540 · Payroll Processing Services	2,153.94	2,044.00	3,500.00
524560 · Auditing	10,000.00	7,000.00	12,000.00
524561 · Accounting	4,545.00	4,081.00	7,000.00
524566 · Temp for e-File	0.00	5,831.00	10,000.00
524800 · Drug Testing/Pre-Employment	40.00	231.00	400.00
525025 · Legal - General Counsel	26,500.27	29,169.00	50,000.00
525030 · Paychex HR Support	2,899.05	2,919.00	5,000.00
526420 · Advertising	320.00	875.00	1,500.00
527280 · Awards/Recognition	0.00	525.00	900.00
527880 · Training/ Staff	451.98	2,044.00	3,500.00
528140 · Conferences and Meetings	20,320.62	20,419.00	35,000.00
528980 · Meals	682.35	1,169.00	2,000.00
528990 · Semi-Annual Team Dinner	2,105.23	2,044.00	3,500.00
529040 · Private Mileage Reimbursement	855.39	1,456.00	2,500.00
529050 · Website	350.00	1,169.00	2,000.00
529550 · Water	946.50	875.00	1,500.00
Total 524520T · Administrative Expenses	95,297.74	112,875.00	193,500.00

Temecula Public Cemetery District Profit & Loss Budget Performance January 2018

	<u>Jul '17 - Jan 18 YTD Budget Annual Budget</u>		
524500T · Operational Expenses.			
520015 · Irrigation Supplies	0.00	0.00	0.00
521420 · Maint-Field Equipment	1,299.95	5,831.00	10,000.00
522310 · Maint-Building Improvements	0.00	1,456.00	2,500.00
522320 · Maint - Grounds	1,932.02	5,831.00	10,000.00
522360 · Maintenance-Extermination	3,334.00	3,500.00	6,000.00
523250 · Repurchase	2,500.00	1,456.00	2,500.00
523790 · Flower Sale Expense	0.00	0.00	0.00
523800 · Engraving Expense	760.00	875.00	1,500.00
525320 · Security Guard Services	170.00	147.00	250.00
525600 · Security	2,307.64	1,456.00	2,500.00
527100 · Fuel	1,250.89	2,044.00	3,500.00
527180 · Operational Supplies	3,832.56	8,169.00	14,000.00
528020 · Inventory	3,020.50	4,081.00	7,000.00
524500T · Operational Expenses. - Other	0.00		
Total 524500T · Operational Expenses.	20,407.56	34,846.00	59,750.00
Total 520000 · Services and Supplies	122,035.50	154,483.00	264,850.00
530000 · Other Charges			
530100 · Miscellaneous non-operating exp	2,767.72	1,456.00	2,500.00
Total 530000 · Other Charges	2,767.72	1,456.00	2,500.00
540000 · Capital Assets			
542060T · Cemetery Grounds			
542040 · - Buildings, Capital Projects	0.00	3,500.00	6,000.00
542060 · Improvements -Building	1,780.00	4,081.00	7,000.00
542065 · Tree Renovaton	0.00	2,044.00	3,500.00
542075 · Grounds Improvements	0.00	8,750.00	15,000.00
548300 · Office Renovation	3,079.00	3,500.00	6,000.00
Total 542060T · Cemetery Grounds	4,859.00	21,875.00	37,500.00
540040T · Land, Purchase of Land			
540042 · Future Cemetery Property	5,688.17	116,669.00	200,000.00
Total 540040T · Land, Purchase of Land	5,688.17	116,669.00	200,000.00

Temecula Public Cemetery District Profit & Loss Budget Performance January 2018

	<u>Jul '17 - Jan 18 YTD Budget Annual Budget</u>		
546020T · Equipment, etc			
542070 · Well Motor	0.00	2,919.00	5,000.00
546020 · Equipment - Automitive	388.11	4,669.00	8,000.00
546240 · Mapping Software	5,980.00	5,831.00	10,000.00
Total 546020T · Equipment, etc	6,368.11	13,419.00	23,000.00
Total 540000 · Capital Assets	16,915.28	151,963.00	260,500.00
551100G · Contrib to Other Funds - Gen	0.00	70,294.00	120,500.00
551100E · Contrib to Other Funds - Endow	0.00	86,786.00	148,770.00
Total Expense	316,724.68	671,706.00	1,151,500.00
Net Ordinary Income	298,061.44	-181,250.00	-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 Invst	-27,392.82	0.00	0.00
Total Other Income	-27,392.82	0.00	0.00
Net Other Income	-27,392.82	0.00	0.00
Net Income	270,668.62	-181,250.00	-260,500.00

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

	Jan 31, 18	Jan 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	40,084.49	39,016.28	
101200 · US Bank Payroll	673.95	660.47	
101300 · US Wash Account	21,731.85	46,286.67	
101100C · Cash -Accumulative Outlay Fund	1,578,846.08	452,860.79	
101100E · Cash - Endowment Fund	195,749.51	12,104.64	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	1,010,180.57	1,848,709.88	
Total Checking/Savings	2,847,446.45	2,399,818.73	447,627.72
Other Current Assets			
102000 · Wells Fargo Investments			
102010 · Wells Fargo Endowment Care	1,744,187.83	1,756,418.94	
102020 · Wells Fargo Endowment Interest	633,055.48	599,758.85	
Total 102000 · Wells Fargo Investments	2,377,243.31	2,356,177.79	21,065.52
112011 · Inventory Asset	36,755.00	40,710.00	
116100 · Interest Receivable			
116100P · Interest Receivable - End Prin	7,288.48	4,561.83	
116100I · Interest Receivable - End Int	2,808.88	1,649.82	
Total 116100 · Interest Receivable	10,097.36	6,211.65	3,885.71
117000 · PrePaid Expenses	13,099.94	9,602.91	
Total Other Current Assets	2,437,195.61	2,412,702.35	24,493.26
Total Current Assets	5,284,642.06	4,812,521.08	472,120.98
Fixed Assets			
191650 · Intangible Assets	8,970.00	0.00	
191000 · Future Cemetery Property	2,590,796.03	2,603,802.82	
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	
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	

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

	Jan 31, 18	Jan 31, 17	\$ Change
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	3,222,666.90	3,252,847.88	-30,180.98
TOTAL ASSETS	8,507,308.96	8,065,368.96	441,940.00
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	-3,633.50	22,422.60	
Total Accounts Payable	-3,633.50	22,422.60	
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	8,522.42	38,502.21	
Total Liabilities	8,522.42	38,502.21	-29,979.79
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	270,668.62	236,852.03	
Total Equity	8,498,786.54	8,026,866.75	471,919.79
TOTAL LIABILITIES & EQUITY	8,507,308.96	8,065,368.96	441,940.00



SNAPSHOT

TEMECULA PUBLIC CEMETERY DIST
 ENDOWMENT PRINCIPAL

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

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$1,752,918.43	\$1,752,918.43
Cash deposited	0.00	0.00
Securities deposited	0.00	0.00
Cash withdrawn	-1,332.82	-1,332.82
Securities withdrawn	0.00	0.00
Change in value	-7,397.78	-7,397.78
Closing value	\$1,744,187.83	\$1,744,187.83

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 DEC 31	%	CURRENT VALUE ON JAN 31	%	ESTIMATED ANN. INCOME
Cash and sweep balances		7,083.02	0.40	115,609.46	6.63	138
Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
Fixed income securities		1,498,782.61	85.50	1,383,819.21	79.34	29,198
Mutual funds		247,052.80	14.09	244,759.16	14.03	4,390
Asset value		\$1,752,918.43	100%	\$1,744,187.83	100%	\$33,726



SNAPSHOT

TEMECULA PUBLIC CEMETERY DIST
 ENDOWMENT INTEREST

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

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$634,182.54	\$634,182.54
Cash deposited	1,332.82	1,332.82
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	-2,459.88	-2,459.88
Closing value	\$633,055.48	\$633,055.48

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Portfolio summary

ASSETS	ASSET TYPE	PREVIOUS VALUE ON DEC 31	%	CURRENT VALUE ON JAN 31	%	ESTIMATED ANN. INCOME
Cash and sweep balances		14,245.00	2.25	81,822.24	12.92	98
Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
Fixed income securities		505,169.85	79.66	437,665.35	69.14	10,064
Mutual funds		114,767.69	18.10	113,567.89	17.94	2,076
Asset value		\$634,182.54	100%	\$633,055.48	100%	\$12,238

Monthly Revenues
July 2017-June 2018

<u>FYE 06/30/18</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>
Single	6,000.00	2,000.00	3,000.00	-	3,000.00	-	3,000.00
Single End	10,000.00	3,000.00	4,500.00	-	4,500.00	-	3,000.00
Single/Dual	-	-	-	-	-	-	-
S/D End	-	-	-	-	-	-	-
Dual	-	4,000.00	2,000.00	6,000.00	8,000.00	2,000.00	5,000.00
Dual End	1,000.00	3,000.00	2,000.00	4,500.00	6,000.00	1,500.00	10,500.00
Collum	1,500.00	1,000.00	500.00	500.00	-	-	500.00
Collum End	4,600.00	2,400.00	1,200.00	1,200.00	-	-	1,200.00
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
O/C-C	1,300.00	700.00	700.00	-	1,000.00	1,000.00	300.00
Vault	-	-	174.00	174.00	348.00	-	356.00
Crem Vase	123.04	123.04	-	-	123.04	246.08	-
Grave Vase	42.00	64.50	64.50	64.50	107.50	21.50	107.50
Set Fee	800.00	400.00	800.00	600.00	1,000.00	400.00	1,200.00
Niche	-	-	-	-	-	-	-
Non-Res	7,500.00	-	3,000.00	1,500.00	4,500.00	1,500.00	1,500.00
Diner	-	-	-	-	-	-	-
Gravestab	500.00	-	2,000.00	1,000.00	2,000.00	1,000.00	1,500.00
Engraving	450.00	225.00	225.00	-	450.00	225.00	225.00
2nd End	-	-	-	-	4,500.00	3,500.00	-
Handling	-	-	-	-	-	-	-
Taxes	13.52	15.48	20.86	20.86	49.68	21.56	40.54
Labor	176.44	246.98	450.64	450.64	861.78	135.86	840.96
Total	37,405.00	23,175.00	23,385.00	21,460.00	41,240.00	14,400.00	32,970.00

January 2018 Burial Depletion Sales

Pre-Need

Single Lots	1
Dual Lots	1
Wall	
Cremation Ground	

At Need

Single Lots	1
Dual Lots	3
Wall	1
Cremation Ground	

January 2018

January 2018

February 2018

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			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 31	Jan 1, 18 Closed for New Year's	2 Closed for New Year's	3 Katiyannis 11:30 B	4	5 Glover 12:00 B	6
7	8 Joe Sick	9 Linda	10	11	12 Cindi Off	13
14	15 Closed for MLK day	16	17	18 8:00am 10:30am Board Meeting	19 Lawhead 12:00 B	20
21	22	23 12:00pm Cindi in Oakland for Seminar (Oakland Airport Executive Inn); 5:00pm Michelle Out for Nota	24	25	26 Hanes 11:00 B	27
28	29 <i>Jarren out w/flu</i>	30 Cindi & Michelle @ C	31	Feb 1	2	3

SEXUAL HARASSMENT

VUB- "VUB" is the voltage unbalance trip point. The NEMA MG1 standard does not recommend operating a motor above a 1% voltage unbalance without derating the motor. Voltage unbalance is determined from the following formula:

$$\% \text{ Voltage Unbalance} = [(\text{Maximum Deviation from the Average}) / \text{Average}] \times 100\%$$

The NEMA MG1 standard also recommends against operating a motor above a 5% voltage unbalance under any circumstances. Therefore, a setting of "5" is a good place to start but SymCom recommends consulting the motor manufacturer for specific tolerances.

Note: A setting of "999" in this position will eliminate voltage unbalance and single phasing protection.

MULT- "MULT" is the multiplication factor for determining true current settings and represents the number of conductors passing through the main current windows marked "A", "B" and "C," or current transformer ratio of external CTs. The appropriate number can be determined from Table No. 1 on page 1. "MULT" must be correctly programmed in order to accurately program the current settings.

OC- **Represents the manufacturer's maximum service factor amperage.** The "OC" (overcurrent) setting depends on many factors such as motor usage, motor size, environmental factors and tolerance of the motor. The motor manufacturer should be consulted for "OC" settings. However, "OC" is typically between 110% and 125% of full load amperage (FLA).

UC- The "UC" (under current) setting is typically set to 80% of full load amperage (FLA). The overload relay with a "UC" setting of 80% of FLA will typically detect a loss of load for many pumps and motors such as a dry well condition for submersible pumps. The "UC" setting may be set to 0.00 to disable under current (loss of load) protection.

CUB- "CUB" is the current unbalance trip point. Most motor manufacturers recommend operating under no more than 5% current unbalance, therefore, a setting of "5" is a good place to start. However, your motor manufacturer should be contacted for exact settings.

Note: A setting of "999" in this position will eliminate current unbalance and single phasing protection.

TC- "TC" designates the trip class for overload protection. The trip class defines the trip delay when an overload is detected (see Table No. 2). Trip class is determined by the type of motor and application. Your motor manufacturer should be consulted for the proper setting. The following table shows the trip class and a general description of the applications.

RD1- "RD1" is the rapid cycle timer. It will engage when the motor is first powered-up or after the motor controls shut down the motor. An "RD1" setting of 20-30 seconds will generally protect the motor from rapid, successive power outages or short cycling caused by the motor controls. A setting of 0 seconds will allow the motor to start immediately after power-up or after a normal shutdown.

RD2- "RD2" is the restart delay after the overload relay trips on current unbalance, single phasing and overload (if "oc" is programmed in "#RF"). This delay allows the motor to cool down after experiencing the above faults. It is also known as a motor cool down timer. Your motor manufacturer should be contacted to determine this setting. Under normal circumstances, a setting of 5-10 minutes will give the motor enough time to cool down between faults.

RD3- "RD3" is the restart delay after an undercurrent. It is also known as a dry well recovery timer and is usually used in submersible pumping applications. The setting of "RD3" depends on the recovery time of the water well and varies widely from application to application.

#RU- "#RU" is the number of successive restart attempts allowed after an undercurrent fault before the overload relay requires manual reset. A setting of "0" is manual reset and a setting of "A" is continuously automatic reset.

ADDR- "ADDR" is the address setting for RS485 communications. Available settings are from A01 - A99. This setting is programmed on the right half of the PROGRAM/DISPLAY adjustment (see programming instruction note for explanation of dual function settings). You may ignore this setting if RS485 communications are not used.

2-7-18
Set for 10 minute.

5/26/2010

2,933.00

damaged

remove from
inventory list



Canopy from storm
damage - Remove from
inventory list

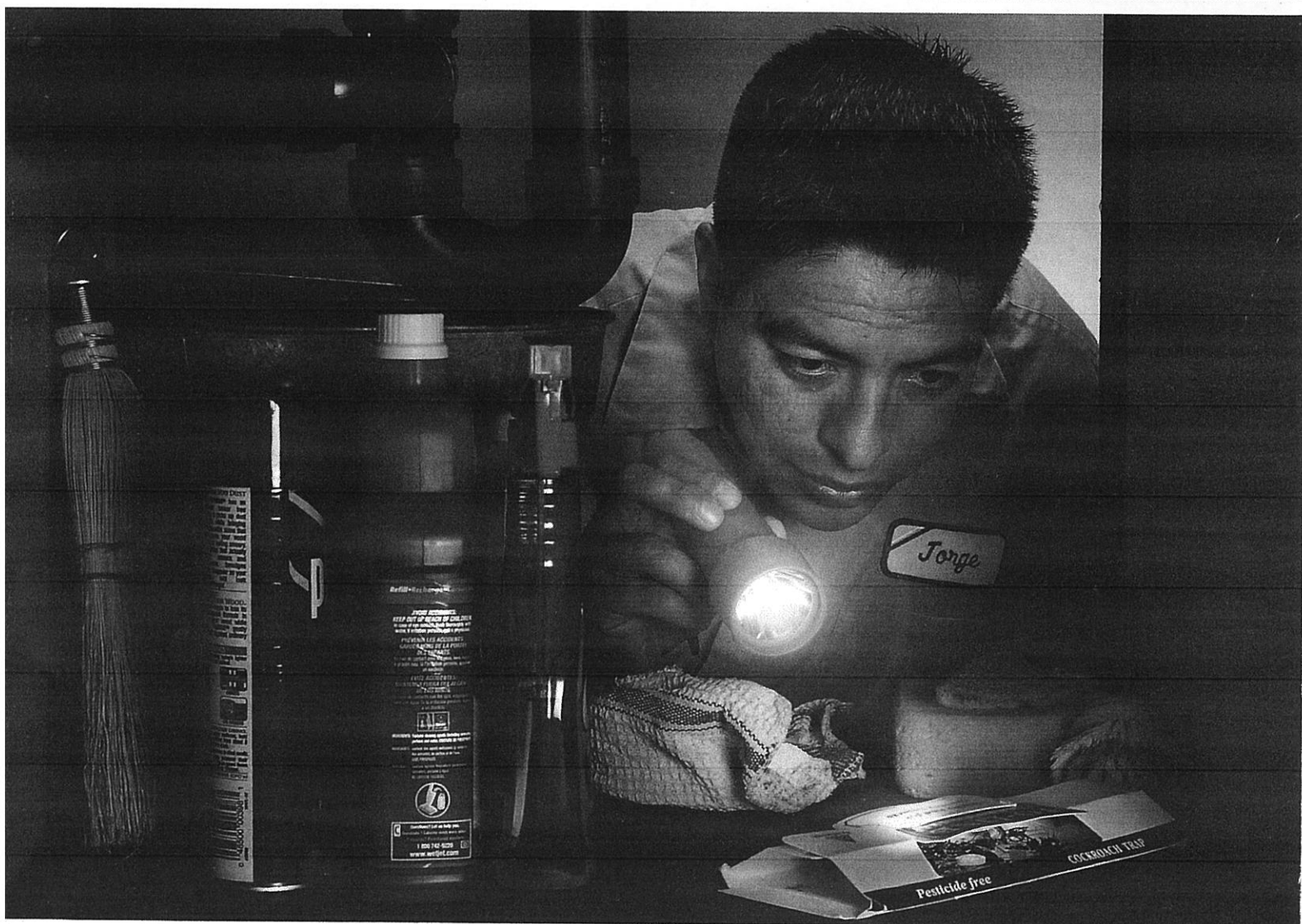






Residential, Industrial, and Institutional Pest Control

SECOND EDITION



UNIVERSITY OF CALIFORNIA
STATEWIDE INTEGRATED PEST MANAGEMENT PROGRAM
AGRICULTURE AND NATURAL RESOURCES
PUBLICATION 3334

Grounds Reports for the week of
2/5/2018 – 2/9/2018

Monday 2/5/2018

- Bill Hernandez first day [groundsmen]
- Weed whacked Serenity Gardens headstones
- Dug Section 87 Lot E for graveside service for Binsol on Tuesday at 11
- Dug Dual 6 Lot 3-E for graveside service for Garcia on Tuesday at 1

Tuesday 2/6/2018

- Set up for Binsol graveside at 11
- Finished and closed Binsol and set up for Garcia graveside at 1
- Finished and closed Garcia around 3

Wednesday 2/7/2018

- Weed Whacked Garden of Piece and Eternal Gardens headstones
- Showed ossuary and Columbarium to a family
- Dug and placed cremated remains in section 132 lot G and placed headstone
- Brian Schroeder installed Symcom 777 on Well

Thursday 2/8/2018

- Removed flowers
- Prepared foreman reports
- Dug Dual 9 1-G for Graveside service for Katsitiannis at 11:30
- Mowed
- Cleaned Mowers

Friday 2/9/2018

- Jarran Out
- Cleaned garage and vehicles
- Blew cemetery grounds
- Checked irrigation

01/24/2018

Public Contracting requirements and Competitive bidding process

Presented by: Eric Firstman and Doug McManamon of Meyers Nave

Attached find the agenda of the day.

In the first half of the seminar we realized that we are past the point of a design build, what we need is a General Contractor, as RBF has already designed and submitted our plans to the County to secure our CUP.

What the District should consider is a Construction manager that would bring in a bridging designer which then would hire all the subcontractors needed for the job.

Request for proposals (rfp)

Cemetery does not have to go through the posted bidding process BUT we should go out to bid

Qualifications to meet

Experience with projects of similar size and design

Key personnel have sufficient experience

Financial statement that ensures that entity has the capacity to complete the job

Shortlist RFP requires enforceable commitment to use a skilled and trained workforce

Contract should have contingencies

Limited change order rights

Few or no change orders

3% not spent is a shared savings: 2% goes back to owner 1% to Construction manager