

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

August 16, 2018

8:00 a.m.

AGENDA

1. **Call To Order :**
2. **Pledge of Allegiance:** Led by Trustee Reese
3. **Roll Call**
Chair Vanderhaak, Trustee Davis, Trustee Reese, Trustee Dugan General Manager,
Cindi Beaudet, Legal Counsel, Steve Quintanilla

STAFF:

Foreman, Joe Sands, Administration, Michelle Hesselgesser

Motions To Excuse: Trustee Qualm

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; NONE**

5. **Consent Calendar**

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

A. **Approval of Minutes**

Recommendation: That the Board approve the minutes of the Regular Board Meeting of July 19, 2018.

B. **Approval of Check Registers**

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

C. **Approval of Bookkeeper Report**

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

6. Action Items

A. Policy for review

Recommendation: That the BOT reviews one policy that has been reviewed and edited by the Policy committee.

1. Code of Safe Practices

7. Financial Report

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

8. General Managers Reports

- A. July 2018 Revenues
- B. July 2018 Plot Inventories
- C. July Depletion
- D. July Calendar
- E. Chardonnay Escrow
- F. General Contractor letter of termination
- G. New marker location stakes
- H. CSDA voting receipt
- I. Electronic Fax Filing, law offices of Steven Quintanilla
- J. Eagle Scout project

9. Foreman Reports

10. General Counsel Reports

11. Fiscal Year 2018-2019 Subcommittee's

- A. 52 acre Cemetery Property (Dugan, Qualm)
- B. Landscape Plan (Vanderhaak, Reese)
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Vanderhaak, Dugan)
- E. Conference Liaison (Vanderhaak, Qualm)
- F. Policies (Dugan, Reese)
 - ✓ **Trustee Dugan to review with BOT approved policies at each board meeting, policy # 1001, Job Description-Trustee**
- G. General Price List (Vanderhaak, Davis)

12. Future Trustee Agenda Items:

13. Board Comment:

14. Announcements:

- CSDA Annual Conference- September 24-27, 2018 Indian Wells
- CAPC Educational Conference, October 4-6,2018 South Lake Tahoe
- CSDA Board Secretary, October 22-24,2018 South Lake Tahoe
- Christmas Dinner December 21, 2018@ Lukes

15. Adjournment Time:

1st Motion

2nd Motion

Next Regular Board Meeting – September 20, 2018 @ 8:00 a.m.

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 info@temeculacemetery.org Posted August 13, 2018

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

July 19, 2018

8:00 a.m.

MINUTES

1. Call To Order : 8:00 A.M.

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, Legal Counsel, Steve Quintanilla - **Present**

STAFF:

Foreman, Joe Sands, Administration, Michelle Hesselgesser - **Present**

Motions To Excuse: None

Visitors: None

Public Comments: open@ 8:01, closed at 8:02

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; None**

5. **Consent Calendar: Motion was made by Trustee Davis to accept the consent calendar as presented, seconded by Trustee Qualm 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 June 21, 2018.

B. **Approval of Check Registers**

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

C. **Approval of Bookkeeper Report**

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

6. Action Items

A. CSDA NOMINATION OF OFFICERS- ELECTRONIC BALLOT

Motion was made by Trustee Dugan to cast the single vote for Joseph Kelly, seconded by Trustee Qualm and passed 5/0. Manager will proceed with electronic ballot submission.

Recommendation: That the BOT reviews nominee's bios, and directs GM to submit one vote for the 2018 CSDA BOD election for Seat A –Southern Network.

B. POLICY MANUAL TABLE OF CONTENTS

Motion was made by Trustee Reese to approve the current Table of Contents for the District's policies 2017-2018, seconded by Trustee Davis and passed 5/0.

Recommendation: That the BOT make a motion to approve all the current policies shown on the Table of Contents. All policies have been reviewed and approved throughout the FY 2017-2018. Policies will be submitted for our re-certification with SDLF and CSDA.

C. JOB DESCRIPTION-TRUSTEE #1001

Motion was made by Trustee Qualm to keep the policy #1001 as is, Seconded by Trustee Davis and passed 5/0.

Recommendation: That the BOT review documentation provided by the GM that had been previously approved by Trustees and make corrections to this policy as needed.

D. TWO NEW POLICIES FOR REVIEW

Recommendation: That the BOT reviews two policies and makes comments.

Motion was made by Trustee Davis to accept the Employee Confidentiality policy as written, seconded by Trustee Qualm and passed 5/0.

1. Employee Confidentiality
2. Code of Safe Practices- **Sub-committee to review and bring back to August meeting.**

7. **Financial Report- Motion was made by Trustee Davis to receive and file the June 2018 financial reports, seconded by Trustee Reese and passed 5/0**

Roll Call- Trustee Dugan, Trustee Vanderhaak, Trustee Qualm.

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

8. **General Managers Reports- Motion was made by Trustee Reese to receive and file Managers report, seconded by Trustee Qualm and passed 5/0.**

Roll Call- Trustee Vanderhaak, Trustee Dugan, Trustee Davis.

- A. June 2018 Revenues
- B. June 2018 Plot Inventories
- C. June Depletion
- D. June Calendar
- E. Re-accreditation for District of Distinction and District of Transparency
 - ✓ Inform GM of any changes necessary to your website bios
- F. \$25,000.00 check received from Chardonnay Escrow for deposit on extension of escrow.
 - ✓ Deposited into Wash account 07/10/2018, drawn from Wash account 07/12/2018

- ✓ Deposited to ACO Fund held by County of Riverside auditor controller.
- G. Reimbursement report filed on website per Government Code #53065.5
- H. CSDA Finance Quote
- I. Audit begins in office Monday, August 13, 14, 15, 2018

9. Foreman Reports

SDRMA Safety visit

10. General Counsel Reports

Emanate Domain court hearing filed on: **07/19/2018**

Legal Fees- **Discussed**

11. Fiscal Year 2018-2019 Subcommittee's

- A. 52 acre Cemetery Property (Dugan, Qualm)
- B. Landscape Plan (Vanderhaak, Reese)
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Vanderhaak, Dugan)
- E. Conference Liaison (Vanderhaak, Qualm)
- F. Policies (Dugan, Reese)
 - ✓ **Trustee Dugan to review with BOT approved policies at each board meeting, commencing with policy # 1000, General Provisions and Government**
- G. General Price List (Vanderhaak, Davis)

12. Future Trustee Agenda Items:
General Contractors

13. Board Comment:

14. Announcements:

- CSDA Annual Conference- September 24-27, 2018 Indian Wells
- CAPC Educational Conference, October 4-6,2018 South Lake Tahoe
- CSDA Board Secretary, October 22-24,2018 South Lake Tahoe
- Christmas Dinner December 21, 2018@ Lukes

15. Adjournment Time: 9:49 a.m.

1st Motion Trustee Reese
Passed 5/0.

2nd Motion Trustee Davis

Next Regular Board Meeting – August 16, 2018 @ 8:00 a.m.

Temecula Public Cemetery District

8/10/2018 12:06 PM

Register: 101100 · US Bank Checking

From 07/01/2018 through 07/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/02/2018	7098	Josefina Escalante	201100 · Accounts Pay...		65.00	X		28,264.47
07/03/2018	7099	California Public Em...	201100 · Accounts Pay...	7490021932 ...	3,775.67	X		24,488.80
07/03/2018	7100	CalPers 457 Plan	201100 · Accounts Pay...		806.96	X		23,681.84
07/03/2018	7101	County of Riverside L...	201100 · Accounts Pay...		197.37	X		23,484.47
07/03/2018	7102	Crowne Hill Consulti...	201100 · Accounts Pay...	10888	325.15	X		23,159.32
07/03/2018	7103	EcoFert Inc	201100 · Accounts Pay...	2787	465.00	X		22,694.32
07/03/2018	7104	Frontier Communicat...	201100 · Accounts Pay...	081604-5	263.40	X		22,430.92
07/03/2018	7105	Metlife	201100 · Accounts Pay...	KMO5754030-...	47.34	X		22,383.58
07/03/2018	7106	Protection One (corp)	201100 · Accounts Pay...	123434863	292.73	X		22,090.85
07/03/2018	7107	Prudential Overall Su...	201100 · Accounts Pay...	05/24-06/07-06...	199.67	X		21,891.18
07/03/2018	7108	Sparkletts	201100 · Accounts Pay...		115.64	X		21,775.54
07/03/2018	7109	Sprint (formerly Next...	201100 · Accounts Pay...	498449924-157	119.10	X		21,656.44
07/03/2018	7110	Streamline	201100 · Accounts Pay...	97625	50.00	X		21,606.44
07/03/2018	7111	Sun City Granite	201100 · Accounts Pay...	9268	95.00	X		21,511.44
07/03/2018	7112	Temecula Answering...	201100 · Accounts Pay...	Tas5418	221.65	X		21,289.79
07/03/2018	7113	US Bank	201100 · Accounts Pay...		3,492.54	X		17,797.25
07/03/2018	7114	Verizon Wireless	201100 · Accounts Pay...	1670584956	185.02	X		17,612.23
07/03/2018	7115	State Board of Equali...	201100 · Accounts Pay...		147.00	X		17,465.23
07/08/2018	AJE440		515100 · Life Insuranc...	Automatic with...	35.64	X		17,429.59
07/09/2018			101200 · US Bank Pay...	Funds Transfer	9,312.30	X		8,117.29
07/10/2018		Downs Energy	527100 · Fuel		148.95	X		7,968.34
07/11/2018		CalPers 457 Plan	201100 · Accounts Pay...	QuickBooks ge...				7,968.34
07/11/2018	AJE449		101200 · US Bank Pay...	Monthly autom...	411.30	X		7,557.04
07/12/2018			523290 · Bank Charges	Service Charge	21.00	X		7,536.04
07/12/2018	7116	Agriscap	201100 · Accounts Pay...		51.72	X		7,484.32
07/16/2018	7117	Josefina Escalante	201100 · Accounts Pay...		65.00			7,419.32
07/17/2018	7118	California Associatio...	201100 · Accounts Pay...	October 2018-...	222.00	X		7,197.32
07/17/2018	7119	CalPers 457 Plan	201100 · Accounts Pay...		829.70	X		6,367.62
07/18/2018	7120	SDLF	201100 · Accounts Pay...	Craig Davis an...	130.00			6,237.62
07/23/2018	7121	Toastmasters	201100 · Accounts Pay...		96.50	X		6,141.12
07/23/2018			101200 · US Bank Pay...	Funds Transfer	8,571.96	X		-2,430.84
07/23/2018			101300 · US Wash Ac...	Funds Transfer		X	10,000.00	7,569.16
07/24/2018	7122	Stadium Pizza	520705 · Food	Staff and Book...	55.70			7,513.46
07/25/2018			101100G · Cash - Gen...	Deposit		X	71,780.61	79,294.07
07/25/2018	7123	California Public Em...	201100 · Accounts Pay...	7490021932 ...	5,108.57	X		74,185.50
07/25/2018	7124	County of Riverside L...	201100 · Accounts Pay...		216.03	X		73,969.47
07/25/2018	7125	CR&R Incorporated	201100 · Accounts Pay...	1055960	258.12	X		73,711.35
07/25/2018	7126	Crowne Hill Consulti...	201100 · Accounts Pay...	10976-10954-1...	986.72	X		72,724.63
07/25/2018	7127	CSDA	201100 · Accounts Pay...	Governance Ac...	1,400.00	X		71,324.63
07/25/2018	7128	Cully Repair	201100 · Accounts Pay...		1,541.94	X		69,782.69

Temecula Public Cemetery District

8/10/2018 12:06 PM

Register: 101100 · US Bank Checking

From 07/01/2018 through 07/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/25/2018	7129	LAFCO County of R...	201100 · Accounts Pay...	AC00000001609	327.78	X		69,454.91
07/25/2018	7130	Law Offices Of Quin...	201100 · Accounts Pay...		2,691.91	X		66,763.00
07/25/2018	7131	Linda Glau CPA	201100 · Accounts Pay...		950.00	X		65,813.00
07/25/2018	7132	Metlife	201100 · Accounts Pay...	KMO5754030-...	73.02			65,739.98
07/25/2018	7133	Prudential Overall Su...	201100 · Accounts Pay...	06/21-07/05-07...	227.66			65,512.32
07/25/2018	7134	SDLF	201100 · Accounts Pay...	Re-Certification	150.00			65,362.32
07/25/2018	7135	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	465.15	X		64,897.17
07/25/2018	7136	Sparkletts	201100 · Accounts Pay...		122.93			64,774.24
07/25/2018	7137	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	307.28			64,466.96
07/25/2018	7138	Streamline	201100 · Accounts Pay...	97860	50.00	X		64,416.96
07/25/2018	7139	Sun City Granite	201100 · Accounts Pay...	9562	95.00	X		64,321.96
07/25/2018	7140	Temecula Answering...	201100 · Accounts Pay...	Tas5479	221.65			64,100.31
07/25/2018	7141	Temecula Valley Cha...	201100 · Accounts Pay...		75.00			64,025.31
07/25/2018	7142	Verizon Wireless	201100 · Accounts Pay...	9111793819	23.35	X		64,001.96
07/25/2018	7143	Wildlife Control Ser...	201100 · Accounts Pay...	WL2769	450.00	X		63,551.96
07/25/2018			101300 · US Wash Ac...	Funds Transfer	10,000.00	X		53,551.96
07/26/2018	7144	Costco	201100 · Accounts Pay...	000111794353...	120.00			53,431.96
07/26/2018	7146	CalPers 457 Plan	201100 · Accounts Pay...		811.48			52,620.48
07/27/2018			100499 · Revenues to ...	Deposit		X	5,300.00	57,920.48
07/31/2018	7147	Michelle Hesselgeser	529040 · Private Milea...		6.90			57,913.58
07/31/2018	7148	Cindi Beaudet	-split-		127.86			57,785.72

Temecula Public Cemetery District

8/10/2018 12:07 PM

Register: 101300 · US Wash Account

From 07/01/2018 through 07/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2018	2268	County of Riverside ...	-split-		22,225.07	X		2,160.57
07/02/2018			-split-	Deposit		X	20,694.75	22,855.32
07/10/2018			781360 · Other Misc. ...	Deposit		X	25,000.00	47,855.32
07/12/2018	2269	County of Riverside ...	-split-	Final deposit o...	25,000.00	X		22,855.32
07/23/2018			101100 · US Bank Che...	Funds Transfer	10,000.00	X		12,855.32
07/25/2018			101100 · US Bank Che...	Funds Transfer		X	10,000.00	22,855.32

Date: 08/02/2018 *ESB*

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

X Verify check sequence is intact.
7116-7154

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 7153 Dated 08/01/18 US Bank – Credit Card \$4489.62 OK
- Check 7130 Dated 07/25/18 Law Offices Quintanilla \$2691.91 OK
- Check 7123 Dated 07/25/18 Cal Pers Medical Insurance \$5108.57 OK

X Verify all checks to the GM have two signatures.

- Check 7145 Dated 06/30/18 Reimburse Mileage, Conference Fees \$57.87 OK
- Check 7148 Dated 07/31/18 Reimburse Mileage, Conference Fees \$127.86 OK

X Balance Voucher to County

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

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

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

X Update Endowment Allocation Schedule.

X Update Prepaid subledger and validate QB information.

X Read Agenda and Minutes of the previous Board Meeting.

Items to note:

- Continue Work on Annual Financial Audit
- Continued Work on Annual Budget

Open items:

TEMECULA PUBLIC CEMETERY DISTRICT

INJURY PREVENTION PROGRAM

AND

CODE OF SAFE PRACTICES

BOARD OF TRUSTEES

Rosie Vanderhaak-Chair

Dale Qualm

Michael Dugan

Craig Davis

David Reese

Cindi Beaudet
General Manager

Adopted 07-19-2018

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A. GENERAL SAFETY RULES

All employees should follow the rules of safe practice, render every possible aid to safe operations and report all unsafe conditions and practices to the proper authority.

1. Work shall be well planned and supervised to prevent injuries.
2. All injuries and accidents shall be reported immediately to the supervisor.
3. Supervisors shall ensure that employees observe and obey every rule and regulation necessary to the safe conduct of the work.
4. An employee reporting for work, who, in the opinion of his supervisor is unable to perform his assigned duties in a safe and reasonable manner, will not be allowed on the job.
5. Alcoholic beverages or non-prescribed drugs are not allowed on District premises. Violators will be subject to disciplinary action per the District's Substance Abuse Policy.
6. No employee shall be assigned a task without first having been instructed on proper methods of carrying out the task. Any employee who feels he has not received proper instruction shall notify his supervisor prior to carrying out the task.
7. There will be no horseplay or practical joking on District premises.
8. All posted safety signs shall be obeyed.
9. When personnel are conducting hazardous operations, there shall be at least one other person on duty in the immediate area as a cover in case of emergency.

B. HOUSEKEEPING

The continuous practice of good housekeeping is essential to the prevention of accidents, fires and injuries. Each employee is responsible for:

1. Keep a clear adequate passageway to all exits.
2. Keep clear space around fire extinguishers, electrical controls and emergency equipment.

3. Removing defective equipment from service. Equipment in need of repair shall be reported and tagged by the staff. The defective equipment will be posted on the equipment maintenance board and staff shall inform the District mechanic.

C. EQUIPMENT

Equipment used in the carrying out of everyday work assignments should be treated with proper respect and care and maintained in a manner that will insure proper and safe operation.

1. Employees shall not handle, tamper with or attempt to operate any power equipment or motorized vehicles outside the scope of their work prior to receiving instructions from their supervisor.
2. Available safeguards shall be utilized consistently to minimize hazards.
3. Materials, tools or other objects shall not be thrown, tossed or dropped. Always hand or lower items as needed.

D. PERSONAL PROTECTIVE EQUIPMENT

1. Hard hats shall be worn when appropriate. This includes during tree trimming,
2. Goggles or protective glasses shall be worn at all times where eye hazards due to flying particles exist. This includes while using the string trimmers, edgers, mowers and other hand equipment.
3. Appropriate gloves shall be worn, where work exposure to hazardous substances, cuts or burns exist.
4. Ear protection will be worn whenever an employee is on or around equipment that produces a loud noise.
5. District provided work boots or rain boots shall be worn at all times. No open-toed shoes or sandals will be permitted.
6. Protective respiratory equipment shall be worn in areas where personnel are exposed to excessive dust, airborne particles, spraying of chemicals etc.

EQUIPMENT SAFETY PROTECTION REQUIREMENTS CHART

<u>Equipment</u>	Protection Required For:				Max Daily Exposure To Noise
	<u>Head</u>	<u>Eye</u>	<u>Hearing</u>	<u>Mouth</u>	
Air Compressor (gas powered)	X	X	X	X	8 hrs.
Blowers (gas powered)	X	X	X	X	8 hrs.
Cement Mixer (gas powered)	X	X	X	X	8 hrs.
Edger (gas powered)	X	X	X	X	8 hrs.
Mowers	X	X	X	X	8 hrs.
Pump (gas powered)	X	X	X	X	8 hrs.
Saw, chain	X	X	X	X	5.25 hrs.
Sprayer	X	X	X	X	8 hrs.
Street Blower	X	X	X	X	8 hrs.
Tractors/Bachoes	X	X	X	X	8 hrs.
Trimmer (gas powered)	X	X	X	X	8 hrs.
Weed Eater (gas powered)	X	X	X	X	8 hrs.
Welder	X	X	X	X	8 hrs.
Any Equipment with Gas Powered Engine	X	X	X	X	8 hrs.

E. LIFTING AND MATERIAL HANDLING

1. When possible, mechanical equipment shall be used for lifting in preference to lifting by hand. This is especially true for lifting of granite markers or monuments that have been knocked down.
2. Never carry a load you cannot see over or around.
3. Never attempt to lift heavy object alone, always ask for assistance.
4. If two or more workers carry a load, designate one worker to give signals.
5. Follow the safe lifting and handling methods below:
 - a. Keep feet parted shoulder width apart when lifting any object
 - b. Keep your chin tucked in so that your spine is straight.
 - c. Grip the object with your whole hand.
 - d. Keep elbows and arms tucked in.

- e. Keep body weight directly over feet with your knees slightly bent. When lifting markers, two people should be utilized where they can lift up to 70 lbs. each.
- f. Lift the object while in a squatting position and slowly moving upwards.
- g. Reverse this procedure when lowering an object.
- h. Avoid twisting movements while lifting or lowering an object.
- i. Ask for help or use team lifting when moving a heavy object.
- j. Try to keep physically fit to perform daily work habits.
- k. Maintain good posture while standing, sitting and driving.

F. VEHICLE SAFETY OPERATIONS

1. All California Vehicle Codes shall be strictly adhered to while driving the District trucks and van.
2. Drivers operating District vehicles must have a valid California Driver's License in their possession and a photocopy of each license is put in the personnel file. Only District employees can operate the District truck.
3. Operators of District vehicles and other motorized equipment shall be held responsible for the condition of the vehicle or equipment. Before operating the vehicle, conduct a routine check to ensure that it is in proper operating condition.
4. Report immediately any deficiencies observed or suspected in the vehicle to your supervisor.
5. Seat belts shall be fastened before vehicle is set in motion.
6. Extra caution shall be exercised when backing up. If rear vision is obstructed, take time to walk around the vehicle or have someone guide you back.
7. No one shall be allowed to jump off or onto the back of any moving vehicle or motorized equipment.

8. No one is allowed to ride in the bed of a pickup truck or on the side of a backhoe. Adequate seating for each person must be provided.
9. All vehicles shall be safely parked with hand brakes secured and doors locked when left unattended.
10. When operating equipment, employees should report any unsafe conditions that could cause harm to the employee or others.

G. HAZARDOUS SUBSTANCES AND MATERIALS

If you should encounter any substance or material in any form which you think might be dangerous, you should follow these steps:

1. Keep your distance and keep others away.
2. If it is burning or giving off large amounts of gas, contact the local fire department.
3. Immediately contact the leadworker or cemetery manager.
4. Collect as much information about the material (color, smell, form, container markings, etc.) as you possible can.
5. The District office should then be notified and given as much information about the substance or material as can be reasonably determined.
6. If necessary, the Hazardous Materials Response Team will be notified.

H. FIRE PROTECTION

1. Know the location of the nearest fire extinguisher in your work area and become familiar with its operation and always keep areas where fire extinguishers are stored accessible at all times.
2. Never use water on an electrical fire.
3. Know the fire emergency procedures for your area.
4. Employees should know the location of fire extinguishers and first aid kits in their area. An emergency site plan is produced by each cemetery manager.

5. All diesel and gas cans should be properly posted with warning signs.
6. Keep service areas free of excessive amounts of lubricant spillage on the ground. When spillage of lubricants, they should be cleaned up and properly disposed of.
7. All fuel cans should be properly stored in a CAL-OSHA approved fuel storage cabinet.

I. FIRST AID

1. When an accident results in an injury requiring medical attention, emergency first aid shall be rendered. If the nature of the injury is serious, contact and call 911.
2. A District employee shall remain with the injured person until professional medical assistance arrives.
3. First aid kits are available at each District facility and will be kept fully stocked by the cemetery manager at each location and will be inspected quarterly.

J. SUPERVISORY RESPONSIBILITIES

1. It is the cemetery manager's responsibility to ensure that all operations are performed with the utmost regard for the safety and health of all personnel involved.
2. ~~Cemetery Managers assisted by~~ Foreman shall be responsible for seeing that all employees are trained in the safe performance of their job and are made aware of any potential hazards associated with the work.
3. ~~Cemetery Managers assisted by~~ Foreman will hold scheduled safety meetings at least once each month and more often if the cemetery manager feels it is necessary. These meetings will serve as a communication system to allow for the free discussion of safety and health problems. ~~Cemetery Managers~~ Foreman is responsible for documenting the meeting. Original documentation will be filed in the ~~Cemetery Manager's~~ Foreman's office. ~~and a copy will be sent to the District office.~~
4. In the event of an accident, the cemetery manager is responsible for completing the proper accident report forms as soon after the accident as possible. The cemetery manager will notify the District's Risk Management Company to report

the accident.

5. Cemetery Managers shall maintain a check system to ensure employee compliance with safe and healthful work practices.
6. Cemetery Managers will use safety documentation when performing employees annual performance evaluation.
7. Cemetery Managers and select staff will attend CPR & First Aid Training to keep their certification up to date. Cemetery Managers and Trustees should attend CAL-OSHA safety courses.

K. GENERAL HEALTH PRECAUTIONS

It is important that good personal hygiene be exercised throughout all District facilities. Remember to wash your hands thoroughly prior to eating or drinking. ~~Finally, it is important to maintain a healthy weight.~~

L. PENALTIES

When the occasion arises whereby established safety rules and practices are violated, appropriate penalties may be imposed. An investigation of the incident will be carried out by the proper authorities to determine the degree of the safety infractions.

Examples of types of infractions include, but are not limited to, the following:

1. Causing of injury to self, others, property or equipment.
2. Misuse of District vehicles or equipment and failure to adhere to California Vehicle Code.
3. Failure to use power tools, vehicles or equipment in a safe manner.
4. Failure to report accidents or unsafe conditions.
5. Reporting to work under the influence of drugs or alcohol, or the possession of drugs or alcohol on District premises.
6. Failure to comply with the provisions of the District's Code of Safe Practices as related to protective equipment.

Types of disciplinary procedures include, but are not limited to, the following:

1. Oral reprimand.
2. Written reprimand.
3. Suspension from duty without pay up to and including a maximum period of loss of two (2) weeks pay.
4. Demotion.
5. Termination for cause.

CODE OF SAFE PRACTICES

SUPPLEMENT

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CODE OF SAFE PRACTICES

A. SUPERVISORY STAFF

POLICY: Supervisory staff, including but not limited to, cemetery managers and lead workers shall be responsible for:

1. Occupational training programs.
2. The enforcement of safety rules and regulations.
3. Conducting "tail-gate" safety meetings (on-site) scheduled so as to include every employee at least once per month.
4. Maintaining brief written minutes on the approved form of each meeting.
5. Ensuring that all required materials are posted on the employees' bulletin board.
6. Maintaining a log of all accidents that require medical attention.
7. Notifying the District office (first by phone, later in writing) of any accident involving District employees or the public that requires or will require medical treatment.
8. Notifying the District's Risk Management Company Injury Reporting Program when an accident involves an injury to a District employee.
9. Identifying and evaluating work place hazards.
10. Establish methods for correcting work place hazards.

PROCEDURE:

The cemetery managers or his/her designee will make sure that each employee has received and read the Code of Safe Practices; he/she will answer any questions the employees may have. The manager will explain the duties to be performed to any new employee and will go through them step-by-step to enable that the new employee to fully understand the proper and safe way to fulfill his/her duties.

The cemetery manager will ensure that each employee receives occupational training that covers the hazards associated with each worker's job assignment, as well as safety instruction basic to all maintenance operations.

CODE OF SAFE PRACTICES

B. GROUNDSKEEPERS

POLICY: Groundskeepers, volunteers and temporary employees shall observe safe work procedures at all District cemeteries.

PROCEDURE:

All groundskeepers shall exercise caution around public vehicles and persons visiting the cemeteries.

Before starting equipment, make sure all safety devices are properly attached.

Report defective or inoperable equipment immediately by placing a red tag on the unit and posting it to the equipment maintenance board.

Wear the appropriate personal protective equipment such as District provided, gloves, goggles, dust masks or breathing apparatus and ear protectors.

Conduct safety and hazard inspections in the work place on a daily basis.

Read and be familiar with the Cemetery District Code of Safe Practices.

Special caution should be taken when handling fuels, diesel, and or pesticides. The District will designate an employee to fuel equipment in cans as needed.

Personal business should not be conducted while on District time.

CODE OF SAFE PRACTICES

C. ACCIDENTS AND INJURIES

POLICY: After medical attention or first aid is provided, all injuries and accidents shall be promptly reported to the District office.

PROCEDURE:

Job-Related Accidents & Injuries

Employee promptly reports injury to site supervisor.

All employees should be aware that with any serious injury, whether to an employee or the public, the first and immediate action is to render assistance to the injured and use the 911 emergency number to contact the paramedics.

For injuries to employees that are not considered serious but still requiring medical attention, the following procedure shall be adhered to:

1. Immediately call the Risk Management Company Injury Reporting hotline for recording of accident and direction on how to proceed.
2. Notify the District office by phone, state the nature of the injury and the medical facility to be used.
3. A representative from the Injury Reporting hotline will send copies of required forms to the District office for processing and filing.
4. The District's Administrative staff is responsible for completing Workers' Compensation Form 5020 within five (5) working days.
5. If more information is needed, an Incident Report will be completed.

Certain medical facilities have been designated to accept Cemetery District employees. These facilities are to be utilized in the event of non-serious injury:

FOR TEMECULA: First Care Industrial Medicine Center
27455 Tierra Alta Way, Suite A
Temecula, Ca 92592
Phone: (951) 699-8563

Accidents Involving the Public:

1. Serious accidents requiring one or more emergency services such as fire, paramedic, law enforcement or tow trucks shall be responded to immediately by using the 911 emergency procedure.
2. Incidents resulting in personal injury to the public or damage to public property in which District personnel, property, vehicles or equipment are involved, must be reported in writing to the District office. The cemetery manager shall be responsible for the completion of all written reports.
3. An employee involved in accident involving public shall return the law enforcement report to the Cemetery Manager or the District office.

CODE OF SAFE PRACTICES

D. SAFE MOWING

GENERAL PROCEDURE:

Much of mower safety, as well as the operation of any equipment, is common sense and good judgment. The following is an important list of rules and safety precautions to follow in the operation of push and ride-on mowers:

1. Be thoroughly familiar with any mower before attempting to operate it.
 - a. There are operation manuals on each piece of equipment.
 - b. Make sure you are checked out on any mower by an experienced employee before attempting to operate it.
 - c. Make sure that gas tank is full and all fuels are at proper levels before operating.
2. Always look over your mowing area before starting.
 - a. Be sure your working areas are free from dangerous objects and miscellaneous debris as rotary mowers can throw a foreign object a significant distance.
 - b. Avoid mounds, rocks, etc., which could be hazardous to operator and equipment.
 - c. Steep slopes should be avoided.
 - d. Avoid extremely wet areas.
 - e. Be consistently alert for overhanging limbs, etc., which could cause injury to operator. Hard hats are optional but recommended for certain jobs.
3. Always operate the equipment at a safe and reasonable speed.
 - a. Excessive speed is hazardous to equipment and extremely dangerous.
4. Wear protective clothing when appropriate.

- a. Goggles, gloves and District provided boots can be extremely important in certain areas.
5. Avoid loose fitting clothing which can be caught in machinery. Tuck in shirt tails at all time.
6. The use of electronic equipment such as cell phones, IPODs, MP3 players, etc. is prohibited while operating the mowers.
7. Simple adjustments and repairs may ~~should only~~ be done by district mechanic employees under the approval of the General Manager. Only when checking fluid levels, the engine should be shut off and key removed from ignition.
8. Keep mower in safe operational condition by having all guards in place and proper maintenance after each usage.
9. Avoid areas where the public is at an unsafe distance from mower operation. (Minimum of 100 feet).
10. Avoid mowing too close to permanent fixtures such as trees, benches or monuments. Contact with these items can result in damage to equipment, injury to the operator and costly replacements of family property. Push mowers and trimmers are to be used whenever necessary.
11. Report any loose or damaged headstones to the cemetery manager.

Always be alert to any potential dangers and use common sense and good judgment when operating any mower.

CODE OF SAFE PRACTICES

E. HAND TOOLS

GENERALPROCEDURE: ACCIDENT PREVENTION

We can prevent most hand tool accidents if you remember four basic rules:

1. Select the proper tool for the job.
2. Be sure it's in good condition.
3. Use it correctly.
4. Return tools to the tool box at the end of each shift.

Defective tools are dangerous and can cause serious or even fatal accidents. Loose, split or cracked handles on shovels, picks and hammers are very common defects on the tools used in cemetery operations.

So that we will have no accidents from defective tools, remember these three points:

1. Double check all tools before you use them.
2. Turn in all defective tools right away.
3. Never use a defective tool.

CODE OF SAFE PRACTICES

F. POWER TOOLS

GENERAL PROCEDURE:

SAFE POWER TOOL OPERATION

Power tools, such as edgers and chain saws, present a far greater hazard than hand tools. The most frequent accidents are cuts, punctures and eye damage from flying particles. Most all power tool accidents are due to improper handling and poor maintenance.

1. Be thoroughly familiar with any power tool before attempting to operate it.
2. Wear the proper protective clothing including goggles or protective glasses, gloves, work shoes and ear plugs.
3. Use only the fuel that is recommended in the owner's manual. All power tools should only be operated as recommended by owner's manual.
4. Make sure other employees or the public are a safe distance away from the operation. (Especially edging)
5. Make adjustments or repairs to power tools only after the engine is shut off.
6. Make sure that protective guards and devices are in place and operable.
7. Do not attempt to operate any tool that is beyond your capacity or experience.
8. The use of electronic equipment such as cell phones, IPODs, MP3 players, etc. is prohibited while operating the all power tools.

CODE OF SAFE PRACTICES

G. OPENING AND CLOSING GRAVES

GENERAL PROCEDURE:

1. Select the proper tools for digging and make sure they are in good condition. (Sod cutters, spade, shovel, pick, etc.)
2. Two men should be assigned to open a grave. This will lessen the amount of fatigue on one man and reduce the possibility of strains.
3. When digging with the backhoe, observe all heavy equipment safety precautions and make sure the backhoe is secured and balanced. Only qualified employees will operate the backhoe.
4. Lowering devices and the placing of burial liners require at least two workers and the proper methods of lowering and carrying of heavy objects should be practiced at all times.

Double-Depth Grave Safety Requirements:

When digging a double-depth grave, you should not enter or climb into the grave. Please only use backhoe for digging.

In the event of a cave-in and where a worker is totally covered by soil, the safety man/men should call for help and immediately start to uncover the worker. They should also summon the local fire rescue squad since oxygen or medical help may be needed.

CODE OF SAFE PRACTICES

H. HOUSEKEEPING

GENERAL PROCEDURE:

1. Good housekeeping helps to make safe working conditions and ensure that your work area is clean.
2. Slipping hazards may be caused by oil, water or other liquid spilled on the floor. If you cause the spill, clean it up and dispose of all hazardous material properly. If help is required, notify your supervisor.
3. Pick up your tools, scrap and other items so that no one else will slip or trip on them.
4. Oily rags shall be placed in a covered metal container.
5. Never leave rakes, shovels or hoes where they can be stepped on. Proper tool placement not only prevents accidents but enables you to keep tools in good working condition.
6. Never pick up sharp objects such as glass, nails, etc., with bare hands. Always wear safety gloves and safety glasses.
7. Access to first aid kits, fire extinguishers or any emergency equipment shall not be obstructed.
8. If a cover from any floor opening, septic tank or irrigation valve vault has been removed for any reason, the opening shall be guarded by barricade while the opening is uncovered.

CODE OF SAFE PRACTICES

I. EMPLOYEE TRAINING

POLICY:

An effective injury and prevention program requires proper job performance from everyone in the work place.

All employees must know about the materials and equipment they are working with, what known hazards are present, how we have controlled or intended to eliminate them.

PROCEDURE:

Each individual should know and understand that:

- They do not undertake any job until he or she has received instructions on how to do it properly and is authorized to do the job.
- No employee should undertake a job that appears to be unsafe or use any chemical without understanding its toxic properties and having proper protective apparatus. If you cause a spill, clean it up and dispose of all hazardous materials properly.
- They will not use any power equipment or tools without first receiving instruction in the safe use of such equipment and complete knowledge of all mechanical safeguards.
- He or she is expected to report all unsafe conditions encountered during work.
- Any injury or illness suffered by an employee on the work site must be reported to the supervisor at once.
- Protective items such as eyeglasses, earplugs, hard hats, safety vests, and gloves are provided by the District and each employee shall wear such protective items as prescribed by the Code of Safe Practices.
- Monthly job site and quarterly ~~District-wide~~ safety meetings will be held to facilitate the free discussion of safety and health problems.
- By reading and studying the Code of Safe Practices, the employee shall become familiar with the safety practices that concern his/her job.

CODE OF SAFE PRACTICES

J. MAINTENANCE AND RECORD KEEPING

POLICY:

In order for the District to learn from past experience and make corrections for future operations, a record keeping system shall be established to maintain a record of accidents, related injuries, illnesses and property loss.

PROCEDURE:

In addition to maintaining a record of past injuries and accidents, the following OSHA record keeping system shall be utilized:

1. The District office is to obtain a report on every injury or illness requiring medical treatment.
2. Record each illness or injury on OSHA Form 300, Log and Summary of Occupational Injuries.
3. Prepare a supplementary record of occupational injuries and illnesses or recordable cases on SCIF reports (Form 67), giving the same information.
4. Every year prepare the summary OSHA Form 200, post it no later than February 1 and keep it posted until March 1, where employees can see it.
5. Maintain the last five years of these records in the District files.

CODE OF SAFE PRACTICES

K. IDENTIFYING WORK PLACE HAZARDS

Hazards in the work place are an accumulation of the bad habits of all employees. If left uncorrected, they can result in damage to equipment and serious injury to personnel.

1. Identification and Evaluating

A thorough visual inspection of all equipment and work spaces will be held by the cemetery manager during the first week of each quarter. A hazard checklist will be completed for the office and maintenance buildings. Copies of the previous quarter's inspection lists will be available to check for uncorrected hazards.

2. Correcting Unsafe and Unhealthy Conditions

Upon completion of the quarterly work place inspection, the manager will review the results with the senior groundskeeper. Priorities and dates for having corrections completed will be assigned. Weekly reports of corrective action taken will be made to the manager until all items are completed.

3. Communication with Employees

- A. Employees are to report any unsafe conditions immediately to the manager or his designee.
- B. The regular monthly training session will allow time for employees to recommend ways to inspect health and safety conditions in the work place.

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

	Jul 31, 18	Jul 31, 17	\$ Change
191800 · Grounds Improvements	9,190.00	9,190.00	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-100,577.10	-87,179.99	
198400 · Accumulated Depr - Struct/Imp	-195,727.62	-177,687.85	
198500 · Accum Depr - Equipment	-158,862.47	-147,102.12	
198800 · Accum Depr- Grnd Imp	-1,608.25	-1,148.75	
198900 · Accum Depr-Pav 15	-22,526.02	-15,348.02	
Total Fixed Assets	3,200,247.84	3,217,074.34	-16,826.50
TOTAL ASSETS	8,772,011.50	8,284,673.92	487,337.58
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	5,933.23	35,323.13	
Total Accounts Payable	5,933.23	35,323.13	-29,389.90
Other Current Liabilities			
212200 · Accrued Vacation Pay	10,950.70	12,155.92	
Total Other Current Liabilities	10,950.70	12,155.92	
Total Current Liabilities	16,883.93	47,479.05	
Total Liabilities	16,883.93	47,479.05	-30,595.12
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	1,496,711.44	1,010,845.86	
Net Income	41,144.07	9,076.95	
Total Equity	8,755,127.57	8,237,194.87	517,932.70
TOTAL LIABILITIES & EQUITY	8,772,011.50	8,284,673.92	487,337.58

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

	Jul 31, 18	Jul 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	57,785.72	33,401.54	
101200 · US Bank Payroll	339.14	680.05	
101300 · US Wash Account	22,855.32	60,231.92	
101100C · Cash - Accumulative Outlay Fund	1,614,536.93	1,571,942.87	
101100E · Cash - Endowment Fund	290,096.12	81,711.93	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	1,117,845.23	852,002.78	
Total Checking/Savings	3,103,638.46	2,600,151.09	503,487.37
Other Current Assets			
102000 · Wells Fargo Investments			
102010 · Wells Fargo Endowment Care	1,728,041.87	1,766,182.74	
102020 · Wells Fargo Endowment Interest	649,025.74	621,026.88	
Total 102000 · Wells Fargo Investments	2,377,067.61	2,387,209.62	-10,142.01
112011 · Inventory Asset	30,961.00	36,755.00	
102100 · Taxes Receivable	0.00	10,418.07	
100499 · Revenues to Deposit with County	21,280.00	0.00	
116100 · Interest Receivable			
116100P · Interest Receivable - End Prin	8,302.76	6,478.35	
116100I · Interest Receivable - End Int	3,773.11	2,375.87	
Total 116100 · Interest Receivable	12,075.87	8,854.22	
116137 · Miscellaneous Receivable	5.40	0.00	
117000 · PrePaid Expenses	26,735.32	24,211.58	
Total Other Current Assets	2,468,125.20	2,467,448.49	676.71
Total Current Assets	5,571,763.66	5,067,599.58	504,164.08
Fixed Assets			
191650 · Intangible Assets	8,970.00	8,970.00	
191000 · Future Cemetery Property	2,603,146.20	2,585,203.47	
191100 · Buildings and Improvements	265,726.07	260,867.07	
191400 · Structures and Improvements	382,158.03	382,158.03	
191500 · Equipment	178,031.48	178,031.48	
191600 · Construction in Process	11,206.50	0.00	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	

Temecula Public Cemetery District
Profit & Loss Budget Performance
 July 2018

	Jul 18	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
700001 · Property Taxes			
700020 · Prop Tax Current Secured	19,569.12	0.00	583,000.00
701020 · Prop Tax Current Unsecured	0.00	0.00	23,000.00
703000 · Prop Tax Prior Unsecured	0.00	0.00	1,000.00
704000 · Prop Tax Curr Supplemental	0.00	0.00	3,500.00
705000 · Prop Tax Prior Supplemental	0.00	0.00	500.00
706000 · Teeter Settlement	0.00	0.00	10,000.00
752800 · CA-Homeowners Tax Relief	0.00	0.00	4,500.00
770100 · Property Tax - SBE	0.00	0.00	4,500.00
Total 700001 · Property Taxes	19,569.12	0.00	630,000.00
740020 · Interest and Dividend Income			
740020G · Interest on General Fnd at Cnty	0.00	0.00	10,000.00
740020E · Interest on Endow Fnd at County	0.00	0.00	500.00
740020O · Interest on ACO at County	0.00	0.00	9,000.00
740021 · Interest - Wells Fargo Advisors	3,753.76	2,917.00	35,000.00
740022 · Dividend Income - WFA	668.51	458.00	5,500.00
Total 740020 · Interest and Dividend Income	4,422.27	3,375.00	60,000.00
770001 · Other Revenue			
770100E · Endowment	18,175.00	12,500.00	150,000.00
777030 · Marker Setting	750.00	833.00	10,000.00
777040 · Open, Close Fees	2,650.00	3,000.00	36,000.00
777520 · Sale of Lots	3,775.00	5,000.00	60,000.00
777530 · Cremation	700.00	917.00	11,000.00
777600 · Cenotaph	0.00	42.00	500.00
780160 · Vaults, Flower Vases, etc.	1,220.00	917.00	11,000.00
781360 · Other Misc. Revenue	25,000.00	17.00	200.00
Total 770001 · Other Revenue	52,270.00	23,226.00	278,700.00
Total Income	76,261.39	26,601.00	968,700.00
Gross Profit	76,261.39	26,601.00	968,700.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 July 2018

	Jul 18	YTD Budget	Annual Budget
Expense			
510000 · Salaries and Employee Benefits			
510040T · Regular Salaries.			
510040 · Regular Salaries	10,976.03	19,167.00	230,000.00
510330 · Year End Bonuses	0.00	417.00	5,000.00
515100 · Life Insurance Policy	35.64	38.00	450.00
518080 · Auto Allowance	0.00	0.00	0.00
Total 510040T · Regular Salaries.	11,011.67	19,622.00	235,450.00
513000T · Retirement - Miscellaneous			
518000 · Employer Contributions-457	1,226.57	1,250.00	15,000.00
551000 · Employee Contributions	405.74	0.00	0.00
Total 513000T · Retirement - Miscellaneous	1,632.31	1,250.00	15,000.00
513120T · Retirement - Social Security			
513120 · Social Security	689.80	1,250.00	15,000.00
513140 · Medicare Tax	161.33	292.00	3,500.00
Total 513120T · Retirement - Social Security	851.13	1,542.00	18,500.00
515080T · Health Insurance (eer share)			
515081 · Health Insurance	5,108.57	5,167.00	62,000.00
515082 · Vision Insurance	73.02	92.00	1,100.00
515083 · Dental Insurance	307.28	367.00	4,400.00
Total 515080T · Health Insurance (eer share)	5,488.87	5,626.00	67,500.00
515260T · Unemployment Insurance			
517000 · Workers Comp Insurance	1,147.40	1,333.00	16,000.00
515060 · State Unemployment Ins EDD	0.00	83.00	1,000.00
513130 · CA SUI	55.65	250.00	3,000.00
Total 515260T · Unemployment Insurance	1,203.05	1,666.00	20,000.00
Total 510000 · Salaries and Employee Benefits	20,187.03	29,706.00	356,450.00
520000 · Services and Supplies			
529540T · Utilities			
520320 · Telephone Service	95.28	283.00	3,400.00
520845 · Trash	258.12	275.00	3,300.00
529500 · Electricity	93.03	417.00	5,000.00
Total 529540T · Utilities	446.43	975.00	11,700.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 July 2018

	Jul 18	YTD Budget	Annual Budget
524520T · Administrative Expenses			
518160 · Board Stipend	0.00	1,250.00	15,000.00
520115 · Uniforms - Replacement Clothing	179.47	150.00	1,800.00
520230 · Cellular Phone	234.90	375.00	4,500.00
520240 · Answering Service	221.65	233.00	2,800.00
520705 · Food	70.90	100.00	1,200.00
520930 · Insurance - Liability	766.33	767.00	9,200.00
523100 · Memberships	475.00	183.00	2,200.00
523290 · Bank Charges	21.00	29.00	350.00
523621 · Subscriptions	0.00	33.00	400.00
523660 · Computer Service	28.79	625.00	7,500.00
523700 · Office Supplies	0.00	217.00	2,600.00
523720 · Photocopies	176.70	225.00	2,700.00
523760 · Postage/Mailing	0.00	92.00	1,100.00
523840 · Computer Equip/Software/T1	0.00	333.00	4,000.00
524520 · County Journal Recording	0.00	200.00	2,400.00
524530 · Storage Fees	0.00	0.00	0.00
524540 · Payroll Processing Services	300.39	317.00	3,800.00
524560 · Auditing	0.00	1,000.00	12,000.00
524561 · Accounting	950.00	617.00	7,400.00
524566 · Temp for e-File	0.00	833.00	10,000.00
524800 · Drug Testing/Pre-Employment	0.00	50.00	600.00
525025 · Legal - General Counsel	0.00	4,167.00	50,000.00
525030 · Paychex HR Support	414.15	417.00	5,000.00
526420 · Advertising	0.00	125.00	1,500.00
527280 · Awards/Recognition	0.00	75.00	900.00
527880 · Training/ Staff	196.50	292.00	3,500.00
528140 · Conferences and Meetings	3,227.25	3,500.00	42,000.00
528980 · Meals	264.62	167.00	2,000.00
528990 · Semi-Annual Team Dinner	0.00	300.00	3,600.00
529040 · Private Mileage Reimbursement	134.76	208.00	2,500.00
529050 · Website	50.00	83.00	1,000.00
529550 · Water	0.00	133.00	1,600.00
Total 524520T · Administrative Expenses	7,712.41	17,096.00	205,150.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
July 2018

	Jul 18	YTD Budget	Annual Budget
524500T · Operational Expenses.			
521420 · Maint-Field Equipment	1,541.94	833.00	10,000.00
522310 · Maint-Building Improvements	0.00	208.00	2,500.00
522320 · Maint - Grounds	181.72	1,167.00	14,000.00
522360 · Maintenance-Extermination	450.00	500.00	6,000.00
523250 · Repurchase	0.00	292.00	3,500.00
523800 · Engraving Expense	95.00	125.00	1,500.00
525320 · Security Guard Services	0.00	21.00	250.00
525600 · Security	585.46	300.00	3,600.00
527100 · Fuel	148.95	208.00	2,500.00
527180 · Operational Supplies	699.22	1,167.00	14,000.00
528020 · Inventory	0.00	833.00	10,000.00
Total 524500T · Operational Expenses.	3,702.29	5,654.00	67,850.00
Total 520000 · Services and Supplies	11,861.13	23,725.00	284,700.00
530000 · Other Charges			
530100 · Miscellaneous non-operating exp	327.78	333.00	4,000.00
Total 530000 · Other Charges	327.78	333.00	4,000.00
540000 · Capital Assets			
542060T · Cemetery Grounds			
542040 · - Buildings, Capital Projects	0.00	11,250.00	135,000.00
542060 · Improvements -Building	0.00	500.00	6,000.00
542065 · Tree Renovaton	0.00	417.00	5,000.00
542075 · Grounds Improvements	0.00	500.00	6,000.00
548300 · Office Renovation	0.00	500.00	6,000.00
Total 542060T · Cemetery Grounds	0.00	13,167.00	158,000.00
540040T · Land, Purchase of Land			
540042 · Future Cemetery Property	0.00	16,667.00	200,000.00
Total 540040T · Land, Purchase of Land	0.00	16,667.00	200,000.00
546020T · Equipment, etc			
542070 · Well Motor	0.00	6,250.00	75,000.00
546020 · Equipment - Automitive	0.00	1,417.00	17,000.00
546240 · Mapping Software	0.00	583.00	7,000.00
Total 546020T · Equipment, etc	0.00	8,250.00	99,000.00
Total 540000 · Capital Assets	0.00	38,084.00	457,000.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 July 2018

	Jul 18	YTD Budget	Annual Budget
551100G · Contrib to Other Funds - Gen	0.00	14,463.00	173,550.00
551100E · Contrib to Other Funds - Endow	0.00	12,500.00	150,000.00
Total Expense	32,375.94	118,811.00	1,425,700.00
Net Ordinary Income	43,885.45	-92,210.00	-457,000.00
Other Income/Expense			
Other Income			
731000 · Realized Gain (Loss) on Invest	0.00	0.00	0.00
731100 · Unrealized Gain (Loss) on Invst	-2,741.38	0.00	0.00
Total Other Income	-2,741.38	0.00	0.00
Net Other Income	-2,741.38	0.00	0.00
Net Income	41,144.07	-92,210.00	-457,000.00



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL**

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

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$1,728,222.42	\$1,752,918.43
Cash deposited	0.00	0.00
Securities deposited	0.00	0.00
Cash withdrawn	-1,322.78	-17,694.78
Securities withdrawn	0.00	0.00
Change in value	1,142.23	-7,181.78
Closing value	\$1,728,041.87	\$1,728,041.87

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

Portfolio summary

ASSETS	ASSET TYPE	PREVIOUS VALUE ON JUN 30	%	CURRENT VALUE ON JUL 31	%	ESTIMATED ANN. INCOME
Cash and sweep balances		9,787.96	0.57	12,122.26	0.70	30
Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
Fixed income securities		1,474,454.93	85.32	1,471,911.21	85.18	32,488
Mutual funds		243,979.53	14.12	244,008.40	14.12	4,858
Asset value		\$1,728,222.42	100%	\$1,728,041.87	100%	\$37,376



SNAPSHOT

TEMECULA PUBLIC CEMETERY DIST ENDOWMENT INTEREST

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

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$647,365.46	\$634,182.54
Cash deposited	1,322.78	17,694.78
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	337.50	-2,851.58
Closing value	\$649,025.74	\$649,025.74

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

Portfolio summary

	ASSETS	ASSET TYPE	PREVIOUS VALUE ON JUN 30	%	CURRENT VALUE ON JUL 31	%	ESTIMATED ANN. INCOME
	Cash and sweep balances		11,755.12	1.82	13,549.70	2.09	34
	Stocks, options & ETFs		0.00	0.00	0.00	0.00	0
	Fixed income securities		522,493.05	80.71	522,336.85	80.48	12,202
	Mutual funds		113,117.29	17.47	113,139.19	17.43	2,273
	Asset value		\$647,365.46	100%	\$649,025.74	100%	\$14,509

Monthly Revenues
July 2018-June 2019

<u>FYE 06/30/19</u>	<u>July</u>
Single	2,000.00
Single/Dual	1,500.00
S/D End	-
Dual	6,500.00
Dual End	11,500.00
Collum	500.00
Collum End cenotaph	1,200.00
Ground Crem	-
G Crem End	-
O/C -B	2,600.00
O/C/-C	300.00
Vault	182.00
Crem Vase	246.08
Grave Vase	64.50
Set Fee	750.00
Niche	-
Non-Res	1,500.00
Disinter	-
Graveside	2,000.00
Engraving	225.00
2nd End	-
Handling	250.00
Taxes	41.24
Labor	521.18
Total	31,880.00

Cemetery Property
Fiscal Year 2018-2019

FYE 06/30/19	18-19
	<u>Jul</u>
Dual Lower	263
Dual Upper	376
Dual/ Single	61
Dual Manager-34	
Singles	153
Dual Manager	36
Cr Estates	34
Hexagon Wall	1
Tier 1	0
Tier 2	0
Tier 3	5
Tier 4	16
Tier 5	17
Cenotaph	48
Ossuary	334
Cremation Benches	9

JULY 2018 Burial Depletion Sales

Pre-Need

Single Lots	
Dual Lots	3
Wall	
Cremation Ground	
Ossuary	
Hexagon	

At Need

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

July 2018

July 2018

August 2018

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

Su	Mo	Tu	We	Th	Fr	Sa
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
Jul 1	2	3	4	5	6	7
<p>From Jun 27</p> <p>Dale On Vacation</p> <p>Closed for Fourth of Jt</p> <p>Cindi Off</p> <p>10:00am 11:00am Feltz Burial</p>						
8	9	10	11	12	13	14
<p>Dale On Vacation</p>						
15	16	17	18	19	20	21
<p>Dale On Vacation</p> <p>9:00am 12:00pm SDRMA Site inspection</p> <p>9:00am 12:00pm Linda IN</p> <p>11:00am 1:00pm Ruggiero Burial</p> <p>8:00am 11:00am Board Meeting</p> <p>Kyle Off</p> <p>Michelle Off</p> <p>9:30am 10:00am Valdez Interment</p> <p>Cindi Off</p>						
22	23	24	25	26	27	28
<p>Dale On Vacation</p> <p>8:30am 11:30am Linda IN</p> <p>9:00am 9:30am David Ross Appt</p> <p>11:00am 12:00pm Nault Burial</p> <p>1:00pm 1:30pm Partida Burial</p>						
29	30	31	Aug 1	2	3	4
<p>Dale On Vacation</p>						

Jul 1 - 7

Jul 8 - 14

Jul 15 - 21

Jul 22 - 28

Jul 29 - Aug 4



27740 Jefferson Ave., Suite 255, Temecula, CA 92590
Tel: (951) 676-4225 • Fax: (951) 676-6151

Date: April 26, 2016

Escrow No.: 20971-SK

RE: APN 924-360-002, , CA

Escrow Officer: Sandy Koretoff

INSTRUCTIONS TO PAY COMMISSION

Upon close of escrow, from funds received and/or held by you on my behalf you are instructed to pay:

Rancon Real Estate/Temecula
a licensed real estate broker, the sum of \$
Agent: Nancy Hughes

67,500.00

The employment of said broker(s) to affect the sale-mortgage-exchange of the property described in said escrow is acknowledged by the undersigned, who agreed to pay said sum to said broker(s) as a commission for services rendered pursuant to said employment.

This is an **IRREVOCABLE COMMISSION ORDER** and cannot be amended or revoked, insofar as it relates to payment of commission, without the prior written consent of broker(s) named herein, who shall be deemed a party to the escrow for the sole and exclusive purpose of receiving said commission. In the event the broker requests Escrow Holder to wire transfer the commission due them, Escrow Holder will require a signed and notarized instruction with complete wiring information from the broker of record.

Temecula Public Cemetery District

By: Michael Dugan, Authorized Signer

Please mail payment(s) to address(s) below, unless payment is called for on the day the above escrow is closed.

Broker: **Rancon Real Estate/Temecula**

License No.: **CA00906060**
Address: **27740 Jefferson Avenue, Suite 100
Temecula, CA 92590**

By: _____
Broker Signature

Telephone No.: **(951) 676-5736**

4.50% 60,750

8/8/18

Via phone call



27740 Jefferson Ave., Suite 255, Temecula, CA 92590
Tel: (951) 676-4225 • Fax: (951) 676-6151

Escrow Number: 20971-SK
Escrow Officer: Sandy Koretoff

Property Address: APN 924-360-002, , CA (NOT VERIFIED BY ESCROW HOLDER)

ESCROW HOLDER ACKNOWLEDGEMENT

PURCHASE AGREEMENT: Chardonnay Escrow, Inc. acknowledges receipt of that certain Purchase Agreement and Joint Escrow Instructions (Agreement) dated January 7, 2016, which memorializes a \$1,350,000.00 sale between Mission Hills Development (Buyer) and Temecula Public Cemetery District (Seller), together with the related Counter Offer(s) Numbered Seller Counter One and Counter Two, Buyer Counter Two, Addendum No. One, Addendum No. Two and any other mutual instructions, and agrees to perform the duties of the Escrow Holder as set forth therein with a scheduled close date of AUGUST 19, 2016. [Notes: Notwithstanding provisions contained in the Paragraph 14G of the Agreement, any cancellation of this escrow transaction will require the mutual written instructions of both Buyer and Seller. The parties should also note that the Escrow Holder is not responsible for the delivery of any California Association of Realtors (CAR) disclosures, as these documents are intended for use only between the parties and the real estate brokers.

SEE EXHIBIT 'A' ATTACHED HERETO AND MADE A PART HEREOF.

If applicable, Buyer/Seller may receive a 20% repeat customer escrow fee discount or a 20% military escrow fee discount.

For reference purposes, the General Provisions of Chardonnay Escrow, Inc. is attached hereto.

CHARDONNAY ESCROW, INC., IS LICENSED BY THE DEPARTMENT OF BUSINESS OVERSIGHT, LICENSE NO. 963-1856.

THIS IS TO GIVE YOU NOTICE THAT RANCON REAL ESTATE CORPORATION HAS A BUSINESS RELATIONSHIP WITH CHARDONNAY ESCROW, INC. STREAMSIDE INVESTMENTS, LP IS THE SOLE SHAREHOLDER OF RANCON REAL ESTATE CORPORATION, A CALIFORNIA CORPORATION, LICENSED AS A REAL ESTATE BROKER THROUGH THE CALIFORNIA DEPARTMENT OF REAL ESTATE. CHARDONNAY ESCROW, INC. IS A CALIFORNIA CORPORATION WHO'S SOLE SHAREHOLDER IS STREAMSIDE INVESTMENTS, LP BECAUSE OF THIS RELATIONSHIP, ANY REFERRAL MAY PROVIDE A FINANCIAL OR OTHER BENEFIT. YOU ARE NOT REQUIRED TO USE THE SERVICES OF THESE COMPANIES SIMPLY BECAUSE YOU ARE USING A RELATED COMPANY.

Chardonnay Escrow, Inc.

Sandy Koretoff, Escrow Officer
May 17, 2016

TEMECULA PUBLIC CEMETERY DISTRICT

July 27, 2018

Southwest Contractors
25422 Trabuco Rd # 105
Lake Forest, Ca 92630

Mr. Turcotte,

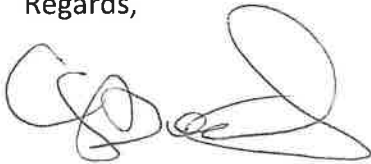
We would like to thank you for your service to the District; however, as we become closer to the development of the 52 acres and more complicated with our needs, the Trustees have decided it's best to retain a qualified General Contractor that can get us on track and move us along through the process in a much more timely manner.

As of July 27, 2018 your services are no longer needed.

I would like to arrange for a time to meet with you in the upcoming week to return property belonging to the District.

It was a pleasure working with you and we wish you the very best.

Regards,

A handwritten signature in black ink, appearing to read 'Cindi Beaudet', with a large, stylized flourish at the end.

Cindi Beaudet
General Manager

1
3
2





1
2
0

LANTANA
P.O. BOX 120
120

Voting receipt - CSDA 2018 Board of Directors

Receipt code: **M78Y**

Time of vote: **2018-07-23 09:46:17 US/Pacific**

IP address: **192.190.255.71**

Electronic Ballot - 2018 CSDA Board of Directors Election, (Seat A) Southern Network

Please vote for your choice: **Joseph Kelly**

Cindi Beaudet

From: Steve Quintanilla <steveq@qalawyers.com>
Sent: Thursday, July 19, 2018 2:06 PM
To: Cindi Beaudet; Rosiè Vanderhaak (rosie.vanderhaak@rivlib.net)
Subject: TPCD: Complaint Filed

The complaint was filed! We added some additional exhibits to confirm ownership of the subject parcels. I will send a copy of the full complaint with the exhibits – it is about 50 pages, so make sure you have enough paper in your printer if you want to print it. I ended up signing the final complaint while driving through Hemet. (The beauty of technology!)
Regards, Steve Q.

ELECTRONIC FAX FILING (eFAX)

Riverside Superior Court Electronic Fax Filing

FAX FILING SUCCESSFULLY SENT

Court: Temecula - Civil Case

Confirmation Number: 182000185

The following documents have been successfully submitted to the Court at 7/19/2018 12:41:07 PM

EXECUTED COMPLAINT IN EMINENT DOMAIN (07.19.18).pdf

You will be e-mailed a conformed copy of the 1st page of your filing(s) if your documents are successfully filed.

Monica



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting’s contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: “... to help other people at all times.” Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout’s proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that he has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout’s 18th birthday.

Approving Project Plans

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your *Scout's Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for his planning. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and his leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Completion and Approval

After the project has been completed, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young man's growth.



**TEMECULA PUBLIC CEMETERY DISTRICT
POLICY MANUAL**

POLICY TITLE: Job Description - Trustee
POLICY NUMBER: 1001

1001.1 The officers of the Board of Trustees shall be the Chair, Vice-Chair and Treasurer and shall be elected from the membership of the Board of Trustees and shall hold office for a term of two years. The officers' terms shall commence the following January of the election.

1001.2 Qualifications for Trustees:

- A. Trustees must be a resident of the territory of the Temecula Public Cemetery District.
- B. Trustees must make a personal commitment to represent the residents and property taxpayers of the District in providing desired cemetery services at an affordable price

1001.3 Every Trustee shall:

- A. Do all acts necessary or proper for carrying out the purposes of a public cemetery district.
- B. Conduct the District's business at public meetings in accordance with the Brown Act, and other laws, regulations, rules and parliamentary procedure.
- C. Adopt investment policy and review all investment reports quarterly.
- D. Submit Statements of Economic Interest in accordance with the Political Reform Act of 1974, and adopt and adhere to a Conflict of Interest Policy and regulations promulgated thereunder.
- E. Attend regular monthly, special and emergency board meetings, except when prevented from doing so by sickness or other emergency situations (Government code, section 1770 (g)).
- F. Actively participate in activities and seminars, which provide education and information necessary for the operation of the district.

1001.4 Board Vacancies: An office of a member of the Board of Trustees becomes vacant on the happening of the following events before the expiration of the term:

- A) Death of a Trustee
- B) Resignation of a Trustee
- C) Failure to fulfill the duties of a Trustee as defined in Government Code 1770

The office of a member of the Board of Trustees shall also become vacant upon the member's ceasing to discharge the duties of his office for a period of three (3) consecutive months, except when prevented by sickness or when absent from the state with the permission required by law (Government Code 1770(g)).

1001.5 District Manager: The Board of Trustees causes to be employed the District Manager as may be necessary for the proper operation and maintenance of the District.

1001.6 Endowment Care Fund: The Board of Trustees shall insure the collection of fees for the endowment fund of the District.

1001.7 Policies, Rules and Regulations: The Board of Trustees shall set the policies, rules, regulations, and procedures for the management and operation of the District, the prudent management and preservation of its resources, while protecting the health, safety and welfare of the District, its employees and visitors.

1001.8 Rates for Services Rendered: The Board of Trustees shall establish the fees and charges for interment, endowment care fund deposits, and all other services performed by the District and shall review all such fees and charges at least once a year.

1001.9 Records and Reports: The Board of Trustees shall ensure all records and reports are maintained in accordance with regulations as set forth in California Health and Safety Codes.