

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

**41911 C STREET
TEMECULA, CALIFORNIA 92592**

March 15, 2018

8:00 a.m.

AGENDA

1. Call To Order :

2. Pledge of Allegiance: Led by Trustee Dugan

3. Roll Call

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

STAFF:

Foreman, Joe Sands, Administration, Michelle Hesselgesser

Motions To Excuse:

Visitors:

Public Comments:

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

4. CLOSED SESSION ITEMS

A.*CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code Section 54956.8)

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

Agency negotiator: Nancy Hughes

Purchasing parties: Mission Hills Development

In Escrow

B.1 CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

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

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

B.2 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

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

Discussion regarding purchase of land for a fossil filter

D. Closed Session Announcements:

5. **Consent Calendar**

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

A. **Approval of Minutes**

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

B. **Approval of Check Registers**

Recommendation: That the Board approves the February 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 Workmans compensation and Property/Liability coverage 2018-2019

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

B. Draft Policies

Recommendation: Review non-conforming upright markers, Religious customs, memorial markers and niche plates and anti-fraud.

C. Special Districts Legislative Days

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

D. CSDA Board of Directors call for nominations.

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

7. Financial Report

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

8. General Managers Reports

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

9. Foreman Reports

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

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 CAPC Conference, February 22, 2018
- F. Policies (Dugan, Reese, Beaudet)
- G. General Price List (Vanderhaak, Davis, Beaudet)

12. Future Trustee Agenda Items:

13. Board Comment:

14. Announcements:

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

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

15. Adjournment Time:

1st Motion

2nd Motion

Next Regular Board Meeting – April 26, 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 March 12, 2018

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

February 15, 2018

8:00 a.m.

MINUTES

1. **Call To Order : 8:00 a.m.**
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: NONE

Visitors: Rick Neugebauer with RTN Development: **Spoke briefly on the development of the 26 acres and an alternative to the above ground fossil filter.**

Public Comments: 8:52-8:54, no one present

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

4. CLOSED SESSION ITEMS

A. *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.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: Nothing to report, 9:21 a.m

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

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

A. Approval of Minutes

Recommendation: That the Board approve the minutes of the Regular Board Meeting of January 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: Table until annual meeting

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

B. Draft Policies:#1037 needs counsel review, #4085 needs to be rewritten. Motion was made by Trustee Reese to accept policies, 1075,3012,3020,3055,4080, seconded by Trustee Dugan and passed 5/0

Recommendation: That the Trustees review the policy numbers (1037 table until legal counsel reviews.),#1075 passed 5/0,#3012 passed 5/0,#3020 passed 5/0,#3055 passed 5/0,#4080 passed 5/0,#4085 rewrite the loan policy stating TPCD does not offer loans. Make a motion to accept as read or move for changes.

C. Notary for Cemetery: Motion was made by Trustee Reese to file the notary paperwork with the District, seconded by Trustee Dugan and passed 5/0.

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: Reviewed and approved.

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

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

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

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

- 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: Motion was made by Trustee Reese to receive the Foreman report, seconded by Trustee Davis and passed 5/0.

- A. SDRMA Safety Meetings
- B. Well and Pump
- C. Storage items
 - 1. **Motion was made by Trustee Reese to remove items from inventory list, seconded by Trustee Davis and passed 5/0.**
 - 2. **Motion was made by Trustee Davis to dispose of items, seconded by Trustee Dugan and passed 5/0.**
- 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:

Certificate of Coverage

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 Trustee Reese 2nd Motion Trustee Davis, passed 5/0

With no further business to be heard meeting was adjourned at : 10:37 a.m.

Next Regular Board Meeting – March 15, 2018

Temecula Public Cemetery District

3/10/2018 1:30 PM

Register: 101100 · US Bank Checking

From 02/01/2018 through 02/28/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/05/2018	6914	CalPers 457 Plan	201100 · Accounts Pay...	01/18//2018-01...	808.38	X		39,400.87
02/05/2018	6915	Crowne Hill Consulti...	201100 · Accounts Pay...		227.66	X		39,173.21
02/05/2018	6916	EcoFert Inc	201100 · Accounts Pay...	2617	465.00	X		38,708.21
02/05/2018	6917	Hank's Hardware & ...	201100 · Accounts Pay...	L17435	62.77	X		38,645.44
02/05/2018	6918	Josefina Escalante	201100 · Accounts Pay...		65.00	X		38,580.44
02/05/2018	6919	Protection One (corp)	201100 · Accounts Pay...	120809141	292.73	X		38,287.71
02/05/2018			101200 · US Bank Pay...	Funds Transfer	8,094.49	X		30,193.22
02/08/2018	AJE382		515100 · Life Insuranc...	Automatic with...	35.64	X		30,157.58
02/11/2018	AJE384		101200 · US Bank Pay...	Monthly autom...	411.30	X		29,746.28
02/12/2018			523290 · Bank Charges	Service Charge	21.00	X		29,725.28
02/14/2018	6921	Cary Schroeder Cont...	201100 · Accounts Pay...	2018-1748	1,498.78	X	Well	28,226.50
02/14/2018	6922	CR&R Incorporated	201100 · Accounts Pay...	1028118	253.42	X		27,973.08
02/14/2018	6923	Crowne Hill Consulti...	201100 · Accounts Pay...		210.00	X		27,763.08
02/14/2018	6924	Frontier Communicat...	201100 · Accounts Pay...	081604-5	263.51	X		27,499.57
02/14/2018	6925	Law Offices Of Quin...	201100 · Accounts Pay...	Legal Expenses...	2,925.00	X		24,574.57
02/14/2018	6926	Linda Glau CPA	201100 · Accounts Pay...		356.25	X		24,218.32
02/14/2018	6927	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	261.08			23,957.24
02/14/2018	6928	Sparkletts	201100 · Accounts Pay...	5728175-120317	77.88	X		23,879.36
02/14/2018	6929	Sprint (formerly Next...	201100 · Accounts Pay...	498449924-147	117.27	X		23,762.09
02/14/2018	6930	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	295.52	X		23,466.57
02/14/2018	6931	Temecula Valley Pip...	201100 · Accounts Pay...		42.96	X		23,423.61
02/14/2018	6932	Wildlife Control Ser...	201100 · Accounts Pay...	WL2709	450.00	X		22,973.61
02/14/2018	6933	Joe Sands.	-split-		62.16	X		22,911.45
02/21/2018			101100G · Cash - Gen...	Deposit		X	49,918.59	72,830.04
02/21/2018	6934	California Public Em...	201100 · Accounts Pay...	7490021932 ...	3,775.67			69,054.37
02/21/2018	6935	County of Riverside I...	201100 · Accounts Pay...		184.93	X		68,869.44
02/21/2018	6936	Metlife	201100 · Accounts Pay...	KMO5754030-...	45.52	X		68,823.92
02/21/2018	6937	Prudential Overall Su...	201100 · Accounts Pay...		165.72			68,658.20
02/21/2018	6938	State Board of Equali...	201100 · Accounts Pay...		79.46	X		68,578.74
02/21/2018	6939	Streamline	201100 · Accounts Pay...	96424	50.00	X		68,528.74
02/21/2018	6940	Josefina Escalante	201100 · Accounts Pay...		65.00	X		68,463.74
02/21/2018	6942	CalPers 457 Plan	201100 · Accounts Pay...	02/01/2018*02...	816.80	X		67,646.94
02/21/2018			101200 · US Bank Pay...	Funds Transfer	8,317.62	X		59,329.32
02/28/2018	01	Downs Energy	201100 · Accounts Pay...	CL36973	124.76	X		59,204.56
02/28/2018	6943	California Associatio...	201100 · Accounts Pay...		70.00			59,134.56
02/28/2018	6944	Cindi Beaudet	201100 · Accounts Pay...		142.54			58,992.02
02/28/2018	6945	Crowne Hill Consulti...	201100 · Accounts Pay...		172.26			58,819.76
02/28/2018	6946	Frontier Communicat...	201100 · Accounts Pay...	VOID: 167058...		X		58,819.76
02/28/2018	6947	Healthpointe	201100 · Accounts Pay...	22802-2420249	200.00			58,619.76
02/28/2018	6948	Home Depot Credit S...	201100 · Accounts Pay...	603532253881...	69.47			58,550.29

Temecula Public Cemetery District

3/10/2018 1:30 PM

Register: 101100 · US Bank Checking

From 02/01/2018 through 02/28/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/28/2018	6949	Law Offices Of Quin...	201100 · Accounts Pay...	Legal Expenses...	855.00		57,695.29
02/28/2018	6950	Michelle Hesselgeser	201100 · Accounts Pay...		69.85		57,625.44
02/28/2018	6951	San Diego County Sy...	201100 · Accounts Pay...		100.00		57,525.44
02/28/2018	6952	Verizon Wireless	201100 · Accounts Pay...	1670584956	40.46		57,484.98
02/28/2018	6953	Cindi Beaudet	201100 · Accounts Pay...		231.03		57,253.95
02/28/2018	6954	Cindi Beaudet	201100 · Accounts Pay...		58.85		57,195.10

Temecula Public Cemetery District

3/10/2018 1:31 PM

Register: 101200 · US Bank Payroll
 From 02/01/2018 through 02/28/2018
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/05/2018			101100 · US Bank Che...	Funds Transfer		X	8,094.49	8,768.44
02/09/2018	AJE376		510040 · Regular Salar...	Green Cash Re...	5,651.14	X		3,117.30
02/09/2018	AJE376		510040 · Regular Salar...	Green Cash Re...	2,301.89	X		815.41
02/09/2018	AJE376		510040 · Regular Salar...	Monthly charg...	141.46	X		673.95
02/11/2018	AJE384		101100 · US Bank Che...	Monthly autom...		X	411.30	1,085.25
02/15/2018	AJE383		525030 · Paychex HR ...		414.15	X		671.10
02/21/2018			101100 · US Bank Che...	Funds Transfer		X	8,317.62	8,988.72
02/23/2018	AJE385		510040 · Regular Salar...	Green Cash Re...	5,845.18	X		3,143.54
02/23/2018	AJE385		510040 · Regular Salar...	Green Cash Re...	2,340.35	X		803.19
02/23/2018	AJE385		510040 · Regular Salar...	Monthly charg...	132.09	X		671.10

Temecula Public Cemetery District

3/10/2018 1:33 PM

Register: 101300 · US Wash Account

From 02/01/2018 through 02/28/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/14/2018	2263	County of Riverside ...	-split-		58.81 X		21,673.04

Date: 03/06/2018

Alma Glau

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.
6920-6964

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

Check 6962 Dated 03/05/18 US Bank Credit card \$5813.43

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.

Check 6962 Dated 03/05/18 US Bank Credit card \$5813.43 OK

Check 6955 Dated 03/05/18 Asco Pacific \$4733.98 OK

Check 6934 Dated 02/21/18 Cal Pers \$3775.67 OK

Check 6925 Dated 02/14/18 Law Offices of Quintanilla \$2925 OK

X Verify all checks to the GM have two signatures.

Check 6944 dated 02/28/18 \$124.54 Reimbursement for Personal Payment of District Bill OK

Check 6954 dated 02/28/18 \$58.85 Mileage Local OK

Check 6953 dated 02/28/18 \$231.03 Mileage – Conference 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

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:

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

Open items:

February 20, 2018

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

RE: Workers' Compensation Longevity Distribution

Dear Ms. Beaudet,

On February 8, 2018, the SDRMA Board of Directors approved a longevity distribution for the ninth year in a row. The Longevity Distribution Policy was adopted by the Board to recognize and reward members for their loyalty and commitment to SDRMA programs. The policy is consistent with the goals and objectives of the Board's strategic business plan and helps ensure pool stability by rewarding members for remaining in our Property/Liability and Workers' Compensation Programs.

This year, the Board approved a longevity distribution in the amount of \$593,175 for Workers' Compensation members. Over 88% of members will receive the distribution credit.

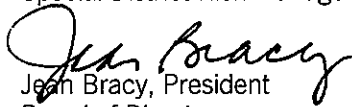
Congratulations! Since you have participated in our Workers' Compensation Program for 12 years as of June 30, 2017, your agency will receive a longevity distribution credit on your 2018-19 renewal contribution invoice in the amount of \$311. We encourage you to share this valuable news with your governing body!

There is no action required by your agency. Every member that has completed the initial three full program year commitment for the Workers' Compensation Program is eligible to receive a longevity distribution credit when they renew coverage. The longevity distribution may be declared by the Board of Directors each year only after all Board policy reserve requirements have been met. The amount available for the longevity distribution is the amount of investment earnings on reserves above the Board-approved confidence level for each program as of June 30. The distribution is weighted based on the member's length of time in that program and the amount of the member's annual contributions compared to the total contributions of all pool members.

REMINDER – SDRMA's Safety/Claims Education Day/Annual Membership Meeting is Tuesday, March 20 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members, including breakfast, lunch and refreshments. For more information, please visit our website at www.sdrma.org and click on "Calendar" and then "Education Day Registration".

Thank you for your participation and helping make SDRMA a premier risk management provider! If you have any questions, please contact the SDRMA Finance Department at 800.537.7790 or 916.231.4141.

Sincerely,
Special District Risk Management Authority


John Bracy, President
Board of Directors

February 16, 2018

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

RE: 2018-19 Property/Liability Program Rate Information

Dear Ms. Beaudet,

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors we want to express our sincere appreciation for your safety/loss prevention efforts and continued support of SDRMA.

SDRMA continues to make every effort to reduce operating costs and minimize rate increases while ensuring the financial integrity of the Property/Liability Program. Unfortunately due to the catastrophic fires last year, our excess carriers are imposing a rate increase on all their clients including SDRMA. Based on those factors as well as escalating costs for reinsurance and overall claims costs over the past several years, after considerable review and discussion on February 7, 2018 the Board approved a **6% increase for only the property, general liability and auto liability rates for 2018-19**. This moderate increase will still leave a revenue shortfall which will require the use of reserves and investment income to supplement the shortfall.

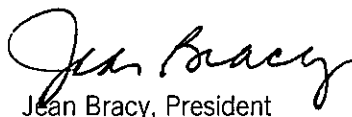
In addition, your agency's actual annual contribution amount for 2018-19 may vary compared to 2017-18 as a result of the rate increase, any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

Other Important Items to Note:

- There was no Longevity Distribution declared for the Property/Liability Program this year due to the rate increase.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- SDRMA's Spring Education Day/Annual Membership Meeting is Tuesday, March 20 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including meals. For more information, please visit our website at www.sdrma.org and click on "Register for a Training Workshop" on the right side of the page.
- Members considering to withdraw from coverage with SDRMA for the 2018-19 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws by April 1.

On behalf of the Board of Directors and our entire risk management team we thank you for your continued participation in our programs!

Sincerely,
Special District Risk Management Authority



Jean Bracy, President
Board of Directors

TEMECULA PUBLIC CEMETERY DISTRICT

NONCONFORMING UPRIGHT MEMORIAL MARKERS POLICY

1. Purpose. The purpose of this policy is to memorialize the requirement that the record owners of upright memorial markers are responsible for maintaining and repairing existing upright memorial markers regardless of when they were installed in the District's cemetery in order to preserve the aesthetically pleasing character of the cemetery and to minimize the risk of physical harm to visitors that may be caused by damaged upright memorial markers.
2. Prohibited Placement. Upright memorial markers are not permitted in any District cemetery. The existing ones are deemed non-conforming and shall be permitted until such time they are damaged beyond repair or removed or stolen. Such damaged, removed or stolen upright memorial markers shall be replaced by the record owner with a memorial marker that meets the District's current memorial markers policy and requirements.
3. Record owner. The record owner of an upright 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.
4. Maintenance. The District is not responsible for maintaining upright memorial markers. The responsibility for maintenance rest solely with the record owner or the record owner's designee. All maintenance performed on upright memorial markers shall be at the record owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the maintenance of upright memorial markers.
5. Repair. The District is not responsible for repairing upright memorial markers. The responsibility for repair rest solely with the record owner or the record owner's designee. All repair work performed on upright memorial markers shall be at the record owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the repair of upright memorial markers.
6. Removal. The District is not responsible for removing damaged upright memorial markers. The responsibility for removing a damaged upright memorial marker rest solely with the owner or the owner's designee. The removal of a damaged upright memorial marker shall be at the owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the removal of damaged upright memorial markers.

7. Replacement. The record owner shall be responsible for the cost of replacing a damaged, removed or stolen upright memorial marker with an approved memorial marker that complies with the District's current memorial markers policy and requirements.
8. Liability. The record owner of an upright memorial marker shall be liable to pay all damages resulting from the negligent or reckless maintenance or repair of an upright memorial marker 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 an upright 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.
9. Emergency removal. The District reserves the right but not obligation to cause the removal of any upright memorial marker that has been severely damaged, 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 shall store the removed upright memorial marker, unless severely damaged, for a maximum of 180 calendar days after the date a notice of storage is dispatch to the owner by certified mail, sent by electronic mail or personally delivered. After the expiration of the 180 day period, if the subject upright memorial marker is not reclaimed, the District will deem the upright 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 removal, storage, or disposal shall be charged to the record owner and shall be due and payable to the District within 90 days of the date an invoice is dispatch to the record owner by certified mail, sent by electronic mail or personally delivered.

RESOLUTION NO. 2018-___

A RESOLUTION OF THE TEMECULA PUBLIC CEMETERY DISTRICT BOARD OF TRUSTEES ADOPTING A NONCONFORMING UPRIGHT MEMORIAL MARKERS POLICY

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 ("Board") shall serve as the legislative body of the District, govern the District, and establish policies for the operation of the District; and

WHEREAS, the purpose of this policy is to memorialize the requirement that the record owners of upright memorial markers are responsible for maintaining and repairing existing upright memorial markers regardless of when they were installed in the District's cemetery in order to preserve the aesthetically pleasing character of the cemetery and to minimize the risk of physical harm to visitors that may be caused by damaged upright memorial markers.

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. Purpose.

That the purpose of this policy is to memorialize the requirement that the record owners of upright memorial markers are responsible for maintaining and repairing existing upright memorial markers regardless of when they were installed in the District's cemetery in order to preserve the aesthetically pleasing character of the cemetery and to minimize the risk of physical harm to visitors that may be caused by damaged upright memorial markers.

Section 3. Adoption of Nonconforming Upright Memorial Markers Policy

That the attached Policy is hereby adopted and incorporated herein by this reference.

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 policy 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.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Temecula Public Cemetery District at a regular meeting duly held on the ____ day of _____ 2018, by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

APPROVED:

Cindi Beaudet, Secretary

Rosie Vanderhaak, Chair

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel

ATTACHMENT

NONCONFORMING UPRIGHT MEMORIAL MARKERS POLICY

Religious Interment Customs and Practices

Efforts will be made by the District to accommodate the religious interment customs and practices of the deceased unless such accommodations are illegal such as, but not limited to, opening a casket on cemetery grounds, or unreasonable and would result in an undue hardship on the conduct of District business. Persons responsible for making decisions related to the decedent's interment services are strongly encouraged to make advance arrangements with the funeral director regarding any special religious interment customs and practices to avoid any unnecessary delays or complications during the interment services at the cemetery.

RESOLUTION NO. 2018-___

**A RESOLUTION OF THE TEMECULA PUBLIC CEMETERY
DISTRICT BOARD OF TRUSTEES ADOPTING A RELIGIOUS
INTERMENT CUSTOMS AND PRACTICES POLICY**

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 ("Board") shall serve as the legislative body of the District, govern the District, and establish policies for the operation of the District; and

WHEREAS, the Board wishes to memorialize in writing the District's commitment to an effort to accommodate the religious interment customs and practices of the deceased unless such accommodations are illegal such as, but not limited to, opening a casket on cemetery grounds, or unreasonable and would result in an undue hardship on the conduct of District business; and

WHEREAS, the Board further wishes to direct District staff to inform persons responsible for making decisions related to the decedent's interment services that they should make advance arrangements with the funeral director regarding any special religious interment customs and practices to avoid any unnecessary delays or complications during the interment services at the cemetery.

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 Religious Interment Customs and Practices Policy

That efforts shall be made by the District to accommodate the religious interment customs and practices of the deceased unless such accommodations are illegal such as, but not limited to, opening a casket on cemetery grounds, or unreasonable and would result in an undue hardship on the conduct of District business. Persons responsible for making decisions related to the decedent's interment services should be strongly encouraged to make advance arrangements with the funeral director regarding any special religious interment customs and practices to avoid any unnecessary delays or complications during the interment services at the cemetery.

Section 3. Notice of Religious Interment Customs and Practices Policy

That the following notice, in substantially the same form as follows, shall be provided in the District's interment informational material to prospective purchasers and actual purchasers of interment plots.

"Efforts will be made by the District to accommodate the religious interment customs and practices of the deceased unless such accommodations are illegal such as, but not limited to, opening a casket on cemetery grounds, or unreasonable and would result in an undue hardship on the conduct of District business. Persons responsible for making decisions related to the decedent's interment services are strongly encouraged to make advance arrangements with the funeral director regarding any special religious interment customs and practices to avoid any unnecessary delays or complications during the interment services at the cemetery."

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 policy 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.

[The 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 _____ day of _____ 2018, by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Cindi Beaudet, Secretary

APPROVED:

Rosie Vanderhaak, Chair

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel

TEMECULA PUBLIC CEMETERY DISTRICT
MEMORIAL MARKERS AND NICHE PLATES
POLICY

1. Purpose. 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 and niche plates that are intended to minimize the risk of physical harm.
2. Placement. A memorial marker shall be placed on every below-ground interment plot and a niche plate shall be placed on the face on every niche identifying the name of the decedent(s), and including any other such information as may be permitted by this policy. Placement shall occur within 90 calendar days of the date in interment.
3. Purchase. Memorial markers and niche plates shall not be purchased from the District, any District trustee or any person employed by the District. Memorial markers and niche plates, meeting the requirements and specifications of this policy, may be purchased from private vendors or any other source. The District however reserves the right to refuse the installation of a memorial marker or niche plate upon evidence that the seller does not possess all requisite business, seller and/or vocational permits and/or licenses. An updated list of granite companies will be provided to you by the District.
4. Record owner. The record owner of a memorial marker or niche plate shall be the person or persons registered as the record owner of the subject interment site in the latest records maintained by the District.
5. Number. The maximum number of memorial markers and niche plates shall not exceed the total number of decedents interred at any given interment site.
1 headstone per grave
6. Installation. All memorial markers and niche plates shall be installed only by the District. The District reserves the right to refuse the installation of any memorial marker or niche plate that does not meet the requirements and specifications set forth in this policy. All unauthorized installations shall be subject to immediate removal by the District without notice. The District may dispose of any unauthorized installations as it deems appropriate without notice to the record owner. Any costs incurred by the District for such removal and disposal of any unauthorized installations shall be charged to the record owner and shall be due and payable to the District within 30 days of the date

an invoice is dispatch to the record owner by certified mail, sent by electronic mail or personally delivered.

7. Orientation. All memorial markers and niche plates shall be oriented in a manner consistent with the official plans and designs of the cemetery.
8. Dimensions. A memorial marker shall not exceed 16" x 28" x 3" for an adult size below-ground interment plot or 12" x 24" x 3" for a baby below-ground interment plot. Niche plates shall not exceed more than ½ the height and ½ the width of the front cover of the subject niche. In no case shall the highest part of the surface of a memorial marker or niche plate rise more than 3/8" above the surface upon which it sits or is affixed. This I will have to make some changes to
9. Shape. All memorial markers and niche plates shall contain no covers; they must be flat with smooth edges; and they must be rectangular with the longest sides placed horizontally at the top and bottom and shortest sides placed vertically. All covers will be immediately removed and disposed of by the District as it deems appropriate without notice to the record owner. Any costs incurred by the District for the removal of covers shall be charged to the record owner and shall be due and payable to the District within 30 days of the date an invoice is dispatch to the record owner by certified mail, sent by electronic mail or personally delivered.
10. Content. Memorial markers and niche plates placed at an interment site may only include the following information: (a) name of decedent(s); (b) date of birth; (c) date of death; (e) United States military branch and logo; (f) dates of United States military service; (g) photograph of decedents(s); and (h) an epitaph not exceeding 100 characters, not including punctuation marks. The District reserves the right to refuse the installation of any memorial mark or niche plate that does not meet these requirements.
11. Material. Memorial markers and niche plates shall be made of polished granite or bronze material only.
12. Unauthorized items. Only the permanent memorial markers and niche plates which meet the requirements and specifications of this policy shall be authorized for installation at an interment site. No upright memorial markers shall be permitted. Unless it is a cremation baby slant All unauthorized permanent memorial makers and niche plates will be immediately removed and disposed of by the District as it deems appropriate, without notice to the record owner. Any costs incurred by the District for the removal of such unauthorized items shall be charged to the record owner and shall be due and payable to the District within 30 days of the date an invoice is dispatch to the record owner by certified mail, sent by electronic mail or personally delivered.

13. Maintenance. The District is not responsible for maintaining memorial markers and niche plates. The responsibility for maintenance rest solely with the record owner or the record owner's designee. All maintenance performed on memorial markers and niche plates shall be at the record owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the maintenance of memorial markers or niche plates.
14. Repair. The District is not responsible for repairing memorial markers and niche plates. The responsibility for repair rest solely with the record owner or the record owner's designee. All repair work performed on memorial markers and niche plates shall be at the record owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the repair of memorial markers or niche plates.
15. Removal. The District is not responsible for removing damaged memorial markers and niche plates. The responsibility for removing a damaged memorial marker or niche plate rest solely with the owner or the owner's designee. The removal of a damaged memorial marker or niche plate shall be at the owner's expense. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the removal of damaged memorial markers or niche plates.
16. Replacement. The record owner shall be responsible for the cost of replacing memorial markers and niche plates. The installation of a replacement memorial marker or niche plate however shall be done by the District at the record owner's cost.
17. Relocation. The record owner shall be responsible for the cost of relocating memorial markers and niche plates. The installation of a relocated memorial marker or niche plate however shall be done by the District at the record owner's cost.
18. Liability. The record owner of a memorial marker or niche plate shall be liable to pay all damages resulting from the negligent or reckless maintenance or repair of a memorial marker or niche plate or the negligent, reckless or unauthorized placement, installation or removal by the record owner or record owner's employees, agents, family members, acquaintances or contractors or anyone directed by the record owner. Such damages may include but not be limited to personal injuries and property damage proximately caused by the negligent or reckless maintenance or repair of a memorial marker or niche plate or the negligent, reckless or unauthorized placement, installation or removal by the record owner or record owner's employees, agents, family members, acquaintances or contractors or anyone directed by the record owner.
19. Emergency removal. The District reserves the right but not obligation to cause

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

RESOLUTION NO. 2018-__

**A RESOLUTION OF THE TEMECULA PUBLIC CEMETERY
DISTRICT BOARD OF TRUSTEES ADOPTING UPDATED
MEMORIAL MARKERS AND NICHE PLATES POLICY**

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 ("Board") shall serve as the legislative body of the District, govern the District, and establish policies for the operation of the District; and

WHEREAS, the Board wants to update the District's policy regarding the installation of memorial markers and niche plates to continue with its mission to providing 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 and niche plates that are intended to minimize the risk of physical harm.

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. Purpose.

That the purpose of updating the District's Memorial Markers and Niche Plates Policy is to continue with its mission to providing 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 and niche plates that are intended to minimize the risk of physical harm.

Section 3. Adoption of Updated Memorial Markers and Niche Plates Policy

That the attached Memorial Markers and Niche Plates Policy is hereby adopted and incorporated herein by this reference.

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 policy 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.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Temecula Public Cemetery District at a regular meeting duly held on the _____ day of _____ 2018, by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Cindi Beaudet, Secretary

APPROVED:

Rosie Vanderhaak, Chair

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel

ATTACHMENT

**MEMORIAL MARKERS AND NICHE PLATES
POLICY**

TEMECULA PUBLIC CEMETERY DISTRICT ANTI-FRAUD POLICY

1. **Purpose.** The purpose of this policy is to facilitate the development of controls that will aid in the detection and prevention of fraud against the District by promoting consistent organizational behavior through providing guidelines and assigning responsibility for the development of controls and conduct of fraud investigations.
2. **Scope.** This policy applies to any irregularity, or suspected irregularity, involving employees, trustees, as well as consultants, vendors, contractors, and/or any other parties with a business relationship with the District. Any investigative activity required shall be conducted without regard to the suspected perpetrator's length of service, position, title, or relationship to the District.
3. **Definition of Fraud.** Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to the injury of the District or any parties with a business relationship with the District.
4. **Specific Acts of Fraud.** Specific acts constituting fraud include, but not limited to the following:
 - Misappropriating funds, supplies, or other assets, including without limitation theft and embezzlement;
 - Impropriety in the handling or reporting of money or financial transactions;
 - Profiting as a result of a conflict of interest;
 - Disclosing confidential and proprietary information to outside parties;
 - Using confidential and proprietary information for personal financial gain;
 - Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the District;
 - Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment and/or; and
 - Any other similar act or irregularity.
5. **Responsible Parties.** The General Manager and other management/supervisor positions shall be familiar with the types of fraud that might occur within his or her area of responsibility, and shall implement any practices and/or take any such actions consistent with this policy to prevent, detect and report fraud.
6. **Reporting.** Any employee who suspects fraudulent activity shall immediately notify his or her supervisor of the suspected fraudulent activity. If the person suspected of engaging in fraudulent activities is the reporting employee's supervisor, the employee shall report the matter to the General Manager, or General Legal Counsel if the General Manager is the person suspected of engaging in fraudulent activities. An employee shall have the right to report any

suspected fraudulent activities of the General Manager and/or General Counsel directly to the Chair of the Board of Trustees.

7. **Anonymity**. At the request of the reporting employee or any witness, their names and job positions shall remain anonymous, unless otherwise provided by any applicable law, rule or regulation.
8. **Investigation**. Unless the General Manager or General Legal Counsel are the persons suspected of engaging in fraudulent activities, the General Manager shall conduct the investigation of any reported fraudulent activities in consultation with General Legal Counsel or any other legal counsel as may be designated by the Board of Trustees. The reporting employee shall not initiate or engage in any investigation of the matter such as, but not limited to, conducting interviews or interrogations or requesting records.
9. **Confidentiality**. Great care must be taken in the investigation of suspected fraudulent activities to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. As such, a pending investigation shall remain confidential and the status of any pending investigation shall not be disclosed or shared with any third parties, unless authorized by the designated investigator or required by law. This means employees must refrain from disclosing that a pending investigation is taking place. In addition, employees shall not disclose or share any information regarding a pending investigation, including without limitation, any of the allegations, evidence, records, notes, memoranda, correspondence or the identity of witnesses, perpetrators, victims and any other persons involved in the investigation. All inquiries from any third parties, such as but not limited to the members of the general public and the media, shall be referred to the General Manager or any other person designated by the Board of Trustees.
10. **Access to Records**. The General Manager or other person designated by the Board of Trustees to conduct an investigation shall have access to all District's records and premises. The investigator shall also have the authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises for the investigator's review. Moreover, the investigator shall have access to texts or emails sent to or received on a District-owned cellular phone or other similar device. The investigator shall also have access to review the any information contained on the District's server, employee emails, computer discs, jump-drives, hard-drives, USB flash drives, memory sticks and other similar devices owned and/or provided by the District. The investigator is authorized to access to records, as set forth herein, without prior knowledge or consent of any employee who might use or have custody of any of the above items or facilities when it is within the scope of their investigation and/or concerning matters material to the investigation.

11. **Cooperation.** All employees shall submit to any interviews requested by the person designated to lead a fraud investigation. This means answering all questions truthfully or to the best of one's knowledge. Employees shall not provide false information, whether spoken or in writing, concerning matters material to the investigation that may compromise, undermine or impede the investigation. Employees are prohibited from denying or hindering the investigator's access to any records, as permitted in this policy, that are within the scope of the investigation and/or concerning matters material to the investigation
12. **Inquires.** All inquiries concerning a pending investigation from the suspected perpetrator, his or her attorney or representative, or any other inquirer, including but not limited to the media and reporters, shall be directed to the General Manager or any other person designated by the Board of Trustees.
13. **Final disposition.** The final disposition of the results of the investigation shall be determined by the General Manager, in consultation with General Legal Counsel, unless otherwise directed by the Board of Trustees. All purported crimes shall be reported to the the appropriate law enforcement and/or regulatory agencies for independent investigation and/or prosecution, with the request or demand for restitution.
14. **Disciplinary action.** Any employee who has determined to have committed any form of fraud against the District and any person violating any provision of this policy may be subject to disciplinary action, including termination.
15. **Application to Trustees.** For purposes of this policy, "person" and "employee" shall also mean "trustee." As such, the application of the provisions of this policy shall be applied to the trustees in the same manner as though they were employees. Trustees, however, who have committed fraud against the District shall be reported by the General Manager or General Legal Counsel, or any other such person designated by the Board of Trustees, to the Riverside County Board of Supervisors and County Counsel.
16. **Interpretation.** Unless otherwise directed by the Board of Trustees, the General Manager, in consultation with General Legal Counsel, shall be responsible for the interpretation of any provision of this policy in regards to its application and scope.
17. **Revisions.** This policy may be revised at any time by the Board of Trustees without providing personal notice to any employee of the proposed revisions. The General Manager, however, shall provide notice to each employee regarding any revisions duly approved by the Board of Trustees. Such notice may be provided either in writing, including electronically, or posted on a District employee bulletin board that is easily accessible to all employees.

18. **Notice to employees.** The General Manager or designee shall provide a copy of this policy to all employees with a signed receipt, in substantially the same form as the attachment to this policy. However, notice of any revisions shall be provided as set forth above.

ATTACHMENT

TEMECULA PUBLIC CEMETERY DISTRICT

ACKNOWLEDGMENT OF RECEIPT OF ANTI-FRAUD POLICY

I, _____, am an employee of the Temecula Public Cemetery District and I hereby acknowledge that I have received a copy of the Temecula Public Cemetery District Anti-Fraud Policy, which applies to all District employees. I also acknowledge that I know this policy may be revised at any time by the Board of Trustees without providing personal notice to any employee of the proposed revisions. I further understand the General Manager shall provide notice to each employee regarding any revisions duly approved by the Board of Trustees. Such notice may be provided either in writing, including electronically, or posted on a District employee bulletin board that is easily accessible to all employees.

Date: ___/___/___

Signature

Print Name

TEMECULA PUBLIC CEMETERY DISTRICT
ACKNOWLEDGMENT OF RECEIPT OF ANTI-FRAUD POLICY

RESOLUTION NO. 2018-___

A RESOLUTION OF THE TEMECULA PUBLIC CEMETERY DISTRICT BOARD OF TRUSTEES ADOPTING AN ANTI-FRAUD POLICY

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 ("Board") shall serve as the legislative body of the District, govern the District, and establish policies for the operation of the District; and

WHEREAS, the purpose of this policy is to facilitate the development of controls that will aid in the detection and prevention of fraud against the District by promoting consistent organizational behavior through providing guidelines and assigning responsibility for the development of controls and conduct of fraud investigations; and

WHEREAS, this policy is intended to apply to any irregularity, or suspected irregularity, involving employees, trustees, as well as consultants, vendors, contractors, and/or any other parties with a business relationship with the District.

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. Purpose.

That the purpose of this policy is to facilitate the development of controls that will aid in the detection and prevention of fraud against the District by promoting consistent organizational behavior through providing guidelines and assigning responsibility for the development of controls and conduct of fraud investigations

Section 3. Application.

That this policy is intended to apply to any irregularity, or suspected irregularity, involving employees, trustees, as well as consultants, vendors, contractors, and/or any other parties with a business relationship with the District.

Section 4. Adoption of Anti-Fraud Policy

That the attached Anti-Fraud Policy is hereby adopted and incorporated herein by this reference.

Section 5. 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 policy as hereby adopted shall remain in full force and effect.

Section 6. 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 7. Effective Date.

That this Resolution shall take effect immediately upon its adoption.

Section 8. 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.

[THE 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 _____ day of _____ 2018, by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Cindi Beaudet, Secretary

APPROVED:

Rosie Vanderhaak, Chair

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel

ATTACHMENT

**TEMECULA PUBLIC CEMETERY DISTRICT
ANTI-FRAUD POLICY**



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Sacramento, CA 95814

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Agenda At A Glance

Agenda subject to change

ADVOCACY DAY: TUESDAY, MAY 22 – 7:30 A.M.- 6:30 P.M.

Get updated on what's happening in the Capitol, then join special district leaders from throughout California to take action on the priority issues facing special districts.

- Hear directly from State leadership on hot topics affecting local services and infrastructure.
- Participate in pre-arranged meetings with State Legislators and staff in their Capitol offices, followed by a private reception.
- Explore how decisions are really made in the Capitol and help shape their outcome.

POLICY DAY: WEDNESDAY, MAY 23 – 8:00 A.M. - 12:00 P.M.

Gain insights from legal experts and CSDA lobbyists on the newest laws and legal challenges to come out of Sacramento.

- Connect the action in the Capitol with the implementation in your community.
- Drill into hot topics through breakout sessions on key issues that may affect your district's revenue, governance, public works or personnel.
- Find answers to your tough questions from expert panels.

HOTEL INFORMATION

Hyatt Regency Sacramento
1209 L Street
Sacramento, CA 95814

CSDA room rate is \$199 plus tax.
Call to reserve at 1.800.233.1234.

Room reservation cut-off is April 30, 2018.

*****ALL FOR AADC 923

Ms. Cindi Beaudet
Temecula Public Cemetery District
General Manager
41911 C St
Temecula, CA 92592-3053



@SPECIALDISTRICT



FACEBOOK.COM/SPECIALDISTRICT

1400 J Street • Sacramento, CA 95814
THE SACRAMENTO CONVENTION CENTER
May 22-23, 2018

'18 Special Districts Legislative Days: Advocacy Day and Policy Day
Gain the edge on policy changes impacting your agency and exchange ideas with California's top decision-makers at the 2018 Special Districts Legislative Days, an interactive and informative two-day legislative conference in our State's Capitol.
EARLY BIRD DISCOUNT! Register at legislative.days.csdanet.net.



SPECIAL DISTRICTS LEGISLATIVE DAYS

#districtsadvocate

California Special Districts Association
Districts Stronger Together





SPECIAL DISTRICTS LEGISLATIVE DAYS

Advocacy Day and Policy Day

EARLY BIRD DISCOUNT!
Register at legislatedays.csda.net.

EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 20, 2018

- **CSDA Member - \$275 Early Registration / \$325 Regular Registration**
- **Non-Member - \$365 Early Registration / \$440 Regular Registration**

Three Ways to Register

- *Online:* Visit legislatedays.csda.net
- *Fax number:* 916.520.2465. All faxed forms must include credit card payment.
- *Mail:* CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Who qualifies for "member" rates?

All California Special Districts Association and Special District Risk Management Authority members.

Not sure if you are a member? Simply contact Cathrine Lemaire at cathrinef@csda.net or call toll-free at 877-924-2732.

It's not too late to become a CSDA member.

Registration includes the evening reception, legislative visits arranged by CSDA, written materials, and meals as indicated in the agenda. Payment must accompany registration in order to process.

CSDA Member: \$275/EARLY BIRD

Non-Member: \$365/EARLY BIRD

CSDA Member: \$325/AFTER APRIL 20

Non-Member: \$440/AFTER APRIL 20

Total \$:

Name/Title:

District:

Address:

City:

State:

ZIP:

Phone:

Fax:

Email:

Emergency Contact Name/Phone Number:

LEGISLATIVE OFFICE VISITS

CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts.

Yes, I want to participate in prearranged meetings in the Capitol.

No, I do not want to participate in prearranged meetings in the Capitol.

PAYMENT

Check Visa MasterCard Discover American Express

Acct. name:

Acct. Number:

Expiration date:

Authorized Signature:

SPECIAL NEEDS

Vegetarian Other:

CANCELLATION POLICY: Cancellations must be made IN WRITING and received via fax, mail or email no later than three days prior to the event. All cancellations made within the specified time will be refunded less a \$75 processing fee.



**California Special
Districts Association**

Districts Stronger Together

DATE: February 16, 2018
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2019 - 2021 term.

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

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

Commitment and Expectations:

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

(over)

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors.

- **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination.**
- **Deadline for receiving nominations is April 18, 2018. Nominations and supporting documentation may be mailed or emailed to Beth Hummel.**
No faxes please.

Mail: CSDA Attention: Beth Hummel
1112 I Street, Suite 200, Sacramento, CA 95814
E-mail: bethh@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat A-Ralph Emerson, GM, Garberville Sanitary District*
Sierra Network Seat A-Noelle Mattock, Director, El Dorado Hills CSD*
Bay Area Network Seat A-Robert Silano, Director, Menlo Park Fire Protection District*
Central Network Seat A-Joel Bauer, GM, West Side Cemetery District*
Coastal Network Seat A-Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network Seat A-Jo MacKenzie, Director, Vista Irrigation District*
(* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or bethh@csda.net.

NEW THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 18, 2018. All votes must be received through the system no later than 5:00 p.m. August 10, 2018.

Districts can opt to cast a paper ballot instead; but you must contact Beth by e-mail Bethh@csda.net by April 18, 2018 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 10, 2018.

The successful candidates will be notified no later than August 14, 2018. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2018.



**California Special
Districts Association**
Districts Stronger Together

2018 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

**Return this form and a Board resolution/minute action supporting the candidate
and Candidate Information Sheet by mail, or email to:**

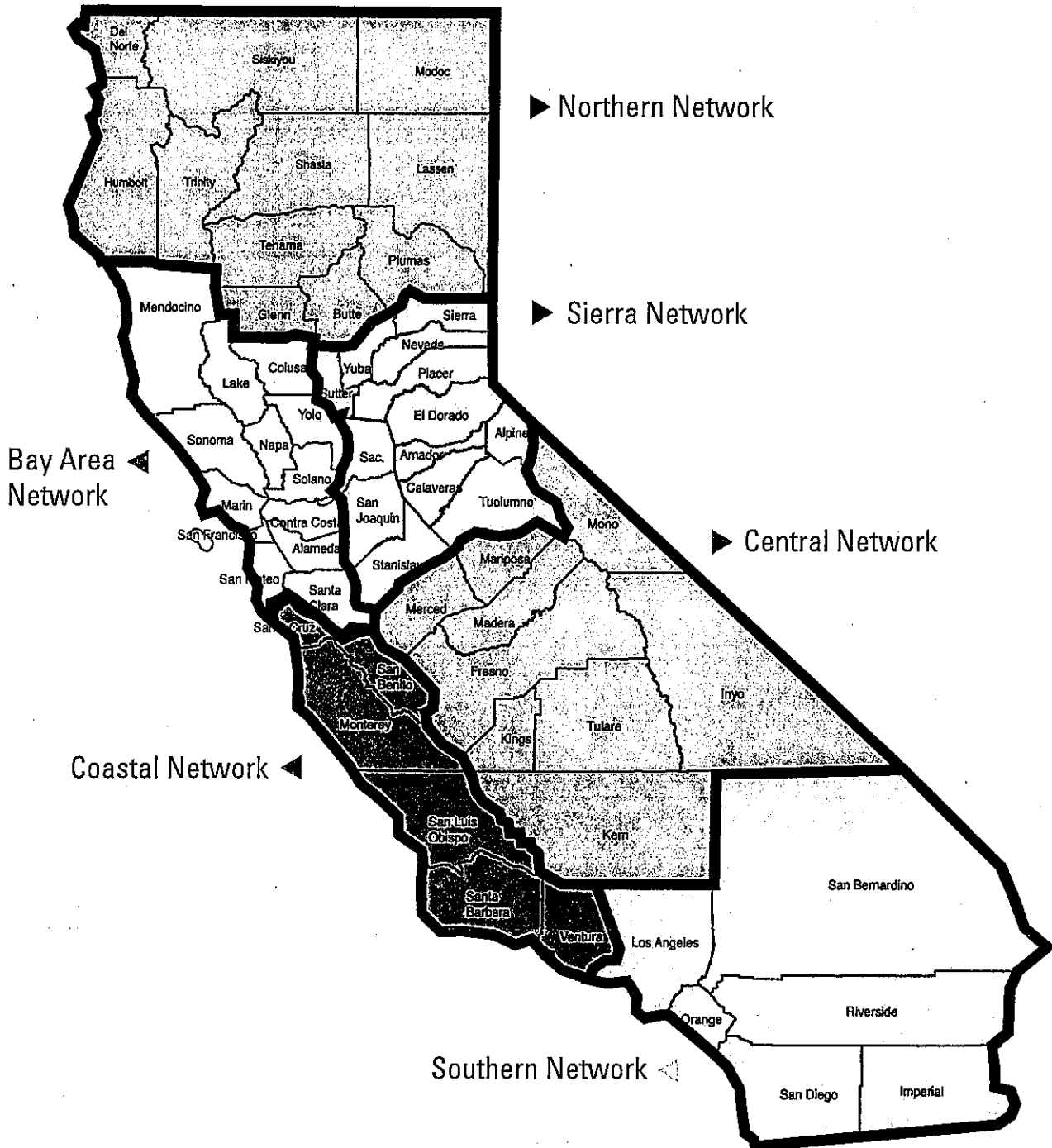
CSDA
Attn: Beth Hummel
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

bethh@csla.net

DEADLINE FOR RECEIVING NOMINATIONS – April 18, 2018



California Special Districts Association
DISTRICT NETWORKS





**California Special
Districts Association**
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

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

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

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

4. List civic organization involvement:

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

Temecula Public Cemetery District
Balance Sheet
As of February 28, 2018

	Feb 28, 18	Feb 28, 17	\$ Change
191800 · Grounds Improvements	9,190.00	9,190.00	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-87,179.99	-74,928.68	
198400 · Accumulated Depr - Struct/Imp	-177,687.85	-160,394.52	
198500 · Accum Depr - Equipment	-147,102.12	-133,552.01	
198800 · Accum Depr- Grnd Imp	-1,148.75	-689.25	
198900 · Accum Depr-Pav 15	-15,348.02	-8,170.02	
Total Fixed Assets	3,223,278.90	3,253,347.88	-30,068.98
TOTAL ASSETS	8,511,989.52	8,067,500.41	444,489.11
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	11,164.51	32,128.82	
Total Accounts Payable	11,164.51	32,128.82	-20,964.31
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	23,320.43	48,208.43	-24,888.00
Total Liabilities	23,320.43	48,208.43	-24,888.00
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	260,551.17	229,277.26	
Total Equity	8,488,669.09	8,019,291.98	469,377.11
TOTAL LIABILITIES & EQUITY	8,511,989.52	8,067,500.41	444,489.11

Temecula Public Cemetery District
Balance Sheet
As of February 28, 2018

	Feb 28, 18	Feb 28, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	57,195.10	63,954.96	
101200 · US Bank Payroll	671.10	735.07	
101300 · US Wash Account	21,673.04	22,995.67	
101100C · Cash -Accumulative Outlay Fund	1,578,846.08	453,089.52	
101100E · Cash - Endowment Fund	195,749.51	22,804.64	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	960,320.79	1,811,368.46	
Total Checking/Savings	2,814,635.62	2,375,128.32	439,507.30
Accounts Receivable			
201125 · Accounts Receivable	0.00	250.00	
Total Accounts Receivable	0.00	250.00	-250.00
Other Current Assets			
102000 · Wells Fargo Investments			
102010 · Wells Fargo Endowment Care	1,737,379.78	1,756,502.20	
102020 · Wells Fargo Endowment Interest	637,206.25	606,109.14	
Total 102000 · Wells Fargo Investments	2,374,586.03	2,362,611.34	11,974.69
112011 · Inventory Asset	36,755.00	40,710.00	
100499 · Revenues to Deposit with County	44,665.00	21,045.00	
116100 · Interest Receivable			
116100P · Interest Receivable - End Prin	4,968.68	4,774.12	
116100I · Interest Receivable - End Int	1,852.29	1,392.12	
Total 116100 · Interest Receivable	6,820.97	6,166.24	654.73
117000 · PrePaid Expenses	11,248.00	8,241.63	
Total Other Current Assets	2,474,075.00	2,438,774.21	35,300.79
Total Current Assets	5,288,710.62	4,814,152.53	474,558.09
Fixed Assets			
191650 · Intangible Assets	8,970.00	0.00	
191000 · Future Cemetery Property	2,591,408.03	2,604,302.82	
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	

Temecula Public Cemetery District
Profit & Loss Budget Performance
February 2018

	Jul '17 - Feb 18	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
700001 · Property Taxes			
700020 · Prop Tax Current Securer	359,514.95	321,000.00	548,000.00
701020 · Prop Tax Current Unsecu	23,076.98	0.00	23,000.00
703000 · Prop Tax Prior Unsecurer	0.00	0.00	1,000.00
704000 · Prop Tax Curr Supplemer	0.00	0.00	3,000.00
705000 · Prop Tax Prior Suppleme	0.00	0.00	2,000.00
706000 · Teeter Settlement	0.00	0.00	11,000.00
752800 · CA-Homeowners Tax Reli	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
740020 · Interest and Dividend Income			
740020G · Interest on General Fnd	3,715.81	2,500.00	5,000.00
740020E · Interest on Endow Fnd	408.26	250.00	500.00
740020O · Interest on ACO at Cour	6,903.21	2,500.00	5,000.00
740021 · Interest - Wells Fargo Adv	27,218.12	23,336.00	35,000.00
740022 · Dividend Income - WFA	4,429.79	3,664.00	5,500.00
Total 740020 · Interest and Dividend Inc	42,675.19	32,250.00	51,000.00
770001 · Other Revenue			
770100E · Endowment	134,816.67	80,000.00	120,000.00
777030 · Marker Setting	6,950.00	6,664.00	10,000.00
777040 · Open, Close Fees	25,900.00	24,000.00	36,000.00
777520 · Sale of Lots	55,983.33	36,664.00	55,000.00
777530 · Cremation	7,600.00	5,336.00	8,000.00
777600 · Cenotaph	0.00	336.00	500.00
780160 · Vaults, Flower Vases, etc	6,450.00	7,664.00	11,500.00
781360 · Other Misc. Revenue	274.77	0.00	0.00
Total 770001 · Other Revenue	237,974.77	160,664.00	241,000.00
Total Income	663,241.89	513,914.00	891,000.00
Gross Profit	663,241.89	513,914.00	891,000.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
February 2018

	Jul '17 - Feb 18	YTD Budget	Annual Budget
Expense			
510000 · Salaries and Employee Benefits			
510040T · Regular Salaries.			
510040 · Regular Salaries	132,641.18	144,664.00	217,000.00
510330 · Year End Bonuses	0.00	2,336.00	3,500.00
515100 · Life Insurance Polic	285.12	320.00	480.00
518080 · Auto Allowance	365.00	1,736.00	2,600.00
Total 510040T · Regular Salaries.	133,291.30	149,056.00	223,580.00
513000T · Retirement - Miscellaneous			
518000 · Employer Contributi	6,298.23	9,000.00	13,500.00
551000 · Employee Contribut	22.84	0.00	0.00
Total 513000T · Retirement - Misce	6,321.07	9,000.00	13,500.00
513120T · Retirement - Social Security			
513120 · Social Security	8,490.32	9,664.00	14,500.00
513140 · Medicare Tax	1,985.65	2,200.00	3,300.00
Total 513120T · Retirement - Socia	10,475.97	11,864.00	17,800.00
515080T · Health Insurance (eer share)			
515081 · Health Insurance	33,033.21	50,000.00	75,000.00
515082 · Vision Insurance	509.27	736.00	1,100.00
515083 · Dental Insurance	2,412.84	3,800.00	5,700.00
Total 515080T · Health Insurance (35,955.32	54,536.00	81,800.00
515260T · Unemployment Insurance			
517000 · Workers Comp Insu	10,383.47	9,136.00	13,700.00
515060 · State Unemploymen	0.00	664.00	1,000.00
513130 · CA SUI	1,949.51	2,000.00	3,000.00
Total 515260T · Unemployment Ins	12,332.98	11,800.00	17,700.00
Total 510000 · Salaries and Employee B	198,376.64	236,256.00	354,380.00
520000 · Services and Supplies			
529540T · Utilities			
520320 · Telephone Service	1,826.85	2,064.00	3,100.00
520845 · Trash	2,242.20	2,000.00	3,000.00
529500 · Electricity	3,039.16	3,664.00	5,500.00
Total 529540T · Utilities	7,108.21	7,728.00	11,600.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
February 2018

	Jul '17 - Feb 18	YTD Budget	Annual Budget
524520T · Administrative Expenses			
518160 · Board Stipend	4,300.00	6,336.00	9,500.00
520115 · Uniforms - Replacer	693.28	1,600.00	2,400.00
520230 · Cellular Phone	2,183.60	2,800.00	4,200.00
520240 · Answering Service	1,475.55	1,864.00	2,800.00
520705 · Food	704.33	800.00	1,200.00
520930 · Insurance - Liability	5,686.16	5,736.00	8,600.00
523100 · Memberships	1,973.00	1,664.00	2,500.00
523290 · Bank Charges	204.00	232.00	350.00
523621 · Subscriptions	259.24	264.00	400.00
523660 · Computer Service	2,691.69	5,000.00	7,500.00
523700 · Office Supplies	1,772.37	1,864.00	2,800.00
523720 · Photocopies	1,859.80	1,800.00	2,700.00
523760 · Postage/Mailing	407.18	664.00	1,000.00
523840 · Computer Equip/Soft	970.75	2,664.00	4,000.00
524500 · Admin Support	0.00	0.00	0.00
524520 · County Journal Rec	48.82	1,664.00	2,500.00
524530 · Storage Fees	244.00	504.00	750.00
524540 · Payroll Processing	2,427.49	2,336.00	3,500.00
524560 · Auditing	10,000.00	8,000.00	12,000.00
524561 · Accounting	4,901.25	4,664.00	7,000.00
524566 · Temp for e-File	0.00	6,664.00	10,000.00
524800 · Drug Testing/Pre-En	240.00	264.00	400.00
525025 · Legal - General Cou	30,465.20	33,336.00	50,000.00
525030 · Paychex HR Suppor	3,313.20	3,336.00	5,000.00
526420 · Advertising	320.00	1,000.00	1,500.00
527280 · Awards/Recognition	0.00	600.00	900.00
527880 · Training/ Staff	621.99	2,336.00	3,500.00
528140 · Conferences and Me	25,824.00	23,336.00	35,000.00
528980 · Meals	682.35	1,336.00	2,000.00
528990 · Semi-Annual Team I	2,105.23	2,336.00	3,500.00
529040 · Private Mileage Reir	914.24	1,664.00	2,500.00
529050 · Website	400.00	1,336.00	2,000.00
529550 · Water	1,106.65	1,000.00	1,500.00
Total 524520T · Administrative Exp	108,795.37	129,000.00	193,500.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 February 2018

	Jul '17 - Feb 18	YTD Budget	Annual Budget
524500T · Operational Expenses.			
521420 · Maint-Field Equipm	2,798.73	6,664.00	10,000.00
522310 · Maint-Building Impr	0.00	1,664.00	2,500.00
522320 · Maint - Grounds	8,115.43	6,664.00	10,000.00
522360 · Maintenance-Exterr	3,784.00	4,000.00	6,000.00
523250 · Repurchase	2,500.00	1,664.00	2,500.00
523800 · Engraving Expense	760.00	1,000.00	1,500.00
525320 · Security Guard Serv	170.00	168.00	250.00
525600 · Security	2,600.37	1,664.00	2,500.00
527100 · Fuel	1,250.89	2,336.00	3,500.00
527180 · Operational Supplie	6,345.48	9,336.00	14,000.00
528020 · Inventory	3,099.96	4,664.00	7,000.00
Total 524500T · Operational Expen	31,424.86	39,824.00	59,750.00
Total 520000 · Services and Supplies	147,328.44	176,552.00	264,850.00
530000 · Other Charges			
530100 · Miscellaneous non-opera	2,953.10	1,664.00	2,500.00
Total 530000 · Other Charges	2,953.10	1,664.00	2,500.00
540000 · Capital Assets			
542060T · Cemetery Grounds			
542040 · - Buildings, Capital I	0.00	4,000.00	6,000.00
542060 · Improvements -Buil	1,780.00	4,664.00	7,000.00
542065 · Tree Renovaton	0.00	2,336.00	3,500.00
542075 · Grounds Improveme	0.00	10,000.00	15,000.00
548300 · Office Renovation	3,079.00	4,000.00	6,000.00
Total 542060T · Cemetery Grounds	4,859.00	25,000.00	37,500.00
540040T · Land, Purchase of Land			
540042 · Future Cemetery Pr	5,688.17	133,336.00	200,000.00
Total 540040T · Land, Purchase of	5,688.17	133,336.00	200,000.00
546020T · Equipment, etc			
542070 · Well Motor	0.00	3,336.00	5,000.00
546020 · Equipment - Automi	388.11	5,336.00	8,000.00
546240 · Mapping Software	5,980.00	6,664.00	10,000.00
Total 546020T · Equipment, etc	6,368.11	15,336.00	23,000.00
Total 540000 · Capital Assets	16,915.28	173,672.00	260,500.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 February 2018

	Jul '17 - Feb 18	YTD Budget	Annual Budget
551100G · Contrib to Other Funds - Gen	0.00	80,336.00	120,500.00
551100E · Contrib to Other Funds - End	0.00	99,184.00	148,770.00
Total Expense	365,573.46	767,664.00	1,151,500.00
Net Ordinary Income	297,668.43	-253,750.00	-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	-37,117.26	0.00	0.00
Total Other Income	-37,117.26	0.00	0.00
Net Other Income	-37,117.26	0.00	0.00
Net Income	260,551.17	-253,750.00	-260,500.00



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL**

FEBRUARY 1, 2018 - FEBRUARY 28, 2018
ACCOUNT NUMBER: 5397-7799

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$1,744,187.83	\$1,752,918.43
Cash deposited	0.00	0.00
Securities deposited	0.00	0.00
Cash withdrawn	-4,853.21	-6,186.03
Securities withdrawn	0.00	0.00
Change in value	-1,954.84	-9,352.62
Closing value	\$1,737,379.78	\$1,737,379.78

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

Portfolio summary

ASSET TYPE		PREVIOUS VALUE ON JAN 31	%	CURRENT VALUE ON FEB 28	%	ESTIMATED ANN. INCOME
ASSETS	Cash and sweep balances	115,609.46	6.63	160,995.27	9.27	305
	Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
	Fixed income securities	1,383,819.21	79.34	1,332,947.73	76.72	28,642
	Mutual funds	244,759.16	14.03	243,436.78	14.01	4,461
	Asset value	\$1,744,187.83	100%	\$1,737,379.78	100%	\$33,408



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT INTEREST**

FEBRUARY 1, 2018 - FEBRUARY 28, 2018
ACCOUNT NUMBER: 5559-0516

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$633,055.48	\$634,182.54
Cash deposited	4,853.21	6,186.03
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	-702.44	-3,162.32
Closing value	\$637,206.25	\$637,206.25

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

Portfolio summary

ASSET TYPE	PREVIOUS VALUE ON JAN 31	%	CURRENT VALUE ON FEB 28	%	ESTIMATED ANN. INCOME
ASSETS					
Cash and sweep balances	81,822.24	12.92	88,455.91	13.88	168
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	437,665.35	69.14	435,933.40	68.41	10,064
Mutual funds	113,567.89	17.94	112,816.94	17.70	2,108
Asset value	\$633,055.48	100%	\$637,206.25	100%	\$12,340

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>	<u>February</u>
Single	6,000.00	2,000.00	3,000.00	-	3,000.00	-	3,000.00	2,000.00
	10,000.00	3,000.00	4,500.00	-	4,500.00	-	3,000.00	1,500.00
Single/Dual	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Dual	-	4,000.00	2,000.00	6,000.00	8,000.00	2,000.00	5,000.00	10,000.00
	1,000.00	3,000.00	2,000.00	4,500.00	6,000.00	1,500.00	10,500.00	17,000.00
Collum	1,500.00	1,000.00	500.00	500.00	-	-	500.00	-
	4,600.00	2,400.00	1,200.00	1,200.00	-	-	1,200.00	-
	-	-	-	-	-	-	-	-
Ground Crem	200.00	1,000.00	-	600.00	-	1,000.00	-	-
	1,000.00	5,000.00	-	3,000.00	-	200.00	-	-
O/C -B	2,200.00	-	2,750.00	1,850.00	4,800.00	1,650.00	3,700.00	2,750.00
O/C/-C	1,300.00	700.00	700.00	-	1,000.00	1,000.00	300.00	1,200.00
Vault	-	-	174.00	174.00	348.00	-	356.00	-
Crem Vase	123.04	123.04	-	-	123.04	246.08	-	123.04
Grave Vase	42.00	64.50	64.50	64.50	107.50	21.50	107.50	172.00
Set Fee	800.00	400.00	800.00	600.00	1,000.00	400.00	1,200.00	1,750.00
Niche	-	-	-	-	-	-	-	-
	7,500.00	-	3,000.00	1,500.00	4,500.00	1,500.00	1,500.00	3,000.00
	-	-	-	-	-	-	-	-
	500.00	-	2,000.00	1,000.00	2,000.00	1,000.00	1,500.00	3,500.00
	450.00	225.00	225.00	-	450.00	225.00	225.00	-
	-	-	-	-	4,500.00	3,500.00	-	1,000.00
	-	-	-	-	-	-	-	-
Taxes	13.52	15.48	20.86	20.86	49.68	21.56	40.54	24.88
Labor	176.44	246.98	450.64	450.64	861.78	135.86	840.96	645.08
Total	37,405.00	23,175.00	23,385.00	21,460.00	41,240.00	14,400.00	32,970.00	44,665.00

February 2018 Burial Depletion Sales

Pre-Need

Single Lots	1
Dual Lots	2
Wall	
Cremation Ground	
Dual Manager	

At Need

Single Lots	
Dual Lots	4
Wall	
Cremation Ground	
Dual Manager	<u>1</u>

February 2018

February 2018

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

March 2018

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan 28	29	30	31	Feb 1	2	3
Jan 28 - Feb 3					Appt	Appt	
	4	5	6	7	8	9	10
Feb 4 - 10			Bookkeeper Burial Burial	Appt Burial	Burial	Appt	
	11	12	13	14	15	16	17
Feb 11 - 17		Closed		Joe Testing	Appt Board Meeting	Burial	
	18	19	20	21	22	23	24
Feb 18 - 24		Closed		Burial	CAPC Burial		
	25	26	27	28	Mar 1	2	3
Feb 25 - Mar 3	CAPC		Burial	Appt Burial			

CPS EXAMINATION SERVICES - STATE OF CALIFORNIA NOTARY PUBLIC

February 12, 2018

Michelle Hesselgesser
41911 C Street
Temecula, CA 92592

Dear Michelle:

Session Date & Time: 1/23/2018 4:15:00 PM
Session Name: 930705-Notary Classes.com-La Quinta Inn and Suites - Temecula-25
Candidates
Score: 85.00

Congratulations! You have passed the State of California Notary Public Examination.

Your application and fee have been forwarded to the Secretary of State's office, Notary Public Section. You will receive your commission once your application has been approved AND AFTER you have completed and passed a background check. The current notary public application processing times are available on the Secretary of State's website and can be viewed at: www.sos.ca.gov/notary/processing-times.

All persons appointed as a Notary Public are required to undergo a background check by the California Department of Justice and the Federal Bureau of Investigation for each and every Notary Public appointment. This affects all notary public applicants including notaries public seeking reappointment. The Request for Live Scan Service form and the link to the Live Scan locations are available on the Secretary of State's website at: www.sos.ca.gov/notary/checklist/fingerprints. Your test results are valid for one year from your exam date. If you delay in having your fingerprints taken, you may be required to retake the exam.

Reappointing Applicants Please Note: If you are an applicant seeking reappointment, and you did not take the exam at least four months (16 weeks) prior to the expiration date on your commission, you may experience a lapse between commission terms.

Commissions will not be sent out earlier than 30 days before your existing commission expires.

SEE REVERSE FOR LIVE SCAN INSTRUCTIONS

INSTRUCTIONS FOR LIVE SCAN FINGERPRINTING

NOTE: All applicants **MUST** have your fingerprints taken at a live scan location **BEFORE** your Notary Public commission can be issued. Government Code section 8201.1 requires the Secretary of State's office to receive a completed background check prior to issuing a commission.

If you have **NOT** already done so, you will need to schedule an appointment at a live scan site to have your fingerprints taken. The Department of Justice (DOJ) provides a listing of live scan locations that offer applicant fingerprinting services. For information on scheduling an appointment at a live scan site, visit the DOJ's listing online at ag.ca.gov/fingerprints/publications/contact.php or you may contact the Secretary of State's Office for information on locations.

Your live scan fingerprints must be submitted *electronically* to the DOJ from the live scan site and cannot be printed on a hard card and submitted to our office.

If you have **NOT** already done so, bring the following with you when you go to the live scan site:

1. Your completed live scan form. (For instructions on completing the live scan form, please see the back of the form.) **Be sure to include your social security number on the live scan form in order to match your fingerprint results with your application. If asked to provide an OCA number, please use your social security number. You DO NOT need to return a copy of the form to the Secretary of State;**
2. A current photo identification; and
3. A fingerprint processing fee and an additional rolling fee for the Live Scan operator. Please call the Live Scan site to determine the acceptable type of payment and to verify the amount of the rolling fee.

Cindi,

Would I have your permission to meet with various County dept to discuss the project?
Let me know if you want my thoughts....

Thanks,

Rick

--

***Rick Neugebauer, President and CEO
RTN Development
Developers*Contractors*Managers
Temecula Wine Country Specialists
28465 Old Town Front Street Suite 311
Temecula, Ca 92590***

***760.594.1107 Cell
951.676.1796 Office
License #315087 CSLB
<image003.png>***

www.rtndevelopment.com

<http://temeculavalleyslowfood.org/>

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--

***Rick Neugebauer, President and CEO
RTN Development
Developers*Contractors*Managers
Temecula Wine Country Specialists
28465 Old Town Front Street Suite 311
Temecula, Ca 92590***

***760.594.1107 Cell
951.676.1796 Office
License #315087 CSLB***

RTN DEVELOPMENT

Cindi Beaudet

From: Rick Neugebauer <rneuge@gmail.com>
Sent: Friday, February 23, 2018 10:49 AM
To: Cindi Beaudet
Subject: Re: Lemon Hills Site Cemetery

Cindi,

Just a follow up of my last email....thanks,

Rick

On Tue, Feb 20, 2018 at 2:27 PM, Rick Neugebauer <rneuge@gmail.com> wrote:
Cindi,

In general terms in order for us to prepare a through finding and proposal for the District I need to clarify the following items.

Since the Board has split the property, and now the Conditions of Approval should only apply to the current APN, we would submit a detailed summary of the existing conditions to have the County reword those Conditions that are germane to the new parcel (or the one that is being developed) and hold in abeyance those that reflect on the westerly APN.

I would plan to meet with the TLMA Director Juan Perez, and Asst Director Charissa Leach, along with the current project Planner to discuss all pertinent Planning matters, specifically, Phasing, Fees, redesign of features as we have discussed, Further, I would also meet with the County Archaeologist to discuss the revised Precise Grading (4' deep approx) plans to reflect a mass grading project in lieu of the piecemeal approach, as currently permitted.

I also would meet with Building and Safety/ Landscape/ WQMP/ Transportation and related officials to discuss the phasing of revised project plans that would be submitted.

I think that is most of it.....

Sincerely,

Rick

On Tue, Feb 20, 2018 at 12:09 PM, Cindi Beaudet <Cindi@temeculacemetery.org> wrote:
Unfortunately that would be a board decision, I cannot make that call alone.
If you want to itemize what you are looking to discuss, I could talk to my chair.

Sent from my iPhone

On Feb 19, 2018, at 2:23 PM, Rick Neugebauer <rneuge@gmail.com> wrote:

Hi Rick-

Just so I have all my information together for a presentation, could you please tell me which of the references you provided the Board with did you do one of these dry wells for, and were they placed in the right of way or the easements?

Sincerely,

This email, including any attachment(s), is private and confidential. It should not be read, copied, disclosed or otherwise used by any person other than the intended recipient(s). If you have received this email in error, please notify sender immediately.

Cindi Beaudet

From: Rick Neugebauer <rneuge@gmail.com>
Sent: Tuesday, February 27, 2018 2:24 PM
To: Cindi Beaudet
Subject: Re: question

Well there lies the question is the road being dedicated or is it going to stay an easement as it has been for the last 40 years

Rick Neugebauer
RTN Development
28565 Old Town Front Street
Suite 311
Temecula, Ca 92590
951.676.1796
email: rneuge@gmail.com

On Tue, Feb 27, 2018, 5:13 PM Cindi Beaudet <Cindi@temeculacemetery.org> wrote:

I Guess my question stemmed from a conversation with RBF, they said the county will not allow a fossil filter on a dedicated road only the easement.

From: Rick Neugebauer [<mailto:rneuge@gmail.com>]
Sent: Tuesday, February 27, 2018 1:32 PM
To: Cindi Beaudet
Subject: Re: question

I think I understand your question one as far as where we have done rainwater harvesting one was done at at renzoni and at Peltzer Winery both of these applications are on site and not off site I have pictures of the design of what we did there but what it is viable as far as the along the roadside goes is Oak Mountain Winery at the corner of D Portola and the entrance to their Winery it's on the right hand side in the vicinity of the mailboxes I hope answers your question

Rick Neugebauer
RTN Development
28565 Old Town Front Street
Suite 311
Temecula, Ca 92590
951.676.1796
email: rneuge@gmail.com

On Tue, Feb 27, 2018, 12:59 PM Cindi Beaudet <Cindi@temeculacemetery.org> wrote:

Cindi Beaudet

From: Burnside, Thomas <TBURNSIDE@mbakerintl.com>
Sent: Tuesday, February 27, 2018 2:55 PM
To: Cindi Beaudet
Subject: Lemon Hills Drive Dedication
Attachments: PM 25752.pdf

Hi Cindi,

Lemon Hills Drive was dedicated as "Lot D" to public use for street and utility purposes on PM 25752 (attached). It therefore is County right of way. Any consideration of constructing underground storage or dry wells within the right of way would of course need to be discussed with the County. It is not something that can be as-built without permission from them beforehand.

Let me know if you have any other questions.

Hope that helps.

Regards,

Tom Burnside, P.E. | Project Manager - Land Development | Michael Baker International
40810 County Center Drive | Temecula, CA | [O] 951-676-8042 | [D] 951-506-2053
tburnside@mbakerintl.com | www.mbakerial.com



Copy 178/39

OWNER'S STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF THE LAND INCLUDED WITHIN THE SUBDIVISION SHOWN HEREON... WE HEREBY DEDICATE TO PUBLIC USE FOR STREET AND PUBLIC UTILITY PURPOSES...

DANIEL L. STEPHENSON FAMILY TRUST BY Daniel L. Stephenson, Trustee

TRUSTEE

BUTTERFIELD SERVICES, INC., A CALIFORNIA CORPORATION, TRUSTEE UNDER DEED OF TRUST RECORDED 8-29-83 AS INSTRUMENT NO. 336351.

Witness signatures and names: Susan M. Lee, Daniel L. Stephenson

CHIEF OF THE RIVERSIDE COUNTY SHERIFF'S OFFICE... TIGER TITLE INSURANCE COMPANY OF CALIFORNIA, A CALIFORNIA CORPORATION

Witness signatures and names: Steve Aldred, Secretary

NOTARY ACKNOWLEDGEMENT

STATE OF CALIFORNIA COUNTY OF SAN DIEGO. On November 18, 1992, before me, JUDITH STRAYS, Notary Public in and for said state...

NOTARY ACKNOWLEDGEMENT

STATE OF CALIFORNIA COUNTY OF SAN DIEGO. On November 18, 1992, before me, Maria Fina Gonzales, Notary Public in and for said state...

NOTARY ACKNOWLEDGEMENT

STATE OF CALIFORNIA COUNTY OF SAN DIEGO. On Nov. 18, 1992, before me, CHRISTY GUNDEL, a Notary Public, Personally Appeared...

PARCEL MAP 25752

BEING A DIVISION OF PARCEL M-2 AND A PORTION OF PARCEL M-1, AS SHOWN BY MAP ON FILE IN BOOK 80 OF RECORDS OF SURVEY AT PAGES 68 THROUGH 75, INCLUSIVE, RECORDS OF RIVERSIDE COUNTY, STATE OF CALIFORNIA, ALSO BEING A PORTION OF THE RANCHO PAUBA.

SEPTEMBER 1991 THE KEITH COMPANIES - INLAND EMPIRE, INC.

CLERK OF THE BOARD OF SUPERVISOR'S STATEMENT

ON THIS 7th DAY OF December, 1992, I RECEIVED PARCEL MAP NO. 25752... I HEREBY CERTIFY THAT ALL REQUIRED DESCRIPTIONS AND DOCUMENTS HAVE BEEN FILED... DATE: 12-7-1992

TAX COLLECTOR'S CERTIFICATE

I HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF THIS OFFICE, AS OF THIS DATE, THERE ARE NO LIENS AGAINST THE PROPERTY SHOWN ON THE WITHIN MAP FOR UNPAID STATE, COUNTY, MUNICIPAL, OR LOCAL TAXES...

TAX BOND CERTIFICATE

I HEREBY CERTIFY THAT A BOND IN THE AMT OF \$... HAS BEEN EXECUTED AND FILED WITH THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE, CALIFORNIA...

SIGNATURE OMISSIONS

- PURSUANT TO SECTION 66014 OF THE SUBDIVISION MAP ACT, THE SIGNATURES OF THE FOLLOWING OWNERS OF EASEMENTS AND/OR OTHER INTERESTS HAVE BEEN OMITTED: 1. AN EASEMENT FOR ROADSWAYS, PIPELINES AND INCIDENTAL PURPOSES... 2. AN EASEMENT FOR GLOVE PURPOSES IN FAVOR OF RANCHO CALIFORNIA...

NOTICE OF ELECTION BY LAND DIVIDER TO DEFER PAYMENT OF DRAINAGE FEES

NOTICE IS HEREBY GIVEN THAT THIS PROPERTY IS LOCATED IN THE SANTA ANITA CANYON VALLEY OF PERRISITA WASH DRAINAGE BASIN WHICH HAS ADOPTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE PURSUANT TO SECTION 10-25 OF THE DRAINAGE ACT...

RECORDER'S STATEMENT

FILED THIS 8th DAY OF Dec 1992 AT 2:00 P.M. IN BOOK 178 OF PARCEL MAPS AT PAGES 68, 69, 70, 71, 72 AT THE REQUEST OF THE CLERK OF THE BOARD... WILLIAM E. BROWN, COUNTY RECORDER

SUBDIVISION GUARANTEED: WORLD TITLE COMPANY

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME UNDER MY SUPERVISION AND IS BASED ON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCES...



COUNTY SURVEYOR'S STATEMENT

THIS MAP CONFORMS WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCES. I HEREBY STATE THAT THIS MAP HAS BEEN EXAMINED BY ME OR UNDER MY SUPERVISION AND FOUND TO BE SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP...

DATE: Dec 3, 1992. URS S. BROWN, Deputy, RIVERSIDE COUNTY SURVEYOR

DIRECTOR OF TRANSPORTATION'S STATEMENT

THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, HEREBY APPROVES THE PARCEL MAP AND ACCEPTS THE OFFERS OF DEDICATION MADE HEREON OF LOTS "A" AND "B" FOR PUBLIC ROAD AND PUBLIC UTILITY PURPOSES...

DATE: Dec 3, 1992. COUNTY OF RIVERSIDE, STATE OF CALIFORNIA. FRANKLIN E. SHEDDEN, DIRECTOR OF TRANSPORTATION

PM 178/39

SCALE: 1"=200'

IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

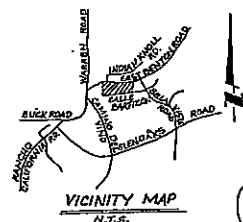
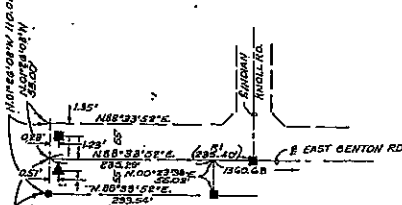
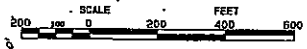
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178/40
SHEET 2 OF 2 SHEETS

PARCEL MAP 25752

BEING A DIVISION OF PARCEL M-2 AND A PORTION OF PARCEL M-1, AS SHOWN BY MAP ON FILE IN BOOK 50 OF RECORDS OF SURVEY AT PAGES 68 THROUGH 75, INCLUSIVE, RECORDS OF RIVERSIDE COUNTY, STATE OF CALIFORNIA, ALSO BEING A PORTION OF THE RANCHO PAUBA.

SEPTEMBER 1981

THE KEITH COMPANIES - INLAND EMPIRE, INC.



ENVIRONMENTAL CONSTRAINT NOTE:
ENVIRONMENTAL CONSTRAINT SHEET AFFECTING THIS MAP IS ON FILE IN THE OFFICE OF THE RIVERSIDE COUNTY SURVEYOR, IN E.C.S. BOOK 242, PAGE 22. THIS AFFECTS PARCELS M-1 AND 3.

BASIS OF BEARINGS:

THE BEARING OF NORTH 71°20'00" EAST FOR THE SOUTHEASTERLY LINE OF M-23 OF RECORD OF SURVEY FILE IN BOOK 80, PAGES 68 THROUGH 75, INCLUSIVE, WAS USED AS THE BASIS FOR BEARINGS FOR THIS MAP.

EASEMENT NOTES:

- 1. INDICATES AN EASEMENT FOR ROADWAYS, PIPELINES AND TACTICAL PURPOSES IN FAVOR OF RANCHO CALIFORNIA, A PARTNERSHIP ET AL. PER DEED RECORDED MAY 20, 1980, AS INSTR. # 08381, # 08382 AND RECORDED MAY 8, 1981, AS INSTR. # 37819, BOTH OF OFFICIAL RECORDS OF RIVERSIDE COUNTY.
- 2. AN EASEMENT FOR SLOPE PER INSTR. # 121048 RECORDED DECEMBER 20, 1969 (UNPLOTTABLE).

SURVEYOR'S NOTES:

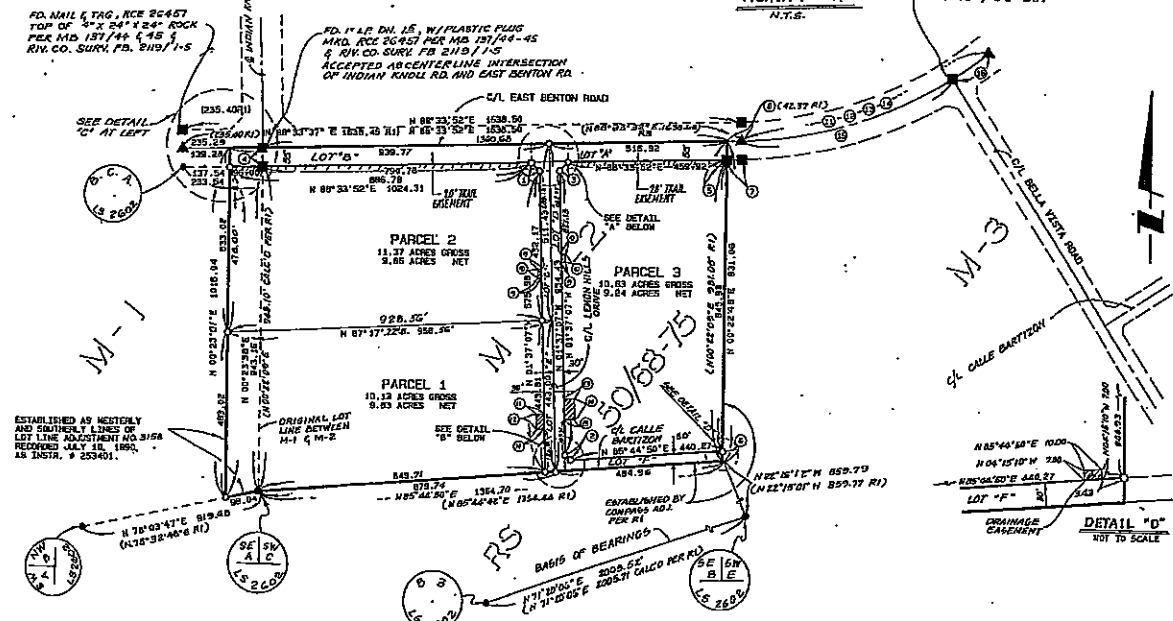
THE PROPERTY SHOWN HEREIN IS IN ACCORDANCE WITH LOT LINE ADJUSTMENT NO. 8180 RECORDED ON JULY 10, 1980 AS INSTRUMENT NO. 253401 APPROVED BY THE RIVERSIDE COUNTY PLANNING DEPARTMENT.

- INDICATES FOUND 1" I.P., W/1/2" BRASS DISC "L52802" PER R/S 80/68-75 (R1), MARKED AS NOTED.
- INDICATES FOUND 2" I.P., W/1" "L52804" FLUSH PER R/S 80/68-75 (R1) UNLESS OTHERWISE NOTED.
- ▲ INDICATES FOUND 1" I.P., W/PLASTIC PLUG MARKED "RIV. CO. SURVEYOR", FLUSH PER RIV. CO. SUR. FB 2119/1-5 (R2).
- △ INDICATES SET 1" I.P., W/1" "L52846", FLUSH UNLESS OTHERWISE NOTED.

- (R1) INDICATES RECORD DATA PER R/S 80/68-75.
- (R2) INDICATES RECORD DATA PER RIV. CO. SUR. FB 2119/1-5.
- (R3) INDICATES RECORD DATA PER W.B. 127/44-45.

ALL MONUMENTS SET IN ACCORDANCE WITH RIVERSIDE COUNTY ORDINANCE 461.7

- ||||| INDICATES ACCESS RIGHTS RESTRICTED. TOTAL GROSS AREA IS 32.33 ACRES.
- ▨ INDICATES DRAINAGE EASEMENT

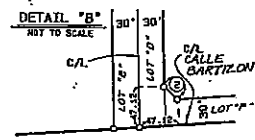
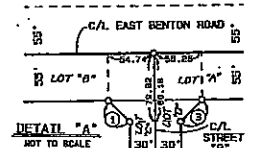


LINE DATA

BEARINGS	DISTANCE
① N 40° 51' 27" W	35.30
② N 47° 56' 09" W	21.70
③ N 43° 28' 22" E	35.41
④ N 00° 21' 00" E	55.83
⑤ N 00° 22' 38" E	55.63
⑥ N 00° 22' 30" E	30.10
⑦ N 00° 23' 50" E	44.27
⑧ N 00° 31' 02" E	42.33
⑨ N 00° 22' 33" E	19.00
⑩ N 01° 37' 47" W	22.00
⑪ N 00° 42' 58" E	32.00
⑫ N 01° 47' 07" W	44.20
⑬ N 00° 21' 58" E	40.00
⑭ N 01° 31' 07" W	42.00

CURVE DATA

DELTA	RADIUS	LENGTH	TANGENT	AREA
① 27° 39' 36"	1200.00	781.65	405.26	
② 37° 19' 54"	1200.00	781.77	405.32	R1
③ 37° 18' 27"	1200.00	781.42	405.13	R2
④ 37° 18' 38"	1200.00	781.42	405.13	R3
⑤ 31° 11' 25"	1200.00	552.25	234.64	
⑥ 6° 07' 51"	1200.00	128.40	64.28	



SCH. "H" SEC 19, T.75., R.1.W.

PM 178/40

Cindi Beaudet

From: Steve Quintanilla <steveq@qalawyers.com>
Sent: Wednesday, February 28, 2018 7:58 AM
To: Cindi Beaudet
Cc: Michelle Hesselgesser
Subject: TPCD: Conflict of Interest Re Duel Representation

QUESTION:

1st policy, please review and see if it is a conflict of interest to have a general contractor working for us while working for Salazar or the folks we are in escrow with # 1037

RESPONSE:

These both are definite conflicts under Policy #1037:

Purpose. 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.

Conflicts of Interest. 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.

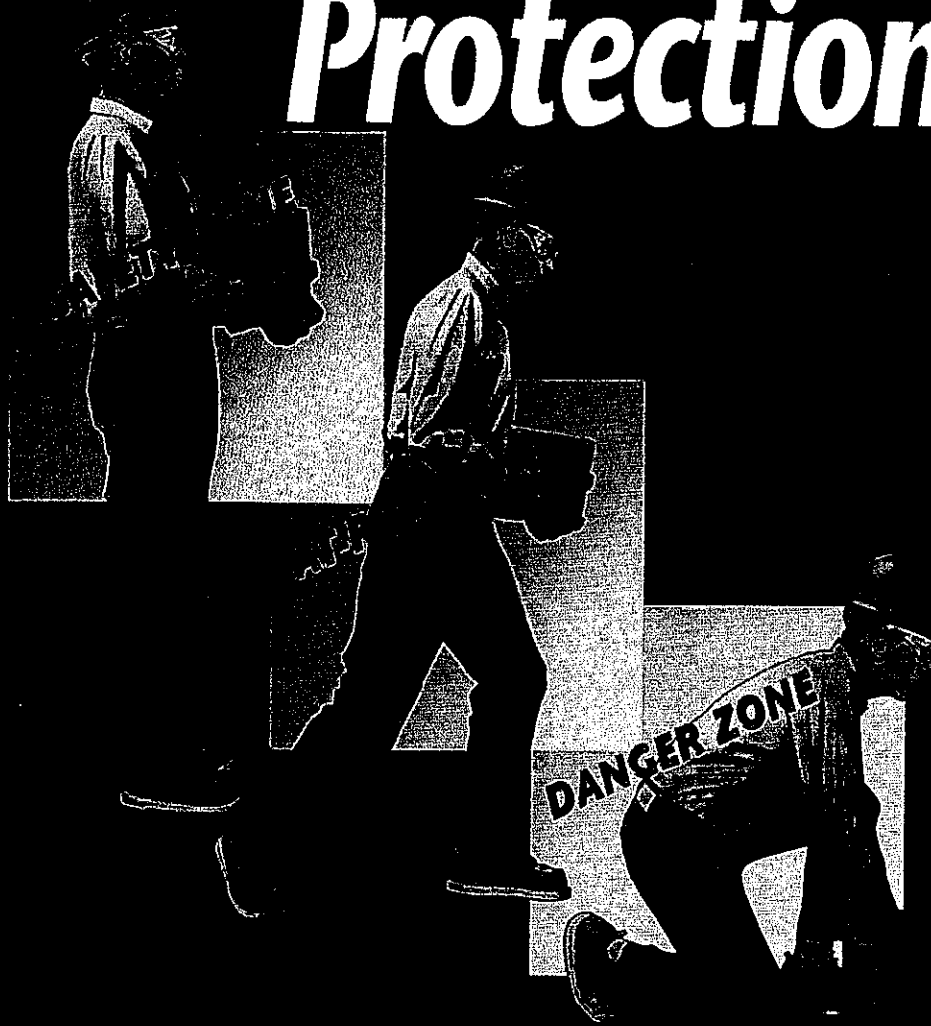
Steve

**EXEMPT FROM DISCLOSURE PURSUANT TO GOVERNMENT CODE §6254(k).
Attorney-Client Privileged Communication**

Steven B. Quintanilla, General Counsel
Temecula Public Cemetery District
Law Offices of Quintanilla & Associates
P.O. Box 176
Rancho Mirage, CA 92270
Tel. 760.883.1848
www.QALawyers.com

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Back Protection



***Defending Your
Safety Zone***

Grounds Reports for the week of

2/12/2018 – 2/16/2018

Monday 2/12/2018

- Closed for Presidents Day

Tuesday 2/13/2018

- Blew Cemetery grounds
- Cleaned out Justin's box
- Pulled roses and agapanthus from planter coming up the driveway.
- EcoFert filled tank

Wednesday 2/14/2018

- Joe out half day for pesticide test

Thursday 2/15/2018

- Removed flowers
- Board Meeting
- Mowed
- Cleaned Mowers

Friday 2/16/2018

- Dug Dual 14 lot 3-C for Arnette Graveside burial at 11
- Pulled weeds in planters
- Cleaned up garage and shed

Grounds Reports for the week of

2/19/2018 – 2/23/2018

Monday 2/19/2018

- Closed for Presidents Day

Tuesday 2/20/2018

- Blew cemetery grounds
- Weed whacked tranquil gardens headstones
- Lowered and raised headstones Serenity Gardens

Wednesday 2/21/2018

- Labor worker Aaron Mildrum
- Cleaned up planters around cemetery grounds
- Dug Ground cremation 33 for Morrin D/O at 2

Thursday 2/22/2018

- Labor worker Aaron Mildrum
- Removed flowers
- Mowed
- Cleaned Mowers

Friday 2/23/2018

- Labor worker Kyle Means
- Dug Lane 10 lot 39 for John Walsh cremated remains
- Graveside at 1 for John Walsh

Grounds Reports for the week of

2/26/2018 – 3/2/2018

Monday 2/26/2018

- Labor worker Ryan Shoebaum and Kyle Means
- Played with puppies
- Pulled weeds in all planters
- Went over maps with Bill
- Greased Kubota tractor
- Checked oil in Dump truck
- Filled gas cans

Tuesday 2/27/2018

- Dug Dual 16 2-D for Hajdu
- Blew cemetery grounds
- Cleaned restroom
- Wiped down rot iron by duals
- Graveside service for Hajdu at 12:30

Wednesday 2/28/2018

- Dug Dual 19 lot 2-E for Elmassri
- Filled in low spots in Serenity Gardens
- Graveside service at 1:30

Thursday 3/1/2018

- Labor worker Anthony Martinez
- Removed flowers
- Wiped privacy fence coming up driveway
- Adjusted battery powered irrigation clock for drip by committal

Friday 3/2/2018

- Labor worker Kyle Means
- Fixed broken sprinkler in Eternal Gardens

- Cleaned all mules and garage
- Watered roses in Eternal Gardens
- Watered recent burials

Grounds Reports for the week of

3/5/2018 – 3/9/2018

Monday 3/5/2018

- Labor worker Ryan Shoebaum
- Weed whacked Serenity Gardens Headstones
- Irrigation check and nozzle replacement in Garden of Piece, Eternal Gardens, Garden of Hope and Garden of Memories.
- Rebuilt 2" Rain bird irrigation valve.
- Picked up irrigation supplies at Temecula pipe.

Tuesday 3/6/2018

- Ran irrigation to check on well
- Joe out at 10:00
- Cleaned up front jasmine
- Changed sprinkler heads in Garden of Memories
- Shaw appointment for Margoni
- Removed rusty old cups for tranquil

Wednesday 3/7/2018

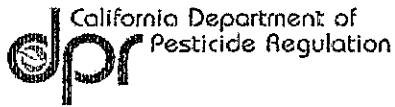
- Edged perimeter of cemetery
- Blew cemetery grounds
- Staff meeting at 12
- Removed rusted flower vases from tranquil

Thursday 3/8/2018

- Labor worker Anthony Martinez
- Removed flowers
- Trained Bill Hernandez on Kubota Tractor
- Dug 104 Lot F in Eternal Gardens and set concrete vault for Margoni
- Mowed cemetery
- Dug Dual 15 Lot 1-C in Garden of Peace for Armenta

Friday 3/9/2018

- Blew cemetery grounds
- Reports
- Set up for committal center service for Armenta at 12:30
- Set up for graveside service at 2:30 for Margoni .
- Organized and cleaned up back of garage



Pest Management and Licensing Branch
 1001 I Street
 Sacramento, CA 95814-2828
 Phone: (916) 445-4038
 Web site: <http://www.cdpr.ca.gov>

SANDS, JOSEPH R
 41911 C ST
 TEMECULA, CA 92592

Application No: 145839

EXAM RESULTS NOTIFICATION

THIS IS OFFICIAL NOTICE OF YOUR WRITTEN EXAMINATION RESULTS.

Exam Given At: Handlery Hotel - \$3 parking
 950 Hotel Circle North
 San Diego, CA 92108

Exam Date: 2/14/2018

EXAM RESULTS

CATEGORY	TOTAL QUESTIONS	PASSING SCORE	YOUR SCORE
QAC-B Landscape Maintenance	80	56	47
QAC-R Laws, Regulations, & Basic Principles	110	77	73

Your raw score (number of correct answers) is given to help determine the amount of additional study needed. If you fail to pass the examination(s). In order to pass the examination(s) your score must be the same or greater than the passing score.

An applicant must pass the Law and Regulations examination and one (1) category examination in order to receive a license or certificate. You must qualify within one (1) year of your examination date to receive a License/Certificate, otherwise, the examination you passed will become invalid and re-testing will be required. If you have any questions regarding your score, please contact the Licensing/Certificate Program within 30 days. After 30 days, your scores are considered final.

You will not automatically be rescheduled for failed exams. If you failed an examination and wish to re-examine or you want to add an additional category(ies), please complete the enclosed application and submit it along with any needed fees. Allow sufficient time for mailing prior to the final filing date.

Work shop San Luis Obispo

163 in attendance

Spot Light Cemetery

Dennis Shepard

North County Cemetery District

Size: 142 acres, 8000 Niches, they also have a Repository for Earn burials.

1st Burial 1878 the cemetery officially opened in 1884

their second cemetery is Oak hill Cemetery San Marcos.

Their District serves approx. 202.2 square miles.

At this time they do not do any green burials

Cal OSHA health and safety required for cemetery.

The objective of Cal-OSHA is to keep the work place safe and eliminate potential hazards in the work place.

Must have policy on safety equipment.

For more information go to [wwwdepartment of industrial relations.Gov](http://www.departmentofindustrialrelations.gov)

Must have hazardous material permit before disinterment is performed.

Enforcement cost.

General infractions 100-3000 dollars.

Serious infractions (LC6427) 18-25,000.

When hiring contractor he must be licensed with state cost is 300.00 if not the fine is 10,000.00.

Day 2

Embezzlement: table talk

A form of fraud primarily stolen cash!

Prevention is best.

We should be checking our C.P.A. buy following a procedure from beginning to end so we know how it is working or how it should work.

Karen Lowyer says we should separate duties to try to keep things honest, also E should not take cash we should have board-employee overview several people should know each other's jobs.

Make sure we have numbered invoices no drug store receipt books

Next topic was American flags in flower vases. Should they be permitted all the time that means removed before and replaced after mowing?

Check inventory at least once every 6 months some do it once a year.

They suggest a policy of no family members.

They talked about several actual cases that really happened.

Embezzlement:

Speaker Mark Marshall

Who are they and why do they do it.

Recognizing the exposure.

Fraud is when someone takes something that does not belong to them. (Money, tools, paper, pens, etc.) This does not include things that are given to them.

Results: financial ruin, loss of morale, (employees, board) Erosion of public trust.

Reasons: little or no management or board oversight, inadequate attention paid to financial audits.

Most embezzlement is found by luck. Second is someone tells on them.

Questions and comments contact Mark Marshall.

mmarshall@gsrma.org or call 530-934-5633

Annual meeting: elected all who ran.

Liability for dangerous conditions at cemetery. Talked mostly about the fellow who knocked over headstone on wife then dropped it on her two more times then sued

The cemetery. Respectfully Submitted Dale Qualm

To: Temecula Valley Cemetery Board of Trustees
From: David Reese
CC: File
Date: 3/5/2018
Re: CAPC Conference, San Luis Obispo

Comments:

I have been asked to review the embezzlement portion of the conference.

The speaker, Mark Marshall, opened by defining what embezzlement involved, and a concept called the Fraud Triangle.

The Fraud Triangle involves: Incentive, opportunity, rationalization. This differs slightly from other crimes that involve motive intent and opportunity.

One aspect of this crime is that different from others is the rationalization aspect. The feeling by the person committing the crime is that they deserve the money, they owe me, etc. It could also be that there has been a dramatic change or pending change in the person's future where they feel they have no way out. It could be a medical issue of a family member, or pending layoff.

One aspect of the crime that has to be in place for it to succeed is a board of trustees or oversight panel that has weak oversight, a detached attitude, or given the manager or staff too much autonomy. With trustees serving for decades, and employees staying for years, it is easy to see how this happens. Boards begin to trust without verification, because the people are friends, not employees of the district they are charged to protect.

Audits were discussed, and I was surprised by the number of districts that did either "handshake" audits or no audit at all. The audit has to be one looking for fraud, not just to see that the numbers add up.

Preventative measures that boards can take are: 1) Eliminate cash transactions 2) stricter enforcement of policies 3) Regular audits looking for discrepancies. Dual signature checks and rotation of auditors were topics also discussed.

Respectfully submitted,
David Reese

CAPC 60th Annual Conference
February 22 – 24, 2018 San Luis Obispo

ATTENDING:

Trustees: Dugan, Qualm, Reese & Vanderhaak and Cindi Beaudet – General Manager.
Trustee Craig Davis was unable to attend.

Conference program started Thursday night, February 22, with the Exhibitor's Showcase. 163 people attended this 60th Annual Conference.

Friday, February 23

- North County Cemetery District was the featured cemetery. General Manager, Dennis Shephard, presented a PowerPoint describing the Oak Hill and San Marcos cemeteries.
- 400 burials annually. 7,000 niches were completed in the 1990's. Creating a Land Conservancy.

CAL OSHA Safety & Health Requirement for Cemeteries presented by Michael Alvarez

- Pre Walk- Through requested by a manager does not result with information shared with law enforcement.
- Heat Stroke – Learn the early symptoms. Measure amount of water available to the workers. Don't provide Gatorade or energy drinks.
- OSHA visits when there are: complaints, hospitalized for more than 24 hours, location has more accidents than normal. Dis - internment requires additional safety equipment.
- Responsible for all workers: paid or volunteer or sheriff labor program
- Effective training, mentoring and team work – Involve all levels of employees, share best and safe practice, use experienced staff to mentor. Follow-up with "tailgate" type safety meetings.

Legislation Update presented by Ryan Gervase

- 5,300 bills introduced in the California State Legislature – 1,200 signed into law
- Discussion on Website requirement for special districts as a response to the Little Hoover Commission report. Hardship for small districts with little revenue. Mentioned a company called Streamline for development and maintenance of websites.
- Registered Contractors – you can be fined up to \$10,000 per incident if you fail to have a registered contractor.

Ethics Training (AB1234) – Attending board members and general manager met this educational requirement at CSDA conference.

60's Dinner Celebration: Music, Dancing and Door Prizes.

Saturday, February 24

- **Breakout – Separate Discussion Sessions for Trustees & General Managers**
- Trustee's: Flower Policy, recreation drugs – Marijuana – zero drug policy; geese problems – use dogs. Long term planning; Promoting Cemeteries: talk with service clubs, Chamber of Commerce mixer, Historical Societies, Veteran's Day; social media. Global Warning – no comments.
- Manger's Meeting – Trustee related incident reports – need for paper trail. Drug testing. Random testing isn't allowed. Include marijuana impairment in policy. Include overhead in charges you have.

Embezzlement /Bond Loss – Mark Marshall

- 1 out of 3 employees will commit fraud
- Change Auditing firms occasionally to tighten up operation
- Board should conduct random test transactions
- The Fraud Triangle: Incentive, Opportunity and Rationalization
- Important to recognize the exposure
- Most get caught by pure luck
- Prevention is the key
- Avoid handling any cash
- Best to have a previously developed written action plan to handle possible fraud/embezzlement

Annual Meeting: Board of Directors Election

- Six candidates for six positions: Marc Baker, Joel Bauer, Kathleen Jurasky, Sandi Miller, Kelly Rivers and Mike Shelton

Liability for Dangerous Conditions of Public Cemetery Property – Presented by Mark Velasquez

- Cartia v. Winston Cemetery District , et. Al.
- Accident occurred 8/31/2015
- Husband tripped in the grass and fell into the monument he had purchased for his deceased first wife and knocked the monument over on top of his second wife's legs.
- Settlement Discussion: \$10 million for Nancy Cartia and \$1 million for James Cartia
- Complex law because it has 6 elements and some of these elements have several elements of their own.
- Interesting and very complicated case, but the cemetery prevailed and won the case.

Annual Awards Dinner

- "Presidents" Award, "Trustee of the Year" Award. "Ruben Siemens – Wayne Byington Memorial Award" and "Cemeterian of the Year"

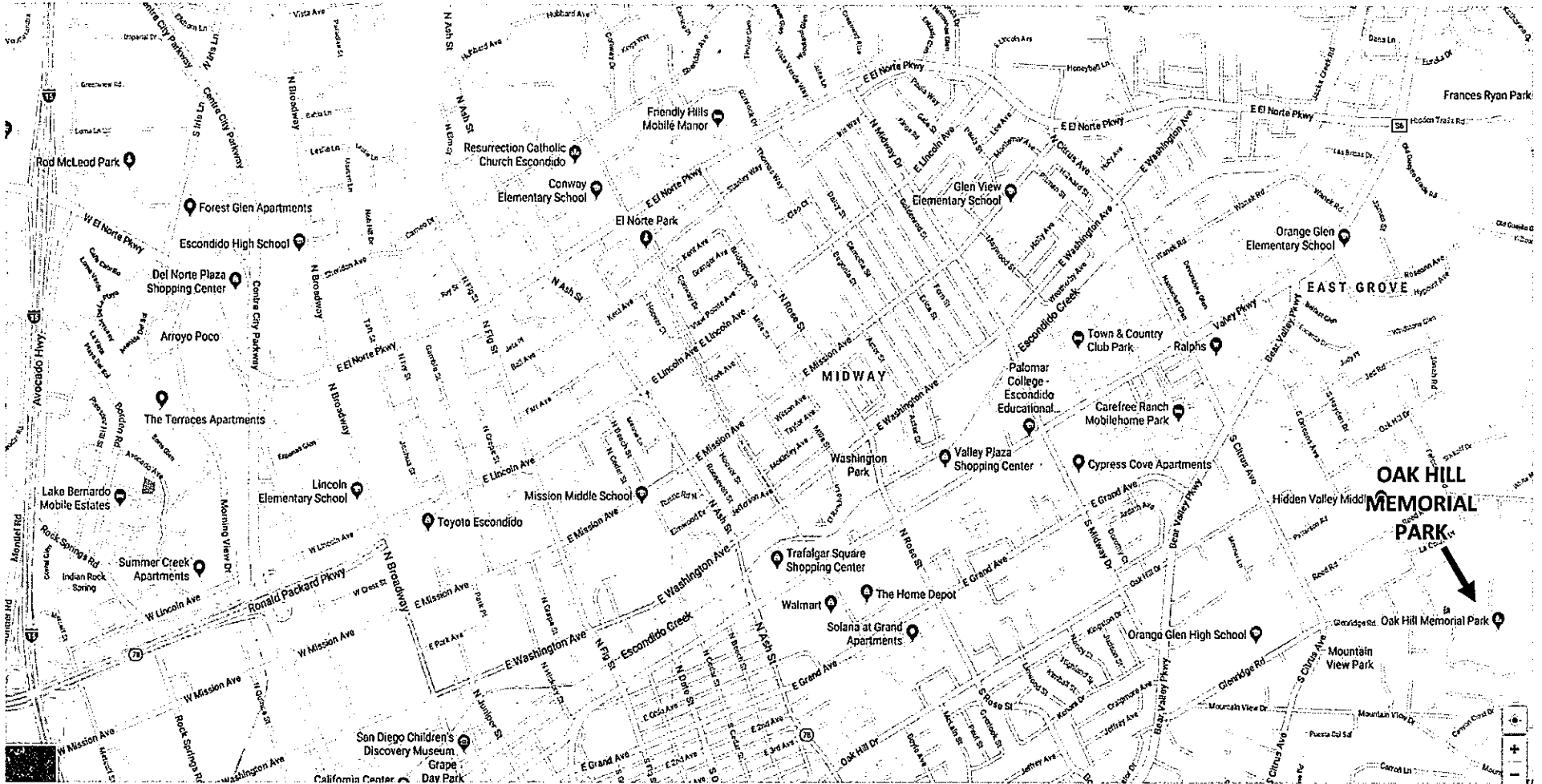
Overall, this was a very educational conference for everyone in attendance. The speakers were very good and the topics were important for all districts.

Submitted by,

Rosie Vanderhaak
Temecula Public Cemetery Board Chair
March 2, 2018

April 12, 2018 – Local Area Meeting

Oak Hill Memorial Park - North County Cemetery District
2640 Glen Ridge Road, Escondido, CA 92027



From Orange County: Take I-5/San Diego Fwy S. toward San Diego. Merge onto CA-78 E. via Exit 51B toward Escondido. Turn Right on N. Broadway. Turn Left onto E. Washington Ave. Turn Right on to N. Ash St. Turn Left on to Oak Hill Drive. Turn Right on to S. Citrus Ave. Turn Left on to Glen Ridge Road.

From Riverside County: Take I-215 South toward San Diego. I-215 South becomes 1-15 South. Take the Centre City Parkway Exit, Exit 34. Merge onto N. Centre City Parkway. Turn left onto W. El Norte Pkwy. Turn right on to N. Citrus Ave. Turn Left on to Glen Ridge Road.