

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

November 16, 2017

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:** Rancon Real Estate, Nancy Hughes, Southwest Contractors, Don
Turcott, Rob Dennis, CPA

❖ **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

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 October 19, 2017.

B. Approval of Check Registers

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

C. Approval of Bookkeeper Report

Recommendation: That the Board receive and file the October 2017 Bookkeeper Report.

6. Action Items

A. Trustees to review the Districts Audit for fiscal year ending June 30, 2017, presented by Rob Dennis.

Recommendation: That the Trustees motion to receive and file the Districts Fiscal Year ended budget June 30, 2017.

B. CalPERS Medical Resolution- 2nd look

Recommendation: That the Trustees review the newly formatted resolution presented by legal counsel and general manager, trustees need to discuss the post-retirement benefits provided to the retirees of the District (OPEB)

c. U.S. Bank signatures

Recommendation: That the Trustees make a motion to remove Larry Manley, Henry Miller, Stephen Struikmans and Rebecca Farnbach. Add trustees, Dale Qualm, David Reese, Craig Davis.

D. General Managers Year-End Bonus

Recommendation: That the Trustees motion on a year- end Bonus amount for the General Manager

E. Contract with Enterprise Car Rental

Recommendation: That the Trustees review the information provided by Trustee Reese regarding auto rates with Enterprise.

7. Financial Report

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

8. General Managers Reports

- A. October 2017 Revenues
- B. October 2017 Plot Inventories
- C. October Depletion
- D. October Calendar
- E. CAPC Annual Conference February 22, 2018
- F. Honor Life monuments
- G. Report from Securitas, October 31, 2017
- H. Banc of California Government CD rates
- I. Contract signed and delivered to Curtis Rosenthal for the appraisal of the easement in question
- J. Trustees have received business e-mail address

9. Foreman Reports

- A. Retro Fit Windows
- B. Interior painting
- C. Palm Tree removal
 - Staff
 - Total Land Care
 - Dylan Dixon

10. **General Counsel Reports**

11. **Fiscal Year 2017-2018 Subcommittee's**

- A. 52 acre Cemetery Property (Dugan, Qualm, Beaudet)
- B. Landscape Plan (Vanderhaak, Beaudet)
- C. Cenotaph/ Ossuary (Dugan, Davis Beaudet)
- D. Investment (Qualm, Vanderhaak, Beaudet)
 - Information regarding the Riverside county investment pool and Wells Fargo
- E. Conference Liaison (Qualm, Vanderhaak, Beaudet)
 - Beaudet and Hesselgesser attended the Board Secretary Training
- F. Policies (Dugan, Reese, Beaudet)
- G. General Price List (Vanderhaak, Davis, Beaudet)

12. **Future Trustee Agenda Items:**

- Solar
- Medical Resolution Act

13. **Board Comment:**

Mark your calendars for Co. Christmas Dinner, Sunday, December 17, 2017
Climate Control

14. **Announcements:**

- A. Is the Board Dark in December?
- B. Next Regular Board Meeting –November 16, 2017

15. **Adjournment:**

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 November 13, 2017

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

October 19, 2017

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 Legal Counsel, Steve Quintanilla
STAFF: Foreman, Joe Sands, Administration, Michelle Hesselgesser
ALL PRESENT

❖ **Motions To Excuse: None**

❖ **Visitors:**

❖ **Public Comments: 8:01-8:02 A.M.**

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)

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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

C. Public Employee Performance Evaluation

(Pursuant to Government Code Section #54954.6)

Title: District Manager

D. Conference with Labor Negotiator

Pursuant to Government Code Section 54954.5

District's Designated Representative: Steven B. Quintanilla, General Counsel

Unrepresented Employee: District Manager

D. Closed Session Announcements: Nothing to report on items #4 B-1 AND B-2, Reportable action of #4 –D located on Action Item #6-A

- 5. Consent Calendar: Motion was made by Trustee Dugan to accept the consent calendar as read, 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 September 22, 2017.

B. Approval of Check Registers

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

C. Approval of Bookkeeper Report

Recommendation: That the Board receive and file the September 2017 Bookkeeper Report.

6. Action Items

- A. **District Manager Employment Agreement Salary, Compensation and other Terms**: Motion was made by Trustee Dugan to offer manager 7.5% wage increase, remove auto allowance but manager to retain that 1.5%. District will match managers 457 at 8%, seconded by Trustee Qualm and passed 3/0, Trustee Vanderhaak approved. Trustee Reese and Trustee Davis abstained because of new appointments with the District.

Recommendation: That the Trustees motion to approve the managers 2016-2017 managers contract.

- B. **CalPERS Medical Resolution: Status ongoing, Trustees will discuss more at November Board meeting, Motion made by Trustee Qualm, seconded by Trustee Davis and passed 5/0**

Recommendation: That the Trustees review the newly formatted resolution presented by legal counsel and general manager, trustees need to discuss the post-retirement benefits provided to the retirees of the District (OPEB)

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

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

8. General Managers Reports: Received

- A. September 2017 Revenues
- B. September 2017 Plot Inventories
- C. September Depletion
- D. August Calendar
- E. No Paid Workers; Compensation Claims 5 years
- F. President's award SDRMA Property and Liability
- G. Honor Life monuments
- H. Compensation and Reimbursement
- I. Board Secretary Conference, October 22, 2017
- J. Robert Dennis CPA began the in-house audit 10/11/217

9. Foreman Reports

10. General Counsel Reports

11. Fiscal Year 2017-2018 Subcommittee's

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

12. Future Trustee Agenda Items:

Solar

Medical Resolution Act

Trustee Dugan request "Climate Control" to be placed on upcoming agenda

13. Board Comment:

Mark your calendars for Co. Christmas Dinner, Sunday, December 17, 2017

14. Announcements:

- A. Next Regular Board Meeting –November 16, 2017

15. Adjournment: With no further business to be heard at 10:06 A.M. a motion was made by Trustee Davis to adjourn the regular board meeting, seconded by Trustee Dugan and passed 5/0

Temecula Public Cemetery District

11/7/2017 9:51 AM

Register: 101100 · US Bank Checking

From 10/01/2017 through 10/31/2017

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------------|---------------------------|-------------------|----------|---|------------|-----------|
| 10/01/2017 | 6740 | California Public Em... | 201100 · Accounts Pay... | 7490021932 ... | 3,908.91 | X | Health | 61,173.58 |
| 10/01/2017 | 6741 | County of Riverside L... | 201100 · Accounts Pay... | | 222.25 | | | 60,951.33 |
| 10/01/2017 | 6742 | Crowne Hill Consulti... | 201100 · Accounts Pay... | | 749.59 | X | | 60,201.74 |
| 10/01/2017 | 6743 | Healthpointe | 201100 · Accounts Pay... | 88613-176566-... | 511.95 | X | | 59,689.79 |
| 10/01/2017 | 6744 | Home Depot | 201100 · Accounts Pay... | | 20.00 | X | | 59,669.79 |
| 10/01/2017 | 6745 | Linda Glau CPA | 201100 · Accounts Pay... | | 832.50 | X | | 58,837.29 |
| 10/01/2017 | 6746 | Metlife | 201100 · Accounts Pay... | KMO5754030-... | 45.52 | X | | 58,791.77 |
| 10/01/2017 | 6747 | Streamline | 201100 · Accounts Pay... | | 50.00 | X | | 58,741.77 |
| 10/01/2017 | 6748 | Verizon Wireless | 201100 · Accounts Pay... | 1629116406 | 167.88 | X | | 58,573.89 |
| 10/02/2017 | 6749 | EcoFert Inc | 201100 · Accounts Pay... | 2456 | 465.00 | X | | 58,108.89 |
| 10/02/2017 | 6750 | Hank's Hardware & ... | 201100 · Accounts Pay... | VOID: | | X | | 58,108.89 |
| 10/02/2017 | 6751 | Michael Baker Intern... | 201100 · Accounts Pay... | | 1,705.12 | X | RBF | 56,403.77 |
| 10/02/2017 | 6752 | South County Pest C... | 201100 · Accounts Pay... | 0213339 | 46.00 | X | | 56,357.77 |
| 10/02/2017 | 6753 | Sprint (formerly Next... | 201100 · Accounts Pay... | 498449924-147 | 117.63 | X | | 56,240.14 |
| 10/02/2017 | 6754 | Sun City Granite | 201100 · Accounts Pay... | 6716 | 95.00 | X | | 56,145.14 |
| 10/02/2017 | 6755 | Hank's Hardware & ... | 201100 · Accounts Pay... | | 157.93 | X | | 55,987.21 |
| 10/02/2017 | 6756 | CalPers 457 Plan | 201100 · Accounts Pay... | | 667.18 | X | | 55,320.03 |
| 10/02/2017 | | | 101200 · US Bank Pay... | Funds Transfer | 8,768.53 | X | Payroll | 46,551.50 |
| 10/05/2017 | | Southwest Contractors | 201100 · Accounts Pay... | QuickBooks ge... | | X | | 46,551.50 |
| 10/06/2017 | AJE337 | Intuit | 523700 · Office Supplies | Purchase check... | 120.15 | X | | 46,431.35 |
| 10/08/2017 | AJE329 | | 515100 · Life Insuranc... | Automatic with... | 35.64 | X | | 46,395.71 |
| 10/09/2017 | 6779 | Josefina Escalante | 530100 · Miscellaneou... | | 65.00 | | | 46,330.71 |
| 10/10/2017 | AJE338 | Intuit | 523700 · Office Supplies | Purchase Chec... | 303.93 | X | | 46,026.78 |
| 10/11/2017 | AJE330 | | 101200 · US Bank Pay... | Monthly autom... | 411.30 | X | | 45,615.48 |
| 10/12/2017 | | | 523290 · Bank Charges | Service Charge | 56.00 | X | | 45,559.48 |
| 10/13/2017 | 6757 | Wayne Allard | 523250 · Repurchase | | 1,500.00 | X | sale backs | 44,059.48 |
| 10/17/2017 | | | 101100G · Cash - Gen... | Deposit | | X | 41,569.48 | 85,628.96 |
| 10/17/2017 | 6758 | Amsterdam | 201100 · Accounts Pay... | Pens | 285.48 | X | | 85,343.48 |
| 10/17/2017 | 6759 | CR&R Incorporated | 201100 · Accounts Pay... | 1006080 | 253.46 | X | | 85,090.02 |
| 10/17/2017 | 6760 | Crop Productions | 201100 · Accounts Pay... | 1348442 | 53.83 | X | | 85,036.19 |
| 10/17/2017 | 6761 | Frontier Communicat... | 201100 · Accounts Pay... | 081604-5 | 262.72 | X | | 84,773.47 |
| 10/17/2017 | 6762 | Law Offices Of Quin... | 201100 · Accounts Pay... | Legal Expenses... | 4,035.00 | X | | 80,738.47 |
| 10/17/2017 | 6763 | Protection One (corp) | 201100 · Accounts Pay... | 118724451 | 289.19 | X | | 80,449.28 |
| 10/17/2017 | 6764 | Southern California ... | 201100 · Accounts Pay... | 2-03-325-4707 | 419.15 | X | | 80,030.13 |
| 10/17/2017 | 6765 | Sparkletts | 201100 · Accounts Pay... | 5728175-022617 | 158.65 | X | | 79,871.48 |
| 10/17/2017 | 6766 | Standard Insurance C... | 201100 · Accounts Pay... | 160-513170-00... | 295.52 | X | | 79,575.96 |
| 10/17/2017 | 6767 | Temecula Answering... | 201100 · Accounts Pay... | Tas4736 | 191.65 | | | 79,384.31 |
| 10/17/2017 | 6768 | Temecula Valley Cha... | 201100 · Accounts Pay... | | 325.00 | X | | 79,059.31 |
| 10/17/2017 | 6769 | United States Postal ... | 201100 · Accounts Pay... | BRM 252-001 | 100.00 | X | | 78,959.31 |
| 10/17/2017 | 6770 | US Bank | 201100 · Accounts Pay... | | 1,773.15 | X | C.C. | 77,186.16 |

Temecula Public Cemetery District

11/7/2017 9:51 AM

Register: 101100 · US Bank Checking

From 10/01/2017 through 10/31/2017

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------------|--------------------------|-------------------|----------|---|---------|-----------|
| 10/17/2017 | 6771 | Wildlife Control Ser... | 201100 · Accounts Pay... | WL2664 | 450.00 | X | | 76,736.16 |
| 10/17/2017 | 6773 | David Reese. | 528140 · Conferences ... | | 546.64 | X | | 76,189.52 |
| 10/17/2017 | 6774 | Cindi Beaudet | -split- | | 501.67 | X | | 75,687.85 |
| 10/17/2017 | 6775 | CalPers 457 Plan | -split- | | 667.84 | X | | 75,020.01 |
| 10/17/2017 | 6776 | Craig Davis | 528140 · Conferences ... | | 420.48 | X | | 74,599.53 |
| 10/17/2017 | | | 101200 · US Bank Pay... | Funds Transfer | 6,995.67 | X | Payroll | 67,603.86 |
| 10/18/2017 | 6777 | Dale Qualm. | 528140 · Conferences ... | | 188.65 | X | | 67,415.21 |
| 10/18/2017 | 6778 | Joe Sands. | -split- | | 20.02 | X | | 67,395.19 |
| 10/27/2017 | | | 101200 · US Bank Pay... | Funds Transfer | 9,718.68 | X | payroll | 57,676.51 |
| 10/30/2017 | 6780 | California Public Em... | 201100 · Accounts Pay... | 7490021932 ... | 3,548.00 | | Health | 54,128.51 |
| 10/30/2017 | 6781 | CalPers 457 Plan | 201100 · Accounts Pay... | | 1,078.92 | | | 53,049.59 |
| 10/30/2017 | 6782 | Christensen Surveyin... | 201100 · Accounts Pay... | 3340 | 1,033.17 | | | 52,016.42 |
| 10/30/2017 | 6783 | County of Riverside I... | 201100 · Accounts Pay... | | 216.03 | | | 51,800.39 |
| 10/30/2017 | 6784 | Home Depot Credit S... | 201100 · Accounts Pay... | 6035-3225-388... | 61.65 | | | 51,738.74 |
| 10/30/2017 | 6785 | Law Offices Of Quin... | 201100 · Accounts Pay... | Legal Expenses... | 6,475.00 | | | 45,263.74 |
| 10/30/2017 | 6786 | Metlife | 201100 · Accounts Pay... | KMO5754030-... | 45.52 | | | 45,218.22 |
| 10/30/2017 | 6787 | State Board of Equali... | 201100 · Accounts Pay... | | 42.00 | | | 45,176.22 |
| 10/30/2017 | 6788 | Streamline | 201100 · Accounts Pay... | | 50.00 | | | 45,126.22 |
| 10/30/2017 | 6789 | Verizon Wireless | 201100 · Accounts Pay... | 1637392647 | 167.94 | | | 44,958.28 |
| 10/30/2017 | 6790 | Josefina Escalante | 201100 · Accounts Pay... | | 65.00 | | | 44,893.28 |

Temecula Public Cemetery District

11/7/2017 9:51 AM

Register: 101200 · US Bank Payroll
 From 10/01/2017 through 10/31/2017

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|-------|---------------------------|------------------|----------|---|----------|-----------|
| 10/02/2017 | | | 101100 · US Bank Che... | Funds Transfer | | X | 8,768.53 | 9,442.88 |
| 10/06/2017 | AJE321 | | 510040 · Regular Salar... | Green Cash Re... | 6,311.18 | X | | 3,131.70 |
| 10/06/2017 | AJE321 | | 510040 · Regular Salar... | Green Cash Re... | 2,315.89 | X | | 815.81 |
| 10/06/2017 | AJE321 | | 510040 · Regular Salar... | Monthly charg... | 141.46 | X | | 674.35 |
| 10/11/2017 | AJE330 | | 101100 · US Bank Che... | Monthly autom... | | X | 411.30 | 1,085.65 |
| 10/15/2017 | AJE333 | | 525030 · Paychex HR ... | | 414.15 | X | | 671.50 |
| 10/17/2017 | | | 101100 · US Bank Che... | Funds Transfer | | X | 6,995.67 | 7,667.17 |
| 10/20/2017 | AJE331 | | 510040 · Regular Salar... | Green Cash Re... | 4,927.63 | X | | 2,739.54 |
| 10/20/2017 | AJE331 | | 510040 · Regular Salar... | Green Cash Re... | 1,929.10 | X | | 810.44 |
| 10/20/2017 | AJE331 | | 510040 · Regular Salar... | Monthly charg... | 138.94 | X | | 671.50 |
| 10/27/2017 | | | 101100 · US Bank Che... | Funds Transfer | | X | 9,718.68 | 10,390.18 |

Temecula Public Cemetery District


11/7/2017 9:52 AM

Register: 101300 · U.S. Wash Account

From 10/01/2017 through 10/31/2017

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|-------------------------|--------------------------|------------------|-----------|---|-----------|-----------|
| 10/02/2017 | | | -split- | Deposit | | X | 23,385.00 | 43,936.60 |
| 10/02/2017 | 2258 | County of Riverside ... | -split- | | 23,385.00 | X | | 20,551.60 |
| 10/04/2017 | AJE336 | | 116137 · Miscellaneou... | Bounced check... | 3,345.00 | X | | 17,206.60 |
| 10/20/2017 | | | -split- | Deposit | | X | 3,365.00 | 20,571.60 |
| 10/20/2017 | | | 528140 · Conferences ... | Deposit | | X | 280.00 | 20,851.60 |

Date: 10/05/17 

On-Site Tasks Performed:

X Reconcile three US Bank Cash Accounts
X Reconcile four County Cash Accounts –Not yet received
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.
6757-6794

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

6770 10/17/17 \$1773.15 OK
6794 11/01/17 \$7280.16 OK

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

6794 11/01/17 US Bank \$7280.16 – No second signature yet – Not Released
6785 10/30/17 Law Offices Quintanilla \$6475.00 OK
6780 10/30/17 Cal Pers \$3548.00 OK
6762 10/17/17 Law Offices Quintanilla \$4035.00 OK

X Verify all checks to the GM have two signatures.

6793 11/01/17 Mileage \$205.94 – No second signature yet – Not Released
6774 10/17/17 Mileage and mileage at Conference \$501.67 OK

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

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

X Print WFA Snapshot – two accounts – for Board Packets

X Save the WFA Account Statements for the auditor

X Update Endowment Allocation Schedule.

X Update Prepaid subledger and validate QB information.

X Read Minutes of the previous Board Meeting.

Additional projects –

Items to note:

Open items:

6793 11/01/17 Mileage \$205.94 – No second signature yet – Not Released
6794 11/01/17 US Bank \$7280.16 – No second signature yet – Not Released

RESOLUTION NO. 2017-____

A RESOLUTION OF THE TEMECULA PUBLIC CEMETERY DISTRICT BOARD OF TRUSTEES REAFFIRMING ITS COMMITMENT TO PROVIDE EMPLOYEES, RETIREES AND THEIR SURVIVING FAMILY MEMBERS WITH THE COVERAGE PROVIDED BY THE HEALTH BENEFIT PLAN OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AND APPROVING THE MONTHLY CONTRIBUTION AMOUNTS

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 District adopted the attached "Resolution Electing to be Subject to Public Employees' Medical and Hospital Care Act" on July 19, 1990, as

WHEREAS, the Board of Trustees wants to continue to extend to the District's employees and retirees and their surviving family members the health benefits plan provided pursuant to the "The Public Employees' Medical And Hospital Care Act," as set forth in Government Code sections 22750 – 22948; and

WHEREAS, Government Code Section 22777 provides that "health benefit plan" means any program or entity that provides, arranges, pays for, or reimburses the cost of health benefits for employees and retirees and their surviving family members; and

WHEREAS, Government Code Section 22920 (a) provides that a "special district" is eligible to obtain a health benefit plan, as defined in Government Code Section 22777, subject to approval by the Board of Administration of the Public Employees' Retirement System ("Board of Administration"); and

WHEREAS, Government Code Section 22785 provides that a "special district" means a nonprofit, self-governed public agency located within the state, comprised solely of public employees, and performing a governmental function; and

WHEREAS, Government Code Section 22768 provides that a "contracting agency" means an eligible entity such as a special district that has elected to be subject to the provisions of "The Public Employees' Medical And Hospital Care Act," as set forth in Government Code sections 22750 – 22948; and

WHEREAS, Government Code Section 22922 (a) provides that a contracting agency's employees and retirees and their surviving family members may obtain a health benefit plan if the agency's governing body adopts a resolution, submits the approved resolution to the Board of Administration for its approval; and

WHEREAS, Government Code Section 22922 (b) provides that in addition to, or in lieu of, submitting a resolution, the Board of Administration of the Public Employees' Retirement may require the contracting agency to enter into a contract with the Board of Administration to obtain a health benefit plan, for all or part of its employees, pursuant to rules and regulations developed by the Board of Administration; and

WHEREAS, Government Code Section 22922 (f) provides that approval of the contract to obtain a health benefit plan must also be approved by the affirmative vote of a majority of the members of the governing body of the contracting agency; and

WHEREAS, Government Code Section 22890 (a) provides that the contracting agency and each employee and retiree and their surviving family members shall contribute a portion of the cost of providing the benefit coverage afforded under the health benefit plan in which the employee or and retiree and their surviving family members annuitant may be enrolled; and

WHEREAS, Government Code Section 22890 (c) provides that the contribution of each employee and retiree and their surviving family members shall be the total cost per month of the benefit coverage afforded him or her under the health benefit plan or plans in which he or she is enrolled less the portion thereof to be contributed by the employer; and

WHEREAS, Government Code Section 22890 (c) provides that the employer contribution for each employee shall commence on the effective date of enrollment.

WHEREAS, Government Code Section 22892 (a) provides that the employer contribution of a contracting agency shall begin on the effective date of enrollment and shall be the amount fixed from time to time by resolution of the governing body of the agency; and

WHEREAS, Government Code Section 22892 (a) further provides that the resolution shall be filed with the Board of Administration and the contribution amount shall be effective on the first day of the second month following the month in which the resolution is received by the system; and

WHEREAS, Government Code Section 22892 (b) (1) provides that the employer contribution shall be an equal amount for both employees and retirees and their surviving family members, but may not be less than the following:

- (A) Prior to January 1, 2004, sixteen dollars (\$16) per month.

- (B) During calendar year 2004, thirty-two dollars and twenty cents (\$32.20) per month.
- (C) During calendar year 2005, forty-eight dollars and forty cents (\$48.40) per month.
- (D) During calendar year 2006, sixty-four dollars and sixty cents (\$64.60) per month.
- (E) During calendar year 2007, eighty dollars and eighty cents (\$80.80) per month.
- (F) During calendar year 2008, ninety-seven dollars (\$97) per month.

WHEREAS, Government Code Section 22892 (b) (2) provides that commencing January 1, 2009, the employer contribution shall be adjusted annually by the Board of Administration to reflect any change in the medical care component of the Consumer Price Index and shall be rounded to the nearest dollar.

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. Affirmation.

That the Temecula Public Cemetery District Board of Trustees reaffirms its commitment to extending to the District's employees and retirees and their surviving family members the health benefits plan provided pursuant to the "The Public Employees' Medical And Hospital Care Act," as set forth in Government Code sections 22750 – 22948, pursuant to the "Resolution Electing to be Subject to Public Employees' Medical and Hospital Care Act" on July 19, 1990, attached hereto.

Section 3. Monthly Contributions.

That the monthly contribution amounts are hereby reaffirmed or set as follows:

| Year | Monthly Contribution |
|------|----------------------|
| 2009 | \$101.00 |
| 2010 | \$105.00 |
| 2011 | \$108.00 |
| 2012 | \$112.00 |
| 2013 | \$115.00 |
| 2014 | \$119.00 |
| 2015 | \$122.00 |
| 2016 | \$125.00 |
| 2017 | \$128.00 |

2018

\$133.00



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 _____ 2017, 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

Resolution Electing to be Subject to Public Employees' Medical and Hospital Care Act", Adopted by the Temecula Public Cemetery District Board of Trustees on July 19, 1990

Cindi Beaudet

From: Garcia, Bruno M <bruno.garcia@usbank.com>
nt: Friday, October 20, 2017 2:54 PM
To: Cindi Beaudet
Subject: Hello from US bank

Hello Cindy,

This is my contact information, let me know once you have the docs ready.

Thanks

Bruno M Garcia
Small Business Specialist NMLS
p. 951.587.2096 | bruno.garcia@usbank.com

U.S. Bank
Temecula
27280 Jefferson Ave Suite 100, Temecula, CA 92590-5609 | LM-CA-4620 | www.usbank.com

U.S. BANCORP made the following annotations

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Temecula Public Cemetery District
Balance Sheet
 As of October 31, 2017

| | Oct 31, 17 | Oct 31, 16 | \$ Change |
|--|---------------------|---------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 101100 · US Bank Checking | 44,893.28 | 52,076.23 | |
| 101200 · US Bank Payroll | 10,390.18 | 6,966.05 | |
| 101300 · U.S. Wash Account | 20,851.60 | 22,568.19 | |
| 101100C · Cash -Accumulative Outlay | 1,574,946.02 | 996,739.91 | |
| 101100E · Cash - Endowment Fund | 133,453.47 | 186,578.78 | |
| 1011004 · Cash - Retirement | 180.00 | 180.00 | |
| 101100G · Cash - General | 745,104.43 | 1,055,211.04 | |
| Total Checking/Savings | 2,529,818.98 | 2,320,320.20 | 209,498.78 |
| Accounts Receivable | | | |
| 201125 · Accounts Receivable | 0.00 | -1,855.00 | |
| Total Accounts Receivable | 0.00 | -1,855.00 | |
| Other Current Assets | | | |
| 116200 · Insurance Reimbursement Re | 7,499.35 | 0.00 | |
| 102000 · Wells Fargo Investments | | | |
| 102010 · Wells Fargo Endowment | 1,760,296.32 | 1,566,776.70 | |
| 102020 · Wells Fargo Endowment | 631,723.03 | 597,324.18 | |
| Total 102000 · Wells Fargo Investment | 2,392,019.35 | 2,164,100.88 | 227,918.47 |
| 112011 · Inventory Asset | 36,755.00 | 40,710.00 | |
| 100499 · Revenues to Deposit with Coi | 21,460.00 | 27,020.00 | |
| 116100 · Interest Receivable | | | |
| 116100P · Interest Receivable - Ei | 7,616.43 | 7,097.54 | |
| 116100I · Interest Receivable - En | 2,779.12 | 2,510.14 | |
| Total 116100 · Interest Receivable | 10,395.55 | 9,607.68 | 787.87 |
| 116137 · Miscellaneous Receivable | 511.95 | 0.00 | |
| 117000 · PrePaid Expenses | 18,655.76 | 13,686.75 | |
| Total Other Current Assets | 2,487,296.96 | 2,255,125.31 | 232,171.65 |
| Total Current Assets | 5,017,115.94 | 4,573,590.51 | 443,525.43 |

Temecula Public Cemetery District
Balance Sheet
As of October 31, 2017

| | Oct 31, 17 | Oct 31, 16 | \$ Change |
|--|---------------------|---------------------|-------------------|
| Fixed Assets | | | |
| 191000 · Future Cemetery Property | 2,589,580.29 | 2,603,180.82 | |
| 191100 · Buildings and Improvements | 245,026.07 | 245,026.07 | |
| 191400 · Structures and Improvements | 378,338.03 | 372,558.03 | |
| 191500 · Equipment | 178,031.48 | 175,209.42 | |
| 191700 · Non-Depreciable Assets | 77,561.02 | 77,561.02 | |
| 191800 · Grounds Improvements | 9,190.00 | 9,190.00 | |
| 191900 · Paving 2015 | 143,560.00 | 143,560.00 | |
| 198100 · Accumulated Depreciation - Bldg | -87,179.99 | -74,928.68 | |
| 198400 · Accumulated Depr - Struct/Imp | -177,687.85 | -160,394.52 | |
| 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 | 3,192,820.16 | 3,248,550.88 | -55,730.72 |
| TOTAL ASSETS | 8,209,936.10 | 7,822,141.39 | 387,794.71 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 201100 · Accounts Payable | 1,167.41 | 25,079.96 | |
| Total Accounts Payable | 1,167.41 | 25,079.96 | |
| 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 | 13,323.33 | 41,159.57 | |
| Total Liabilities | 13,323.33 | 41,159.57 | -27,836.24 |
| 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 | 982,214.86 | 572,742.66 | |
| Net Income | -2,874.15 | -9,032.90 | |
| Total Equity | 8,196,612.77 | 7,780,981.82 | 415,630.95 |
| TOTAL LIABILITIES & EQUITY | 8,209,936.10 | 7,822,141.39 | 387,794.71 |

Temecula Public Cemetery District
Profit & Loss Budget Performance
 October 2017

| Ordinary Income/Expense | Jul - Oct 17 | YTD Budget | Annual Budget |
|--|-------------------|-------------------|-------------------|
| Income | | | |
| 700001 · Property Taxes | | | |
| 700020 · Prop Tax Current Se | 0.00 | 21,000.00 | 548,000.00 |
| 701020 · Prop Tax Current Un | 23,076.98 | 0.00 | 23,000.00 |
| 703000 · Prop Tax Prior Unse | 0.00 | 0.00 | 1,000.00 |
| 704000 · Prop Tax Curr Suppl | 0.00 | 0.00 | 3,000.00 |
| 705000 · Prop Tax Prior Supp | 0.00 | 0.00 | 2,000.00 |
| 706000 · Teeter Settlement | 0.00 | 0.00 | 11,000.00 |
| 752800 · CA-Homeowners Tax | 0.00 | 0.00 | 6,000.00 |
| 770100 · Property Tax - SBE | 0.00 | 0.00 | 5,000.00 |
| Total 700001 · Property Taxes | 23,076.98 | 21,000.00 | 599,000.00 |
| 740020 · Interest and Dividend Income | | | |
| 740020G · Interest on General | 1,705.28 | 1,250.00 | 5,000.00 |
| 740020E · Interest on Endow | 141.54 | 125.00 | 500.00 |
| 740020O · Interest on ACO at | 3,003.15 | 1,250.00 | 5,000.00 |
| 740021 · Interest - Wells Farg | 13,381.37 | 11,668.00 | 35,000.00 |
| 740022 · Dividend Income - W | 2,084.99 | 1,832.00 | 5,500.00 |
| Total 740020 · Interest and Dividen | 20,316.33 | 16,125.00 | 51,000.00 |
| 770001 · Other Revenue | | | |
| 770100E · Endowment | 60,516.67 | 40,000.00 | 120,000.00 |
| 777030 · Marker Setting | 2,600.00 | 3,332.00 | 10,000.00 |
| 777040 · Open, Close Fees | 9,500.00 | 12,000.00 | 36,000.00 |
| 777520 · Sale of Lots | 22,883.33 | 18,332.00 | 55,000.00 |
| 777530 · Cremation | 6,700.00 | 2,668.00 | 8,000.00 |
| 777600 · Cenotaph | 0.00 | 168.00 | 500.00 |
| 780160 · Vaults, Flower Vases | 2,225.00 | 3,832.00 | 11,500.00 |
| 781360 · Other Misc. Revenue | 144.68 | 0.00 | 0.00 |
| Total 770001 · Other Revenue | 104,569.68 | 80,332.00 | 241,000.00 |
| Total Income | 147,962.99 | 117,457.00 | 891,000.00 |
| Gross Profit | 147,962.99 | 117,457.00 | 891,000.00 |

Temecula Public Cemetery District
Profit & Loss Budget Performance
 October 2017

| | Jul - Oct 17 | YTD Budget | Annual Budget |
|--|--------------|------------|---------------|
|--|--------------|------------|---------------|

Expense

510000 · Salaries and Employee Benefits

510040T · Regular Salaries.

| | | | |
|---------------------------|-----------|-----------|------------|
| 510040 · Regular Salarie | 52,333.37 | 72,332.00 | 217,000.00 |
| 510330 · Year End Bonu | 0.00 | 1,168.00 | 3,500.00 |
| 515100 · Life Insurance l | 142.56 | 160.00 | 480.00 |
| 518080 · Auto Allowance | 365.00 | 868.00 | 2,600.00 |

| | | | |
|-------------------------------|-----------|-----------|------------|
| Total 510040T · Regular Salar | 52,840.93 | 74,528.00 | 223,580.00 |
|-------------------------------|-----------|-----------|------------|

513000T · Retirement - Miscellaneous

| | | | |
|-------------------------|----------|----------|-----------|
| 518000 · Employer Conti | 2,750.24 | 4,500.00 | 13,500.00 |
| 551000 · Employee Cont | 155.70 | 0.00 | 0.00 |

| | | | |
|--------------------------------|----------|----------|-----------|
| Total 513000T · Retirement - M | 2,905.94 | 4,500.00 | 13,500.00 |
|--------------------------------|----------|----------|-----------|

513120T · Retirement - Social Security

| | | | |
|--------------------------|----------|----------|-----------|
| 513120 · Social Security | 3,455.45 | 4,832.00 | 14,500.00 |
| 513140 · Medicare Tax | 808.12 | 1,100.00 | 3,300.00 |

| | | | |
|--------------------------------|----------|----------|-----------|
| Total 513120T · Retirement - S | 4,263.57 | 5,932.00 | 17,800.00 |
|--------------------------------|----------|----------|-----------|

515080T · Health Insurance (eer share)

| | | | |
|--------------------------|-----------|-----------|-----------|
| 515081 · Health Insuranc | 18,158.20 | 25,000.00 | 75,000.00 |
| 515082 · Vision Insuranc | 327.19 | 368.00 | 1,100.00 |
| 515083 · Dental Insuranc | 1,230.76 | 1,900.00 | 5,700.00 |

| | | | |
|--------------------------------|-----------|-----------|-----------|
| Total 515080T · Health Insural | 19,716.15 | 27,268.00 | 81,800.00 |
|--------------------------------|-----------|-----------|-----------|

515260T · Unemployment Insurance

| | | | |
|-------------------------|----------|----------|-----------|
| 517000 · Workers Comp | 5,818.79 | 4,568.00 | 13,700.00 |
| 515060 · State Unemploy | 0.00 | 332.00 | 1,000.00 |
| 513130 · CA SUI | 660.50 | 1,000.00 | 3,000.00 |

| | | | |
|----------------------------|----------|----------|-----------|
| Total 515260T · Unemployem | 6,479.29 | 5,900.00 | 17,700.00 |
|----------------------------|----------|----------|-----------|

| | | | |
|-----------------------------------|-----------|------------|------------|
| Total 510000 · Salaries and Emplo | 86,205.88 | 118,128.00 | 354,380.00 |
|-----------------------------------|-----------|------------|------------|

520000 · Services and Supplies

529540T · Utilities

| | | | |
|-------------------------|----------|----------|----------|
| 520320 · Telephone Serv | 773.18 | 1,032.00 | 3,100.00 |
| 520845 · Trash | 1,121.10 | 1,000.00 | 3,000.00 |
| 529500 · Electricity | 1,925.09 | 1,832.00 | 5,500.00 |

| | | | |
|---------------------------|----------|----------|-----------|
| Total 529540T · Utilities | 3,819.37 | 3,864.00 | 11,600.00 |
|---------------------------|----------|----------|-----------|

Temecula Public Cemetery District
Profit & Loss Budget Performance
 October 2017

| | Jul - Oct 17 | YTD Budget | Annual Budget |
|--|------------------|------------------|-------------------|
| 524520T · Administrative Expenses | | | |
| 518160 · Board Stipend | 3,400.00 | 3,168.00 | 9,500.00 |
| 520115 · Uniforms - Rep | 173.84 | 800.00 | 2,400.00 |
| 520230 · Cellular Phone | 1,187.65 | 1,400.00 | 4,200.00 |
| 520240 · Answering Sen | 849.60 | 932.00 | 2,800.00 |
| 520705 · Food | 449.42 | 400.00 | 1,200.00 |
| 520930 · Insurance - Lial | 2,843.08 | 2,868.00 | 8,600.00 |
| 523100 · Memberships | 1,232.00 | 832.00 | 2,500.00 |
| 523290 · Bank Charges | 84.00 | 116.00 | 350.00 |
| 523621 · Subscriptions | 0.00 | 132.00 | 400.00 |
| 523660 · Computer Serv | 530.58 | 2,500.00 | 7,500.00 |
| 523700 · Office Supplies | 424.08 | 932.00 | 2,800.00 |
| 523720 · Photocopies | 719.10 | 900.00 | 2,700.00 |
| 523760 · Postage/Mailin | 198.00 | 332.00 | 1,000.00 |
| 523840 · Computer Equi | 970.75 | 1,332.00 | 4,000.00 |
| 524500 · Admin Support | 0.00 | 0.00 | 0.00 |
| 524520 · County Journal | 28.14 | 832.00 | 2,500.00 |
| 524530 · Storage Fees | 244.00 | 252.00 | 750.00 |
| 524540 · Payroll Process | 1,101.55 | 1,168.00 | 3,500.00 |
| 524560 · Auditing | 0.00 | 4,000.00 | 12,000.00 |
| 524561 · Accounting | 2,925.00 | 2,332.00 | 7,000.00 |
| 524566 · Temp for e-File | 0.00 | 3,332.00 | 10,000.00 |
| 524800 · Drug Testing/Pi | 40.00 | 132.00 | 400.00 |
| 525025 · Legal - General | 6,913.28 | 16,668.00 | 50,000.00 |
| 525030 · Paychex HR Su | 1,656.60 | 1,668.00 | 5,000.00 |
| 526420 · Advertising | 0.00 | 500.00 | 1,500.00 |
| 527280 · Awards/Recogr | 0.00 | 300.00 | 900.00 |
| 527880 · Training/ Staff | 0.00 | 1,168.00 | 3,500.00 |
| 528140 · Conferences ar | 12,494.69 | 11,668.00 | 35,000.00 |
| 528980 · Meals | 428.44 | 668.00 | 2,000.00 |
| 528990 · Semi-Annual Tr | 0.00 | 1,168.00 | 3,500.00 |
| 529040 · Private Mileage | 467.80 | 832.00 | 2,500.00 |
| 529050 · Website | 200.00 | 668.00 | 2,000.00 |
| 529550 · Water | 657.23 | 500.00 | 1,500.00 |
| Total 524520T · Administrativ | 40,218.83 | 64,500.00 | 193,500.00 |

Temecula Public Cemetery District
Profit & Loss Budget Performance
 October 2017

| | Jul - Oct 17 | YTD Budget | Annual Budget |
|---|------------------|------------------|-------------------|
| 524500T · Operational Expenses. | | | |
| 520015 · Irrigation Supp | 0.00 | 0.00 | 0.00 |
| 521420 · Maint-Field Equ | 295.00 | 3,332.00 | 10,000.00 |
| 522310 · Maint-Building | 0.00 | 832.00 | 2,500.00 |
| 522320 · Maint - Ground | 2,197.95 | 3,332.00 | 10,000.00 |
| 522360 · Maintenance-E | 1,892.00 | 2,000.00 | 6,000.00 |
| 523250 · Repurchase | 2,300.00 | 832.00 | 2,500.00 |
| 523790 · Flower Sale Exp | 0.00 | 0.00 | 0.00 |
| 523800 · Engraving Expe | 475.00 | 500.00 | 1,500.00 |
| 525320 · Security Guard | 0.00 | 84.00 | 250.00 |
| 525600 · Security | 1,147.34 | 832.00 | 2,500.00 |
| 527100 · Fuel | 735.66 | 1,168.00 | 3,500.00 |
| 527180 · Operational Su | 2,516.86 | 4,668.00 | 14,000.00 |
| 528020 · Inventory | 1,728.83 | 2,332.00 | 7,000.00 |
| Total 524500T · Operational E | 13,288.64 | 19,912.00 | 59,750.00 |
| Total 520000 · Services and Suppli | 57,326.84 | 88,276.00 | 264,850.00 |
| 530000 · Other Charges | | | |
| 530100 · Miscellaneous non-c | 984.44 | 832.00 | 2,500.00 |
| Total 530000 · Other Charges | 984.44 | 832.00 | 2,500.00 |
| 540000 · Capital Assets | | | |
| 542060T · Cemetery Grounds | | | |
| 542040 · - Buildings, Ca | 0.00 | 2,000.00 | 6,000.00 |
| 542060 · Improvements · | 1,780.00 | 2,332.00 | 7,000.00 |
| 542065 · Tree Renovator | 0.00 | 1,168.00 | 3,500.00 |
| 542075 · Grounds Impro | 0.00 | 5,000.00 | 15,000.00 |
| 548300 · Office Renovati | 3,079.00 | 2,000.00 | 6,000.00 |
| Total 542060T · Cemetery Gro | 4,859.00 | 12,500.00 | 37,500.00 |
| 540040T · Land, Purchase of Land | | | |
| 540042 · Future Cemeter | 1,533.17 | 66,668.00 | 200,000.00 |
| Total 540040T · Land, Purcha | 1,533.17 | 66,668.00 | 200,000.00 |
| 546020T · Equipment, etc | | | |
| 542070 · Well Motor | 0.00 | 1,668.00 | 5,000.00 |
| 546020 · Equipment - Au | 0.00 | 2,668.00 | 8,000.00 |
| 546240 · Mapping Softw. | 0.00 | 3,332.00 | 10,000.00 |
| Total 546020T · Equipment, el | 0.00 | 7,668.00 | 23,000.00 |

Temecula Public Cemetery District
Profit & Loss Budget Performance
 October 2017

| | Jul - Oct 17 | YTD Budget | Annual Budget |
|---|-------------------|--------------------|---------------------|
| Total 540000 · Capital Assets | 6,392.17 | 86,836.00 | 260,500.00 |
| 551100G · Contrib to Other Funds · | 0.00 | 40,168.00 | 120,500.00 |
| 551100E · Contrib to Other Funds · | 0.00 | 49,592.00 | 148,770.00 |
| Total Expense | 150,909.33 | 383,832.00 | 1,151,500.00 |
| Net Ordinary Income | -2,946.34 | -266,375.00 | -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 Invs | 72.19 | 0.00 | 0.00 |
| Total Other Income | 72.19 | 0.00 | 0.00 |
| Net Other Income | 72.19 | 0.00 | 0.00 |
| Net Income | -2,874.15 | -266,375.00 | -260,500.00 |



SNAPSHOT

TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT INTEREST

OCTOBER 1, 2017 - OCTOBER 31, 2017
ACCOUNT NUMBER: 5559-0516

Progress summary

| | THIS PERIOD | THIS YEAR |
|----------------------|---------------------|---------------------|
| Opening value | \$631,474.55 | \$595,798.48 |
| Cash deposited | 913.78 | 25,280.63 |
| Securities deposited | 0.00 | 0.00 |
| Cash withdrawn | 0.00 | 0.00 |
| Securities withdrawn | 0.00 | 0.00 |
| Change in value | -665.30 | 10,643.92 |
| Closing value | \$631,723.03 | \$631,723.03 |

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 SEP 30 | % | CURRENT VALUE ON OCT 31 | % | ESTIMATED ANN. INCOME |
|-------------------------|------------|--------------------------|-------------|-------------------------|-------------|-----------------------|
| Cash and sweep balances | | 26,886.48 | 4.26 | 27,803.04 | 4.40 | 33 |
| Stocks, options & ETFs | | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Fixed income securities | | 489,627.20 | 77.54 | 488,983.95 | 77.40 | 9,405 |
| Mutual funds | | 114,960.87 | 18.21 | 114,936.04 | 18.19 | 1,986 |
| Asset value | | \$631,474.55 | 100% | \$631,723.03 | 100% | \$11,424 |

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL**

OCTOBER 1, 2017 - OCTOBER 31, 2017
ACCOUNT NUMBER: 5397-7799

Progress summary

| | THIS PERIOD | THIS YEAR |
|----------------------|-----------------------|-----------------------|
| Opening value | \$1,761,935.88 | \$1,544,983.49 |
| Cash deposited | 0.00 | 205,910.00 |
| Securities deposited | 0.00 | 0.00 |
| Cash withdrawn | -913.78 | -24,555.77 |
| Securities withdrawn | 0.00 | 0.00 |
| Change in value | -725.78 | 33,958.60 |
| Closing value | \$1,760,296.32 | \$1,760,296.32 |

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 SEP 30 | % | CURRENT VALUE ON OCT 31 | % | ESTIMATED ANN. INCOME |
|-------------------------|------------|-----------------------------|-------------|----------------------------|-------------|--------------------------|
| Cash and sweep balances | | 84,864.83 | 4.82 | 5,827.13 | 0.33 | 6 |
| Stocks, options & ETFs | | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| Fixed income securities | | 1,429,549.68 | 81.14 | 1,507,019.15 | 85.61 | 31,577 |
| Mutual funds | | 247,521.37 | 14.05 | 247,450.04 | 14.06 | 4,195 |
| Asset value | | \$1,761,935.88 | 100% | \$1,760,296.32 | 100% | \$35,778 |

Month Revenues
July 2018 - June 2018

FYE 06/30/18

| | <u>July</u> | <u>August</u> | <u>September</u> | <u>October</u> |
|--------------|------------------|------------------|------------------|------------------|
| Single | 6,000.00 | 2,000.00 | 3,000.00 | - |
| Single/End | 10,000.00 | 3,000.00 | 4,500.00 | - |
| Single/Dual | - | - | - | - |
| Dual | - | 4,000.00 | 2,000.00 | 6,000.00 |
| Dual/End | 1,000.00 | 3,000.00 | 2,000.00 | 4,500.00 |
| Collum | 1,500.00 | 1,000.00 | 500.00 | 500.00 |
| Collum/End | 4,600.00 | 2,400.00 | 1,200.00 | 1,200.00 |
| genotaph | - | - | - | - |
| Ground Crem | 200.00 | 1,000.00 | - | 600.00 |
| © Crem/End | 1,000.00 | 5,000.00 | - | 3,000.00 |
| O/C - B | 2,200.00 | - | 2,750.00 | 1,850.00 |
| O/C - C | 1,300.00 | 700.00 | 700.00 | - |
| Vault | - | - | 174.00 | 174.00 |
| Crem Vase | 123.04 | 123.04 | - | - |
| Grave Vase | 42.00 | 64.50 | 64.50 | 64.50 |
| Set Fee | 800.00 | 400.00 | 800.00 | 600.00 |
| Niche | - | - | - | - |
| Non-Res | 7,500.00 | - | 3,000.00 | 1,500.00 |
| Disinter | - | - | - | - |
| Graveside | 500.00 | - | 2,000.00 | 1,000.00 |
| Engraving | 450.00 | 225.00 | 225.00 | - |
| Misc | - | - | - | - |
| Handling | - | - | - | - |
| Taxes | 13.52 | 15.48 | 20.86 | 20.86 |
| Labor | 176.44 | 246.98 | 450.64 | 450.64 |
| Total | 37,405.00 | 23,175.00 | 23,385.00 | 21,460.00 |

Cemetery Property
Fiscal Year 2017-2018

| | | | | |
|-------------------|-----|-----|-----|-----|
| Dual Lower | 269 | 269 | 269 | 269 |
| Dual Upper | 404 | 402 | 398 | 395 |
| Dual/ Single | 61 | 61 | 61 | 61 |
| Singles | 159 | 157 | 164 | 164 |
| Cr Estates | N/A | N/A | N/A | N/A |
| Gr. Cremation | 43 | 38 | 38 | 35 |
| Hexagon Wall | 1 | 1 | 1 | 1 |
| Tier 1 | 0 | 0 | 0 | 0 |
| Tier 2 | 0 | 0 | 0 | 0 |
| Tier 3 | 5 | 3 | 1 | 1 |
| Tier 4 | 20 | 20 | 20 | 20 |
| Tier 5 | 18 | 18 | 17 | 17 |
| Cenotaph | 48 | 48 | 48 | 48 |
| Ossuary | 334 | 334 | 334 | 334 |
| Cremation Benches | 9 | 9 | 9 | 9 |

OCTOBER 2017 Burial Depletion Sales

Pre-Need

| | |
|------------------|---|
| Single Lots | |
| Dual Lots | 2 |
| Wall | 1 |
| Cremation Ground | 3 |
| | |

At Need

| | |
|------------------|---|
| Single Lots | |
| Dual Lots | 1 |
| Wall | |
| Cremation Ground | |
| | |

October 2017

| October 2017 | | | | | | | November 2017 | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | 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 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | | |
| 29 | 30 | 31 | | | | | | | | | | | |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| Oct 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 | Nov 1 | 2 | 3 | 4 |

Oct 1 - 7: Jarren out with sprained Ankle
 Oct 8 - 14: Closed for Columbus (Jarren worked)
 Oct 15 - 21: Board Meeting, 10:00 Staff Meeting, Joe off for 1/2 day for
 Oct 22 - 28: RBF 2:00, Sandra Wheeler conf., Windows delivered, Michelle & Cindi Attending CSDA Board Secretary Conference, Visit Property, County Meeting 10:30
 Oct 29 - Nov 4: Visit Property, County Meeting 10:30, Nov 1, Visit Property, Steinke 2:00 B, Shepard 11:00 B, Visit Property

CONFERENCE LOCATION
Embassy Suites Hotel
333 Madonna Road
San Luis Obispo, California 93405

Make your hotel reservations directly to the Embassy Suites Hotel. The hotel is charging CAPC guests \$198.10 (Tax included) single/double occupancy per night.

For Reservations Call (800) 864-6000 or the hotel directly at (805) 549-0800 mention you are with the CAPC.

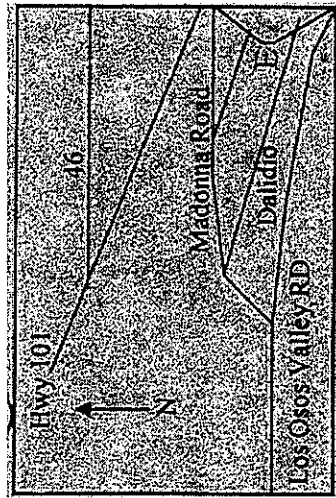
The hotel is holding a block of rooms for us until Saturday, January 20, 2018.

For additional information call the CAPC office at (951) 925-1111 or toll free (888) 344-9858. Hotel check-in time is 4:00 p.m. and check-out time is 11:00 a.m.

Hotel room rate includes

- Cooked-to-order breakfast each day for hotel guests
- Two hour hosted Manager's Reception nightly
- Complimentary Shuttle to and from SLO Airport
- Free parking/Wi-Fi

Directions to Embassy Suites Hotel



From 101 North or South
Exit Madonna Road, turn left, left again. Follow hotel signs

California Association
of
Public Cemeteries



60th

Annual Conference

February 22nd - 24th, 2018

Embassy Suites Hotel
333 Madonna Road
San Luis Obispo, CA 93405

The Temecula Public Cemetery District ("District") grants Rayzist Photomask, Inc., a California corporation doing business as Honor Life ("Licensee") permission to enter on the cemetery grounds located at 41911 C Street, Temecula, California, for the purpose of repairing and renovating certain memorial monuments and markers at its own risk. The District does not own any memorial monuments or markers on the cemetery grounds and does not have the responsibility or obligation to maintain, repair or renovate them. The District also makes no representation that it has the consent of any of the owners of the memorial monuments and markers located on the cemetery grounds to allow, permit or authorize Licensee to repair or renovate any memorial monuments or markers. As such, none of work performed by Licensee under this License is for the benefit of the District.

The District shall not be responsible for any of the following: (a) compensation or reimbursement of Licensee's owners, agents, contractors, employees or volunteers; (b) damage to any memorial monuments or markers proximately caused by Licensee and its owners, agents, contractors, employees or volunteers; and (c) death or injuries incurred by Licensee's owners, agents, contractors, employees or volunteers, resulting from any work performed by Licensee under this License.

This License shall not provide Licensee with the right or privilege to disrupt official District business at any time.

This License shall expire on December 31, 2017, unless the District approves an extension. The District Manager shall have the right to revoke this License at any time with or without cause and Licensee shall have no right to appeal any such decision to the District's Board of Trustees.

ACCEPTED AND ACKNOWLEDGED:

| | |
|--|---|
| LICENSEE <u>Roderick J. Geis</u> Signature <u>Roderick J. Geis</u> Print Name <u>COO</u> Title <u>10-13-2017</u> Date | DISTRICT _____ Signature _____ Print Name _____ Title _____ Date |
|--|---|

"



RAYZPHO-01

KNELSON2

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/08/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


| | | |
|--|---|-----------------------|
| PRODUCER License # 0757776 Carlsbad, CA - MMA - HUB International Insurance Services Inc. 1903 Wright Place Suite 280 Carlsbad, CA 92008 | CONTACT NAME: Kimberly D Nelson | |
| | PHONE (A/C, No, Ext): | FAX (A/C, No): |
| | E-MAIL ADDRESS: Kimberly.D.Nelson@hubinternational.com | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A : Travelers Property Casualty Company of America | 25674 |
| INSURED Rayzist Photomask, Inc. DBA Honor Life, American Memorial Services, Inc. Edelia & Randy Willis 955 Park Center Dr. Vista, CA 92081 | INSURER B : | |
| | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |
| | | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|-----------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | 630 3E629203 17 | 03/01/2017 | 03/01/2018 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 EBL AGG \$ 2,000,000 |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY Comp \$1000 Coll \$1000 | | | BA-9497B435-17 | 03/01/2017 | 03/01/2018 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below | | | UB2J162841 | 03/01/2017 | 03/01/2018 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| A | Commercial Property | | | 630 3E629203 17 | 03/01/2017 | 03/01/2018 | Bldg 3,300,000 |
| A | Commercial Property | | | 630 3E629203 17 | 03/01/2017 | 03/01/2018 | Bus Pers Prop 2,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

| | |
|--|--|
| CERTIFICATE HOLDER Temecula Public Cemetery District 41911 C Street Temecula, CA 92592 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|--|--|

DAILY ACTIVITY REPORT



Temecula Cemetery 10/31/17

- 1. Personal alarm system installed YES NO
- 2. Security cameras YES NO
- 3. Security doors YES NO
- 4. Security gates YES NO
- 5. Security lighting YES NO
- 6. Security fence YES NO
- 7. Security signs YES NO
- 8. Security barriers YES NO
- 9. Security personnel YES NO
- 10. Security training YES NO
- 11. Security audits YES NO
- 12. Security assessments YES NO
- 13. Security plans YES NO
- 14. Security policies YES NO
- 15. Security procedures YES NO
- 16. Security protocols YES NO
- 17. Security standards YES NO
- 18. Security best practices YES NO
- 19. Security industry trends YES NO
- 20. Security research YES NO
- 21. Security innovation YES NO
- 22. Security collaboration YES NO
- 23. Security partnerships YES NO
- 24. Security alliances YES NO
- 25. Security networks YES NO
- 26. Security communities YES NO
- 27. Security forums YES NO
- 28. Security conferences YES NO
- 29. Security seminars YES NO
- 30. Security workshops YES NO
- 31. Security courses YES NO
- 32. Security certifications YES NO
- 33. Security licenses YES NO
- 34. Security registrations YES NO
- 35. Security memberships YES NO
- 36. Security subscriptions YES NO
- 37. Security newsletters YES NO
- 38. Security magazines YES NO
- 39. Security journals YES NO
- 40. Security books YES NO
- 41. Security articles YES NO
- 42. Security reports YES NO
- 43. Security studies YES NO
- 44. Security analyses YES NO
- 45. Security evaluations YES NO
- 46. Security reviews YES NO
- 47. Security audits YES NO
- 48. Security assessments YES NO
- 49. Security inspections YES NO
- 50. Security checks YES NO
- 51. Security tests YES NO
- 52. Security exercises YES NO
- 53. Security drills YES NO
- 54. Security simulations YES NO
- 55. Security scenarios YES NO
- 56. Security incidents YES NO
- 57. Security breaches YES NO
- 58. Security threats YES NO
- 59. Security risks YES NO
- 60. Security vulnerabilities YES NO
- 61. Security weaknesses YES NO
- 62. Security gaps YES NO
- 63. Security deficiencies YES NO
- 64. Security shortcomings YES NO
- 65. Security limitations YES NO
- 66. Security constraints YES NO
- 67. Security challenges YES NO
- 68. Security obstacles YES NO
- 69. Security barriers YES NO
- 70. Security impediments YES NO
- 71. Security hindrances YES NO
- 72. Security setbacks YES NO
- 73. Security reversals YES NO
- 74. Security declines YES NO
- 75. Security downturns YES NO
- 76. Security downturns YES NO
- 77. Security downturns YES NO
- 78. Security downturns YES NO
- 79. Security downturns YES NO
- 80. Security downturns YES NO

Personnel Name: Joshua Wilson Keys
 Start Time: 7:30 AM End Time: 3:00 PM

| Time | Activity |
|-------|---|
| 7:30 | Started shift, Miller gave me the run down on what I need to do around the graveyard. |
| 8:00 | Walked around the circle, checked bathrooms everything was locked. People were still using the church. Gate 4! |
| 9:00 | Patrolled the grounds. No problems at all. |
| 10:00 | Walked around street. Some man in a truck came to lock both gates by the church. Everything good. |
| 11:00 | Nothing wrong, checked bathrooms. Everything good. |
| 12:00 | I was doing my patrol and saw lady asked what had with the gates open to the church. I told her pastor sound like I wasn't sure but no issue. |
| 1:00 | Went to see bathroom, locked it back. |
| 2:00 | Everything good. |
| 3:00 | Patrol around cemetery and street. |

DAILY ACTIVITY REPORT



Site Name: TEMECULA CEMETERY Date: 10/31/17 Client: _____

| | | |
|--|---|---|
| Passed down Information <input type="checkbox"/> YES <input type="checkbox"/> NO Provide details under shift activity | Keys and equipment received in good order from: _____ Employee Name: <u>MARIA MILLER</u> Signature: <u>Maria Miller</u> Start Time: _____ End Time: _____ | |
| | Time | Shift Activity |
| All items checked yes MUST be followed by an Incident Report Were there any of the following: | <u>1830</u> | <u>ARRIVED AND GATES WERE OPEN. I DROVE TO MAINTENANCE YARD. I DID AN INSPECTION OF THE BUILDING. NO SUSPICIOUS ACTIVITY TO REPORT.</u> |
| 1. Missing or Defective Equipment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | <u>1835</u> | <u>A MOTORCYCLE RATHER RIDER ARRIVED, HE PARKED AT A GRAVE/SIDE. HE WAS AT SITE FOR ABOUT 15 MINS., THEN LEFT.</u> |
| 2. Security Breaches <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | <u>1845</u> | <u>A VEHICLE ARRIVE AND DROVE TO BUILDING WHERE RESTROOMS ARE LOCATED. HE PARKED HIS VEHICLE AND ENTERED THE RESTROOM. I DROVE BY THE VEHICLE. ALL WAS CLEAR AND NO SUSPICIOUS ACTIVITY TO REPORT.</u> |
| 3. Safety Hazards <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | <u>1900</u> | <u>GATES CLOSED AND ARE NOW SECURE.</u> |
| 4. Suspicious Activity <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | <u>1915</u> | <u>SECURITY OFFICER WILSON ARRIVED. I OPENED THE GATES AND OFFICER WILSON DROVE HIS VEHICLE ONTO PROPERTY. I PASSED DOWN INFORMATION ABOUT HIS DUTIES FOR THIS POST. I GAVE HIM THE KEYS. I ASKED HIM TO LOOK OUT FOR ANYONE TRYING TO ENTER PROPERTY. I ALSO TOLD HIM THAT WHEN HE LEAVE AT 0300 AND CLEARS THE GATES TO MAKE SURE THEY CLOSE BEFORE HE LEAVES</u> |
| 5. Client Policy Violations <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 6. Injuries/ Illnesses <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 7. Property Damage <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |

Cindi Beaudet

From: Veronica Villasenor <Veronica.Villasenor@bancofcal.com>
Sent: Wednesday, November 01, 2017 4:49 PM
To: rctpcd@verizon.net
Subject: Special CD Rates

Hi Cindi,

It was great running into you at the CSDA GM Summit this past Summer. I hope this email finds you well.

As I may have shared with you, I oversee the Government Banking Division at Banc of California. We are a fantastic bank with an impressive story, as the largest headquartered in Orange County with an Outstanding CRA rating and nearly 30 branches in Orange, San Diego and L.A. Counties. I am including a link here so you can take a look at us and what we are all about. (www.bancofcal.com)

In addition to wanting to say hello, I also am writing to let you know that currently we are offering some very competitive CD rates to new government customers as follows:

| Term | Rate* |
|-----------|-------|
| 11 month | 1.40% |
| 18 month | 1.50% |
| 20 month | 1.75% |
| 2 years | 1.85% |
| 25 months | 1.86% |
| 3 years | 2.00% |
| 4 years | 2.30% |
| 5 years | 2.60% |

We are also offering a Preferred Savings account with a 1.00% APY.

Please let me know if you are interested in benefitting from these rates, as I would love to work with you again.

All the best,

Veronica

*Signed Waiver of Security required. Annual Percentage Yield (APY) is accurate as of 10/30/17. CD accounts earn interest at a fixed rate. Fixed rate CD: Minimum balance to open is \$1,000, maximum balance is \$250,000. Penalty will apply for early withdrawal. The Preferred Savings account rates are guaranteed through March 31, 2018, thereafter the account rate and APY are variable and may change at any time without prior notice. Savings accounts have a limited number of transactions per month and excessive transactions may result in fees. Additional fees may reduce earnings on the account. Preferred Savings: Minimum balance to open is \$25,000. Minimum balance to earn 1.00% APY is \$100,000. Additional rate tiers: \$0 to \$24,999.99, 0.00% APY; \$25,000 to \$99,999.99, 0.50% APY; \$100,000 and greater, 1.00% APY. Deposited funds must be new to Banc of California, N.A. accounts and may not be transferred from existing Banc of California, N.A. accounts. Additional terms and conditions may apply. © 2017 Banc of California, National Association. All rights reserved. Member FDIC.

Veronica Villasenor
Senior Director, Senior Relationship Manager
Commercial Banking



MacArthur Place
Santa Ana, CA 92707
Office: 949-265-4022

Cell: 760-579-2729
Fax: 855-325-3949
Veronica.Villasenor@bancofcal.com

CONFIDENTIALITY NOTICE: This e-mail transmission, and any documents, files or previous e-mail messages attached to it, may contain confidential information that is legally privileged. If you are not the intended recipient, or a person responsible for delivering it to the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of any of the information contained in or attached to this message is STRICTLY PROHIBITED. If you have received this transmission in error, please immediately notify us by reply e-mail at veronica.villasenor@bancofcal.com or by telephone at 949-265-4022, and destroy the original transmission and its attachments without reading them or saving them to disk. Thank you.

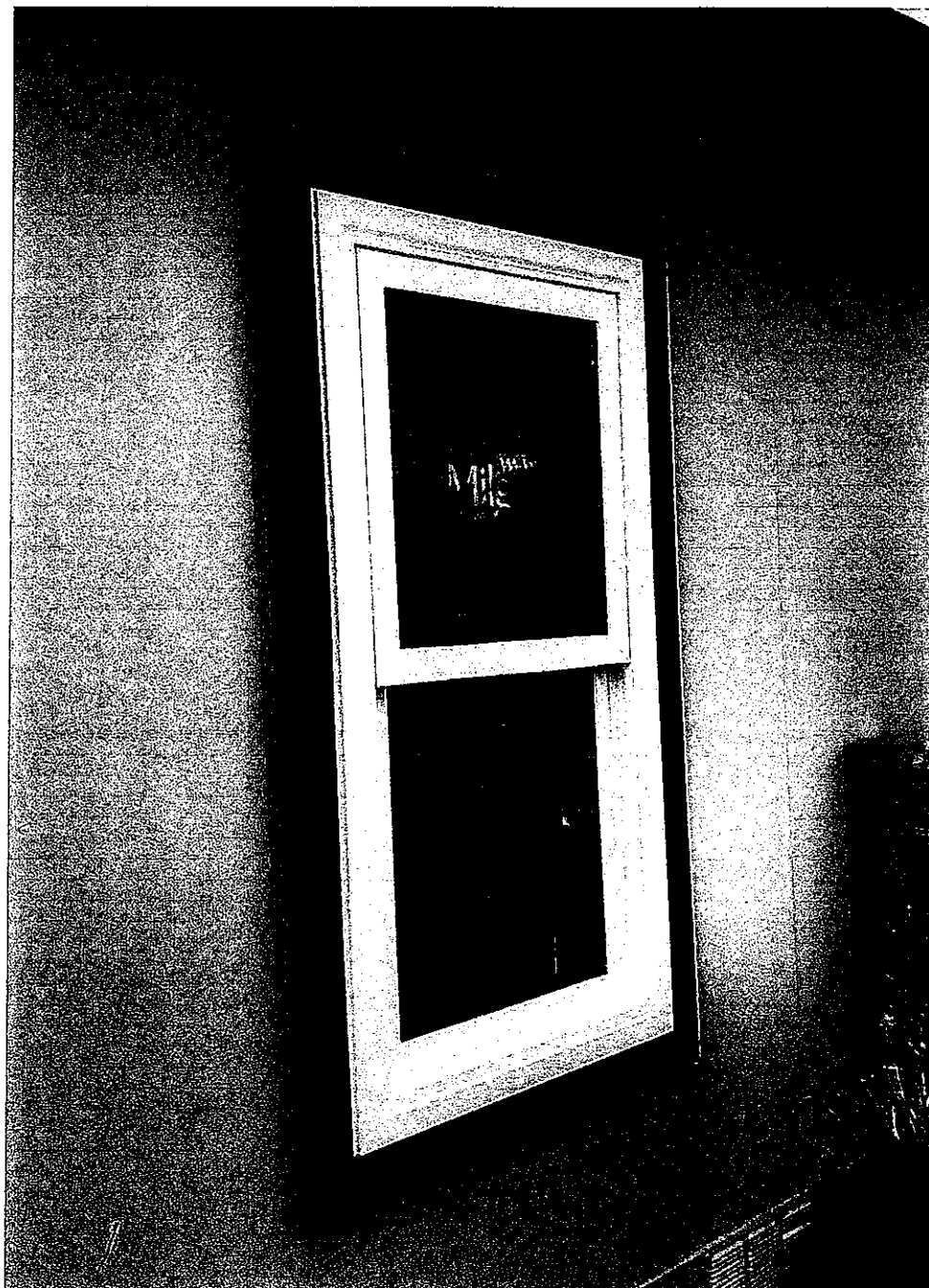
CONTRACT FOR SERVICES

I. SCOPE OF WORK

1. The **Client** for this assignment is **Temecula Public Cemetery District**.
2. The **Intended User** of this report is *exclusively* the Client stated above. There are no other authorized users of this report.
3. The **Intended Use** of this assignment is to assist the Client with acquisition of a drainage easement and separate grading easement over, under, through and upon certain real property. Said real property (the "Subject Property") is as described and depicted in the documents attached hereto as Exhibit "A" (for the drainage easement) and Exhibit "B" (for the grading easement) and incorporated herein by reference.
4. The **Purpose of this Assignment** is to develop an opinion of the **Market Value** of the easement interest in the Subject Property.

The definition of Market Value used in this assignment is taken from *The Dictionary of Real Estate Appraisal*, 5th edition, published in 2010 by the Appraisal Institute.

5. The **Effective Date of Value** for this assignment will be a current date, based on the last date that Curtis-Rosenthal inspected the Subject Property.
6. The following are **Relevant Characteristics of the Subject Property**:
 - The Subject Property is located on the west side (drainage easement) and east side (grading easement) of Lemon Hills Drive, North of Calle Bartizon, in Temecula, CA.
 - The Subject Property is located on and within the boundaries of Riverside County Assessor's Parcel Numbers 924-370-007 (drainage easement) and 924-370-009 (grading easement).
 - One drainage easement and one grading easement over, under, through the Subject Property are being proposed to be acquired by the Client.
 - There are no known unusual conditions related to this assignment.
7. This assignment is subject to the following conditions:
 - This assignment will conform to the Uniform Standards of Professional Appraisal Practice, and the Code of Professional Ethics and Standards of Professional Conduct of the Appraisal Institute.
 - Curtis-Rosenthal has not performed professional services, including real estate appraisal services, regarding the subject property within the past three years.
 - This assignment will be subject to the following Client Specific Requirements, Special Assumptions, Special Limiting Conditions, Extraordinary Assumptions and/or Hypothetical Conditions: None.





BRANCH N11
28377 FELIX VALDEZ AVE
TEMECULA CA 92590-1842
951-676-2233
951-693-0253 FAX

151654861

Job Site

TEMECULA PUBLIC CEMETARY
41991 C ST
TEMECULA CA 92592

Office: 951-676-2233 Cell: 951-541-8734

Customer # : 1957308
Quote Date : 10/30/17
Estimated Out : 11/01/17 09:00 AM
Estimated In : 11/02/17 09:00 AM
UR Job Loc : 41991 C ST, TEMECULA
UR Job # : 3
Customer Job ID:
P.O. # : QUOTE
Ordered By :
Written By : JOSEPH WOODBURY
Salesperson : HOUSE ACCOUNT

CASH SALE BRANCH #N11
28377 FELIX VALDEZ AVE
TEMECULA CA 92590

**This is not an invoice
Please do not pay from this document**

| RENTAL ITEMS: | | | | | | | |
|----------------------------|------------------------------|--------------------------|---------|--------|-----------------|---------|----------------|
| Qty | Equipment | Description | Minimum | Day | Week | 4 Week | Estimated Amt. |
| 1 | 3106001 | BOOM 60-64' ARTICULATING | | 480.00 | 1254.00 | 2687.00 | 480.00 |
| Rental Subtotal: | | | | | | | 480.00 |
| SALES/MISCELLANEOUS ITEMS: | | | | | | | |
| Qty | Item | | Price | | Unit of Measure | | Extended Amt. |
| 1 | ENVIRONMENTAL SERVICE CHARGE | [ENV/MCI] | 6.240 | | EACH | | 6.24 |
| 1 | DELIVERY CHARGE | | 113.000 | | EACH | | 113.00 |
| 1 | PICKUP CHARGE | | 113.000 | | EACH | | 113.00 |
| Sales/Misc Subtotal: | | | | | | | 232.24 |
| Agreement Subtotal: | | | | | | | 712.24 |
| Tax: | | | | | | | 52.44 |
| Estimated Total: | | | | | | | 764.68 |

COMMENTS/NOTES:

TO SCHEDULE EQUIPMENT FOR PICKUP, CALL 800-UR-RENTS (800-877-3687)
WE ARE AVAILABLE 24/7 TO SUPPLY YOU WITH A CONFIRMATION #
IN ORDER TO CLOSE THIS CONTRACT

FOR PALM TREES

This proposal may be withdrawn if not accepted within 30 days. The above referenced Rental Protection Plan, environmental, and tax charges are estimates and are subject to change.

THIS IS NOT A RENTAL AGREEMENT. THE RENTAL OF EQUIPMENT AND ANY OTHER ITEMS LISTED ABOVE IS SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S RENTAL AGREEMENT, WHICH MUST BE SIGNED PRIOR TO OR UPON DELIVERY OF THE EQUIPMENT AND OTHER ITEMS.



1110 WEST WASHINGTON AVE.
 ESCONDIDO, CA 92025
 RENTALS (760) 738-5500
 SALES (760) 745-8745
 TOLL-FREE 1-800-5-PAULEY

28374 FELIX VALDEZ AVE.
 TEMECULA, CA 92590
 (951) 676-5751
 FAX (951) 699-5297

348 NORTH SANTA FE
 VISTA, CA 92083
 (760) 758-1551
 FAX (760) 758-3247

BUSINESS HOURS:
 MONDAY THRU SATURDAY
 7:00 A.M. TO 5:00 P.M.
 SUNDAY—CLOSED



Kubota

PAULEY EQUIPMENT RENTAL, INC
 28374 FELIX VALDEZ AV.
 TEMECULA, CA. 92590
 951-676-5751

- ◆ ALL TRUCKS, TRAILER & EQUIPMENT MUST REMAIN IN SAN DIEGO OR RIVERSIDE COUNTY
- ◆ RENTAL CHARGES ARE BASED ON A MAXIMUM OF 8-HOUR DAY, 40-HOUR WEEK, 160-HOUR MONTH.
- ◆ 1-DAY MINIMUM RENTAL ON ALL DELIVERED EQUIPMENT
- ◆ CUSTOMERS ARE RESPONSIBLE FOR TIRE DAMAGE, FLAT TIRES, FUEL AND TRAILER LIGHT HOOKUP. EQUIPMENT RECEIVED SUBJECT TO CONDITIONS ON REVERSE SIDE.



ACCIDENTAL DAMAGE WAIVER: For an additional fee of 14% of the total rental, Renter agrees to waive certain claims for damage to equipment as specified on the back of this rental agreement. **ACCIDENTAL DAMAGE WAIVER IS NOT INSURANCE.** Damage waiver is required unless Rentee has previously supplied Renter with a Certificate of Insurance showing that protection is provided to renter for any damage to the rented items, regardless of fault.

WARNING: DAMAGE WAIVER DOES NOT COVER THEFT, MYSTERIOUS DISAPPEARANCE, NEGLIGENCE, AND/OR ABUSE OF EQUIPMENT. Notwithstanding payment of said fee, if rental items are used operated or driven in violation of any provision of the rental agreement, lessee shall be liable for damages.

Initial

Customer ID ===== Contract Number
 PRICE QUOTE RENTAL CONTRACT 03 067761-02
 =====
 11/08/17 PRICE QUOTE PRICE QUOTE

---1 DAY RENTAL---
 JOE@TEMECULACEMETERY.DRG

Out: WED 11/08/17 11:52
 Revised: WED 11/08/17 11:53
 Due: THU 11/09/17 11:51

| Item No. | Qty | Description | Rate | Info | Unit | Extends |
|-----------|-----|-------------------------|----------|------------|-------------|---------|
| 0060-0145 | 1 | STUMP GRINDER, TRACK | 200.00/d | 200.00/200 | 200.00 | 200.00 |
| | | Rates: 100.00/3h | 200.00/d | 000.00/20 | 2400.00/25d | |
| | 0.0 | 0.0=000 | 0.0=11 | 0.0=free | 33.330 | 0.00 |
| 0415-0001 | 1 | ENVIRONMENTAL SURCHARGE | 10.00/d | 40.00/4 | 10.00 | 10.00 |
| | | Rates: 10.00/d | 40.00/4 | 120.00/20d | | |

Receipts Summary

| Summary | Amount |
|---------------------|--------|
| RENTAL | 200.00 |
| ENVIRONMENTAL SUR | 10.00 |
| 15% Damage waiver | 30.00 |
| Total | 240.00 |
| Anticipated amt due | 240.00 |

I, the undersigned renter, specifically acknowledge that I have received and understand the instructions regarding the use and operation of the rented equipment. Renter further acknowledges that he has read and fully understands the within equipment rental contract and agrees to be bound by all of the terms, conditions and provisions hereof. Renter acknowledges that he has received a true and correct copy of this agreement at the time of execution hereof.

RETURN EQUIPMENT BY:
 X THU 11/09/17 11:51
 Signature

THIS IS YOUR CONTRACT. READ BOTH SIDES BEFORE SIGNING.

Delivered equipment is on rent until you call it off!

Joe Sands

From: Total LandCare <tlandcare@yahoo.com>
Sent: Thursday, November 09, 2017 10:28 AM
To: Joe Sands
Cc: Total LandCare
Subject: Fan Palms

Joey,
Listed below is a breakdown of the bid you requested to remove the Mexican Fan palms.

Remove 3 Mexican Fan palms @ \$800 each and flush cut- \$2,400.00

Sincerely,

Ray Crain

The Complete Maintenance Solution.

P.O. Box 893324

Merced, CA 92589

Cell: 951.966.8742

Fax: 951.848.0996

www.totallandcare.net



Total LandCare

Landscape • Janitorial • Lotsweeping

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Dylan Dixon Tree Services

Po Box 1161

Murrieta, CA 92564

(951)514-6757

dylandixonservices@yahoo.com



ESTIMATE

ADDRESS

Temecula Public

Cemetery District

41911 C Street

Temecula, Ca 92592

ESTIMATE # 1057

DATE 11/09/2017

| ACTIVITY | QTY | RATE | AMOUNT |
|---|-----|--------|----------|
| Tree Removal Mexican Fan palm removal with stumps | 3 | 750.00 | 2,250.00 |

TOTAL

\$2,250.00

Accepted By

Accepted Date

700 Conflicts of Interest

Learned a couple things about the 700 form,

- When you place an address on the 700 form, always place the Districts address, not your personal address.
- When you are reporting your spouse on form C, the spouse is reported at 50%
- When you list your spouse's business, you list the entity name, not the spouse's name.
- When trying to get a past employee to sign their 700 form, email them 3 times giving them the opportunity, if they do not respond, forward the thread to the FPPC and place on our website.
- Keep originals 7 years

Managing Up

- Communication in times of crisis
- Develop recommendations to prevent wrongdoings
- Have on spokesperson for media purposes
- Place a link on website for any briefing purposes

Work Life Blending

- Discussed how to work at a full, full time job, yet still have times with family and friends

Brown Act and Personnel Matters

- When on a cruise ship!, or vacation elsewhere, an agenda needs to be placed on the open door of your room, It does NOT have to be placed 72 hours in advance. When voting, you will vote by roll call. On the agenda, identify the location
- 24 hour notice given to an employee if the board is hearing complaints about the employee

The Empty Chair

- Notification of vacancy no later than 15 days
- Post notice in 3 or more conspicuous areas
- Appointment should be filled within 60 days



Client Financial Review

Temecula Cemetery District

What's inside

| | |
|------------------|--------|
| Net worth | Page 2 |
| Asset allocation | Page 2 |
| Performance | Page 3 |
| Account profile | Page 4 |
| Disclosures | Page 5 |

September Market Recap

U.S. and global equities shook off geopolitical uncertainty and threatening hurricanes to set fresh all-time highs in September, traditionally the worst month for stocks. The Dow Jones Industrial Average climbed 2.1% while the S&P 500 advanced 1.9% last as each index capped an eighth-straight quarterly gain. The Nasdaq Composite added 1.1% while the Russell 2000 Index of small cap stocks surged 6.1% as analysts speculated that the newly unveiled Republican tax reform plans would provide an outsized benefit to smaller corporations (if they pass through Congress). Energy shares paced the gains in the S&P 500 in sympathy with higher oil prices, with crude futures entering bull market territory in September to finish with the best monthly performance since April 2016. Financials also climbed amid rising bond yields, while the traditionally defensive Utilities and Real Estate sectors lagged.

U.S. Treasury prices fell with yields increasing following a better-than-expected update on consumer prices and hawkish commentary from the U.S. central bank. The Federal Reserve announced at its September policy meeting that it would begin to unwind its \$4.5 trillion balance sheet in October and 12 of 16 members favored a third rate hike of 2017 before the end of the year. The yield on the benchmark 10-year U.S. Treasury note climbed 21 basis points in September to 2.33%, while the yield on the two-year security spiked to the highest since 2008. The U.S. Dollar Index had its best month of 2017, climbing 0.7% against its peers to snap a six-month losing streak, the longest slide in a decade. Conversely, gold prices had the worst month of 2017 as investors shrugged off concerns in the Korean peninsula. Overseas, it was the best month of the year for European and Japanese equities but the worst month for emerging market stocks. CAR#1017-00196

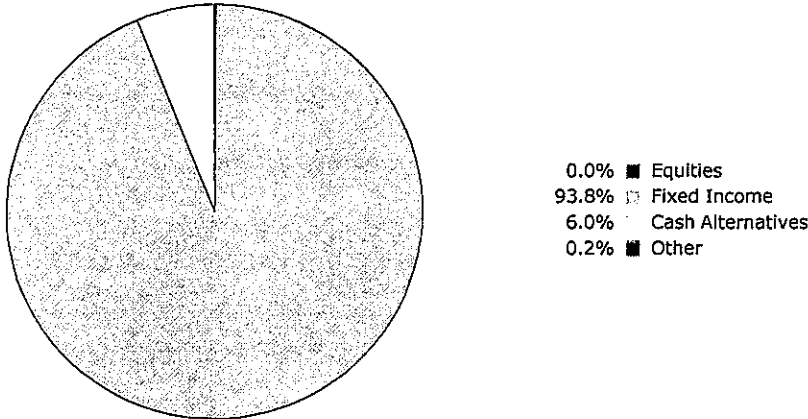
Net worth statement

| Descriptor | Last updated | Market value |
|--|--------------|--------------------|
| Internal investment assets | | |
| XXXX7799 TEMECULA ENDOWMENT ^P | 10/25/2017 | \$1,759,175 |
| XXXX0516 TEMECULA ENDMNT INT | 10/25/2017 | \$631,423 |
| | | \$2,390,598 |

| Total assets | Total liabilities | Net worth |
|--------------|-------------------|-------------|
| \$2,390,598 | \$0 | \$2,390,598 |

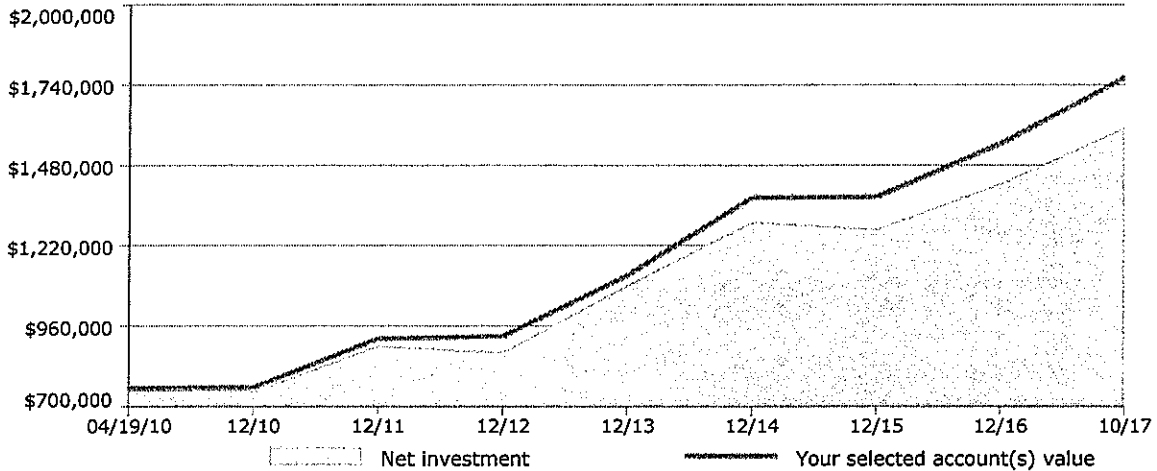
^P indicates an account included in the performance information within the report.
 Last updated date depicted represents the most recent date market values have been updated.
 Internal investment assets are automatically updated. Please review the "Last updated" date for all other assets and liabilities and provide updated values to your financial advisor.

Asset allocation



Your current portfolio allocation may classify assets based on the underlying holdings of funds, ETFs, UITs and annuity sub-accounts. For funds in alternative investment strategies and where underlying holdings are not available for classification, the asset class assigned to that security is used.
 Asset allocation depicted above is based on the account(s) designated with a P on the "Net worth statement" earlier in this report.

Value versus net investment



| | Beginning market value | Net additions | Net invested capital | 10/25/17 market value | Investment results | Annualized return |
|---------------------|------------------------|---------------|----------------------|-----------------------|--------------------|-------------------|
| Year-to-date 1/1/17 | \$1,552,003 | \$181,354 | \$1,733,357 | \$1,766,173 | \$32,816 | 1.91% |
| Since 4/19/10 | \$758,667 | \$844,239 | \$1,602,906 | \$1,766,173 | \$163,268 | 1.82% |

Net money-weighted rates of return are depicted. Returns are annualized for the time periods greater than one year. Past performance is no guarantee of future results.

The above performance display is inclusive of the accounts listed on the "Net worth statement" earlier in this report that are designated with a P and may include other, previously open and funded accounts. This amount(s) may differ from your account statement and elsewhere within this report due to a variety of factors including the treatment of accrued income and dividends, rounding and other considerations.

Account profile summary

| Account | Account purpose | Investment objective | Investment time horizon | Liquidity needs |
|---------------------------------|-----------------|----------------------|-------------------------|-----------------|
| XXXX-7799 - TEMECULA ENDOWMENT | INVESTMENT | CONSERVATIVE INCOME | LONG TERM (10+ YEARS) | NONE |
| XXXX-0516 - TEMECULA ENDMNT INT | INVESTMENT | CONSERVATIVE INCOME | LONG TERM (10+ YEARS) | NONE |

The intent of the account profile summary is to highlight the primary goal/purpose, time horizon and investment objective for your accounts. Please contact your financial advisor if you wish to review this information in more detail or if you feel there is a discrepancy.

Investment objective/Risk tolerance

All investors have goals that help guide their investment decisions. Investment goals typically have different time horizons and different income and growth needs. Generally, investment goals are on a spectrum, with "Income" investors typically holding the smallest percentage of higher risk investments, followed by "Growth and Income" investors holding some higher risk investments, and finally "Growth" investors holding a significant portion of their portfolio in higher risk investments. In addition, investors have different risk tolerances, independent of their income and growth needs. Risk tolerance is the amount of risk or loss an investor is willing and able to accept in order to achieve his/her financial goals and is measured on a continuum that increases from "Conservative" to "Moderate" to "Aggressive," and finally "Trading/Speculation." In determining an investment objective, it is important for you to assess your risk tolerance and your need for income and growth.

By aligning the risk tolerances with the investment needs, Wells Fargo Advisors offers clients nine different investment objectives from which to choose. While all investments involve some degree of risk, including the potential for loss of principal, some investments involve more risk than others. For example, higher risk investments may have the potential for higher returns, but also have the potential for greater losses. Please carefully review the descriptions at the back of the CFR report for each Investment Objective and select the one that most closely describes your risk tolerance, investment needs, and investment preference.

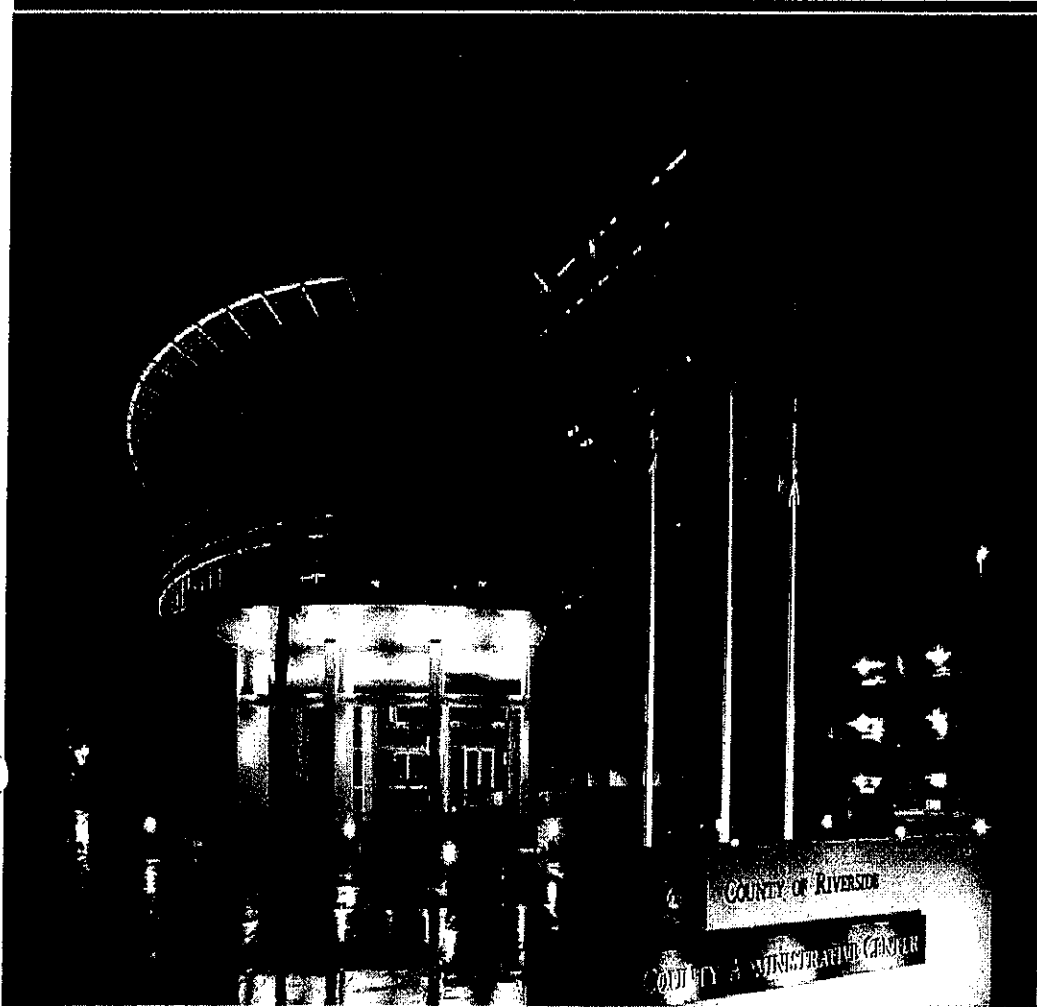
Note: the information provided is on your internal accounts only



County of Riverside

August

Treasurer's Pooled Investment



Capital Markets Team

- Jon Christensen
Treasurer-Tax Collector
- Giovane Pizano
Senior Chief Deputy Treasurer-Tax Collector
- Steve Faeth
Senior Chief Deputy Treasurer-Tax Collector
- Isela Licea
Asst. Investment Manager

Investment Objectives

The primary objective of the treasurer shall be to safeguard the principal of the funds under the treasurer's control, meet the liquidity needs of the depositor, and achieve a return on the funds under his or her control.

COUNTY OF RIVERSIDE TREASURER'S POOLED INVESTMENT FUND IS CURRENTLY RATED: Aaa-bf BY MOODY'S INVESTOR'S SERVICE AND AAA/V1 BY FITCH RATINGS

| | Month End Market Value (\$)* | Month End Book Value (\$) | Paper Gain or Loss (\$) | Paper Gain or Loss (%) | Book Yield (%) | Yrs to Maturity | Modified Duration |
|--------|------------------------------|---------------------------|-------------------------|------------------------|----------------|-----------------|-------------------|
| August | 6,355,419,645.31 | 6,360,184,247.55 | (4,764,602.24) | (0.07) | 1.23 | 1.23 | 1.20 |
| July | 6,452,047,376.04 | 6,460,673,961.40 | (8,626,585.36) | (0.13) | 1.18 | 1.20 | 1.17 |
| June | 6,735,867,498.24 | 6,749,832,051.31 | (13,964,553.07) | (0.21) | 1.12 | 1.13 | 1.10 |
| May | 7,612,527,848.46 | 7,618,718,525.29 | (6,190,676.83) | (0.08) | 1.03 | 1.06 | 1.04 |
| April | 7,852,739,843.99 | 7,860,165,695.74 | (7,425,851.75) | (0.09) | 0.99 | 1.05 | 1.02 |
| March | 6,833,805,197.25 | 6,846,497,352.55 | (12,692,155.31) | (0.19) | 0.95 | 1.18 | 1.15 |

*Market values do not include accrued interest.

The Treasurer's Pooled Investment Fund is comprised of the County, Schools, Special Districts, and other Discretionary Depositors.

Current Market Data

Economic Indicators

| Release Date | Indicator | Consensus | Actual |
|--------------|---|-----------|---------|
| 08/04/2017 | Non-Farm Payrolls M/M change: Counts the number of paid employees working part-time or full-time in the nation's business and government establishments. | 178,000 | 209,000 |
| 08/04/2017 | Employment Situation: Measures the number of unemployed as a percentage of the labor force. | 4.3% | 4.3% |
| 08/25/2017 | Durable Goods Orders - M/M change: Reflects the new orders placed with domestic manufacturers for immediate and future delivery of factory hard goods. | -5.8% | -6.8% |
| 08/30/2017 | Real Gross Domestic Product - Q/Q change: The broadest measure of aggregate economic activity and encompasses every sector of the economy. GDP is the country's most comprehensive economic scorecard. | 2.8% | 3.0% |
| 08/29/2017 | Consumer Confidence: Measures consumer attitudes on present economic conditions and expectations of future conditions. | 120.6 | 122.9 |
| 08/03/2017 | Factory Orders M/M change: Represents the dollar level of new orders for both durable and nondurable goods. | 2.7% | 3.0% |
| 08/11/2017 | Consumer Price Index - M/M change: The Consumer Price Index is a measure of the average price level of a fixed basket of goods and services purchased by consumers. | 0.2% | 0.1% |
| 08/11/2017 | CPI Ex Food and Energy - M/M change: CPI Ex Food and Energy excludes food and energy. | 0.2% | 0.1% |

Stock Indices

| | Value | Change |
|------------------|--------------|-----------|
| Dow Jones (DJIA) | \$ 21,948.10 | \$ 56.98 |
| S&P 500 Index | \$ 2,471.65 | \$ 1.35 |
| NASDAQ (NDX) | \$ 5,988.60 | \$ 108.28 |

Commodities

| | Value | Change |
|---------------|-------------|-----------|
| Nymex Crude | \$ 47.23 | \$ (2.94) |
| Gold (USD/OZ) | \$ 1,322.00 | \$ 48.60 |

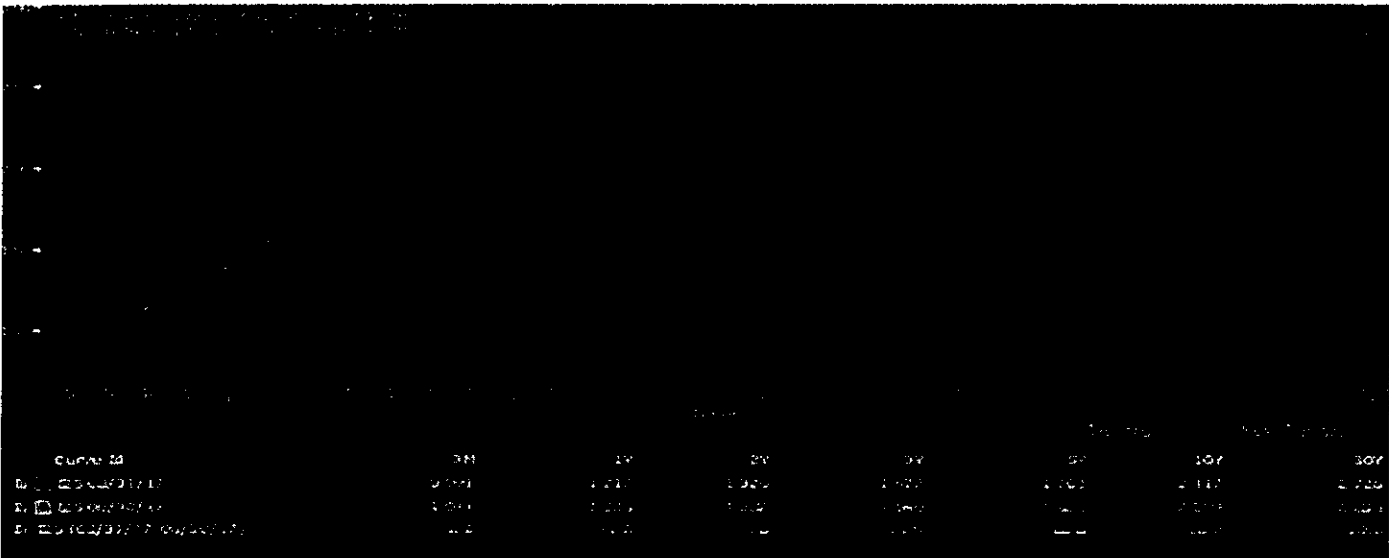
Fed Funds Target Rate

| Current Fed Funds Rate: 1.00% - 1.25% | | |
|---------------------------------------|-----------------------------|------------|
| Fed Move | Probability for FOMC Dates: | |
| | 09/20/2017 | 11/01/2017 |
| Decrease to 0.75- 1% | 1.4% | 1.3% |
| Stay at 1- 1.25% | 98.6% | 96.7% |
| Increase to 1.50% | 0.0% | 2.0% |
| Increase to 1.75% | 0.0% | 0.0% |

FOMC Meeting Schedule

| Release | % | Risk Assessment |
|---------|-----------|------------------|
| 14-Jun | 1 - 1.25% | Balanced |
| 26-Jul | 1 - 1.25% | Roughly balanced |

US Treasury Curve (M/M)



2017 Board Secretary/Clerk Conference

October 22 -24, 2017

Michelle Hesselgesser attending as first time attendee

Opening Keynote speaker Ann Macfarlane: Jurassic Parliament presents How to Strengthen Your Boards Decision Making Process.

Ann has served in a leadership role of many boards in her career and became familiar with Robert's Rules of Order and realized how it had become a very cumbersome and complicated it had become since its inception, so she came up with Jurassic Parliament to create a more efficient and accessible way to use Robert's Rule of Order to run meetings.

The type of Board we have is a voluntary group of peers who come together to run our organization. Ruled by persuasion not authority. The Chair is a peer and not the boss, just the leader of the of the meeting their job is to monitors and makes sure the meeting is run correctly.

Mistakes that can be made at a meeting which do not follow Rules of Order

A board member speaking twice in a row

A board member does not seek recognition before speaking

A board member speaking directly to another member rather than thru the chair

Interrupting another member

Corrected by using Point Of Order

Unacceptable types of remarks at a board meeting, personal remarks, insulting or vulgar language, inflammatory language, criticizing past actions, speaking to another members motives and making remarks that are not relevant to the topic.

Most of the remaining conference modules emphasized staying compliant with The Brown Act, The Public Records Act and FPPC.

Understanding Board Member and District Liability Issues presented by Dennis Timoney, ARM SDRMA Chief Risk Officer

The Board is governed by policy established by the board for the board and district to follow.

A majority of the board is considered a quorum in our board's case that would be three members. Can't discuss district business if more than two members are present and they are not acting under the auspices of a board meeting.

Board members cannot act out of their parameters of their appointed office otherwise they will lose the protections afforded to public officials.

California Government Code requires a minimum of meeting at least every three months.

Board members can attend other public meetings but as a member of the public and may not act upon anything and should report back to the board and thing relevant.

Governance vs. Operations

The Board General Manager

Because we operate on public funds when we spend public funds it has to be done in open session in a public meeting. Even when decisions are made in closed session they have to be reported out in open session. All business we conduct is governed by the Public Records Act so it advisable to create a district email for each board member to conduct all district business otherwise if using personal email all your email is subject to the PRA and you will have to with general counsel go thru all your emails redacting the ones not relevant.

Board Secretary/Clerk Foundations presented by David Aranda

We are an independent Special District governed by government code and set policies based upon that section of the government code.

Specific Government code for each type of district Health and Safety code governs cemetery.

My functions include:

Responsibilities to the Board-make sure stay compliant with Brown Act and PRA

Responsibilities to General Manager

Administrative-use W-2 for board payroll not 1099

Finance-credit cards never let any employee use for personal purchases and reimburse district later

Human resource

Records-PRA

Risk Management-prevent claims by targeting online safety and training programs

Running effective and productive board meetings

Further review of the Brown Act and Roberts Rules of Order

Staying in Compliance: Understanding Fundamental Special District Laws presented by Jennifer Faught and Lauren Quint

The Brown Act is:

Defines what is a meeting, requires the meeting to be public, requires an agenda, limits discussion and action to what is on the agenda, requires sufficient public notice 72 hours for a regular meeting, permits public participation and provides remedies for violations.

Ad hoc advisory committee-less than a quorum not subject to Brown Act.

How to avoid serial meetings-outside regular meeting no discussing or acting on anything. Don't use respond to group email constitutes a serial meeting.

Must post notice of meeting and agenda 72 hours prior to meeting. Special meeting 24 hours notice. Emergency meeting don't have to comply with 24 hour rule.

Can't act on items not on the agenda. Meetings can be recorded or video taped except closed session.

Reviewed the Public Records Act basically the public has to the right to know the public's business. Public record is anything written. Must respond within 10 days to a request for public record.

ONLY DO DISTRICT BUSINESS THRU DISTRICT EMAIL!

Ethics

FPPC dictates the limitations on gifts. Cannot accept gifts totally more than \$470 in a single calendar year from single source. Gifts in excess of \$50 must be reported. Restrictions also apply to travel.

Holding Effective Public Meetings presented by Paul McGlocklin

Further review of Brown Act-if you use group email to disseminate info to board use a disclaimer at beginning of email in all caps DO NOT REPLY ALL potential violation of Brown Act

Records Retention and Management presented by Erica Vega

Further review of Public Records Act and need to have a policy in place for records retention.