

HAPPY NEW YEAR!!

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

January 18, 2018

8:00 a.m.

AGENDA

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

STAFF:

Foreman, Joe Sands, Administration, Michelle Hesselgesser

Motions To Excuse:

Visitors:

Public Comments:

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

4. CLOSED SESSION ITEMS

A.*CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code Section 54956.8)

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

Agency negotiator: Nancy Hughes

Purchasing parties: Mission Hills Development

In Escrow

B.1 CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

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

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

B.2 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

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

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 November 16, 2017.

B. **Approval of Check Registers**

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

C. **Approval of Bookkeeper Report**

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

6. Action Items

A. Form 700

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

B. SDRMA BYLAWS REVISION

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

C. SDRMA RESOLUTION FOR VOLUNTEER COVERAGE

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

D. Linda Glau Accounting and tax services 2018 contract

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

E. Temecula Valley Chamber Ballots

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

E. Complaint letter

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

7. Financial Report

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

8. General Managers Reports

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

9. Foreman Reports

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

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)
- F. Policies (Dugan, Reese, Beaudet)
- G. General Price List (Vanderhaak, Davis, Beaudet)

12. Future Trustee Agenda Items:

Solar

13. Board Comment:

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

14. Announcements:

- CAPC Annual Conference February 22, 2018
- Enterprise Car Rental Contract- Trustee Reese to provide information

A. Next Regular Board Meeting – February 15, 2018

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 January 15, 2018

January 2018

Temecula Cemetery Board of Directors,

My name is Jennifer Kenitzer. My brother and now my father are buried at the Temecula Cemetery. Ten years ago, when my younger brother passed away suddenly, my mother bought a stone bench as a memorial to him, which was placed near his burial location. My family, as well as my brother's friends have all enjoyed having a place to sit while visiting him.

We recently lost my father and while purchasing a place for him at the cemetery, my mother asked to pickup my brother's memorial bench, since it had been moved due to the cemetery renovations. She was told by a callous and rude "General Manager" it was "disposed of and that it was the Board of Trustee's decision to remove all the personal property and that the district reserves the right to make these improvements." Already devastated by the two losses to our family, she was heartbroken to find out that a memorial bench which meant so much to her, my brother's family and friends, was so arbitrarily "discarded" like trash. We understand that renovations are made to improve the property and believe they have been done in a very tasteful manner; however, this cold-hearted response to a grieving widow and mother was absolutely appalling.

I arrived a few minutes later and saw my mother's emotional state, I inquired about the bench being "discarded" like trash. I was informed that a piece of paper was taped to the concrete wall next to our bench stating that the benches were going to be removed due to cemetery renovations, and it was apparently posted there for two years. I have visited my brother numerous times every year since his death and never saw a "posting" near or on our bench. If there had been such a legible posting, I would have loaded our bench into my tiny compact car myself.

I heard many excuses as to why our bench was "discarded" like trash, but not once did I hear an apology to my mother. Our personal property, our memorial to my younger brother, was "discarded" like trash. Sadly, there is nothing I can do to change this heartbreak for my mother, except to write you this letter and to let you know she deserves at the very least, a heartfelt apology. This situation, in all aspects, was not handled properly. She was told cold-heartedly and without compassion or apology, that a memorial to my brother, was "discarded" like trash and all blame was placed on the board of trustees.

I realize our bench means nothing to any of you or to the heartless "general manager" who treated my mother so cruelly, but it meant something to my mother, who's young son is buried at the cemetery. I find it to be unprofessional and extremely indolent to post a piece of paper, with tape, on a concrete wall, and expect it to be legible after even one day in any type of weather...but to expect it to be legible or even still attached to a concrete wall after two years, is completely ridiculous.

It is hard for me to understand that the people in the employ of the Temecula Public Cemetery District would lack compassion when speaking to grieving family members, when compassionate is the very least they should be in their profession. I do not expect that anything will be done to monetarily replace our bench; however, I do expect, at the very least, a phone call from the board of trustees, apologizing to my mother for discarding our bench and the deplorable way this situation was handled.

My mother's name is Louise Kenitzer and her phone number is 951-234-2317.


Jennifer Kenitzer

951-775-3222

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CALIFORNIA 92592

November 16, 2017

8:00 a.m.

MINUTES

1. Call To Order : 8:00 a.m.
2. Pledge of Allegiance: Led by Trustee Dugan
3. Roll Call

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

STAFF: Foreman, Joe Sands, Administration, Michelle Hesselgesser

❖ Motions To Excuse: David Reese

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

❖ Public Comments: 8:02-8:03, with no one from the public a motion
was made to close 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

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B.1 CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

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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: NOTHING TO REPORT

5. **Consent Calendar:** A motion was made by Trustee Dugan to accept the consent calendar as presented, seconded by Trustee Davis and passed 4/0

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 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. A motion was made by Trustee Dugan to receive and file the audit for FY ending June 30, 2017, seconded by Trustee Qualm and passed 4/0

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

B. CalPERS Medical Resolution- 2nd look: A motion was made by Trustee Davis to receive the proposed medical resolution #,2017-16 seconded by Trustee Dugan and passed 4/0

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)

C. U.S. Bank signatures: A motion was made by Trustee Qualm to remove said names and add said names, leaving original names of Cindi Beaudet, Rosie Vanderhaak and Michael Dugan on the signature cards, seconded by Trustee Davis and passed 4/0

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, leaving Cindi Beaudet, Rosie Vanderhaak and Michael Dugan.

D. General Managers Year-End Bonus: Motion was made by Trustee Dugan to see that general manager receives a year-end bonus in the amount of \$1800.00, seconded by Trustee Davis and passed 4/0

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

E. Contract with Enterprise Car Rental: Tabled until January

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

7. Financial Report: Motion was made by Trustee Dugan to receive and file the October 2017 financials, seconded by Trustee Davis and passed 4/0

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

8. General Managers Reports: Received

- 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

Motion was made by Trustee Qualm to get all the necessary information needed to make a sound decision on the investment of \$250,000.00 into

CD, investment money will be taken from the ACO fund, seconded by Trustee Dugan and passed 4/0

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; Received

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: Remove

13. Board Comment:

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

Climate Control: Trustee Dugan will provide general manager with questions to give to CAPC breakout.

14. Announcements:

A. Is the Board Dark in December?: Motion was made by Trustee Dugan to go dark, seconded by Trustee Qualm and passed 4/0

B. Next Regular Board Meeting –January 18, 2018

15. Adjournment: With no further business to hear, a motion was made by Trustee Davis to adjourn the regular meeting at 10:45 a.m., seconded by Trustee Dugan and passed 4/0

Temecula Public Cemetery District

1/11/2018 12:04 PM

Register: 101100 · US Bank Checking

From 11/01/2017 through 12/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2017	6791	Linda Glau CPA	201100 · Accounts Pay...		742.50	X		44,032.08
11/01/2017	6792	Sprint (formerly Next...	201100 · Accounts Pay...	498449924-147	112.41	X		43,919.67
11/01/2017	6793	Cindi Beaudet	201100 · Accounts Pay...	VOID:		X		43,919.67
11/01/2017	6794	US Bank	201100 · Accounts Pay...		7,280.16	X		36,639.51
11/02/2017	6795	Cindi Beaudet	201100 · Accounts Pay...		101.09	X		36,538.42
11/08/2017	6796	Asco Pacific	201100 · Accounts Pay...	53608	1,291.67	X		35,246.75
11/08/2017	6797	Crowne Hill Consulti...	201100 · Accounts Pay...		390.56	X		34,856.19
11/08/2017	6798	EcoFert Inc	201100 · Accounts Pay...	2493	465.00	X		34,391.19
11/08/2017	6799	Frontier Communicat...	201100 · Accounts Pay...	081604-5	264.12	X		34,127.07
11/08/2017	6800	Hank's Hardware & ...	201100 · Accounts Pay...	VOID:		X		34,127.07
11/08/2017	6801	Jons Flags and Poles ...	201100 · Accounts Pay...	F78216	170.74	X		33,956.33
11/08/2017	6802	Protection One (corp)	201100 · Accounts Pay...	119321053	289.19	X		33,667.14
11/08/2017	6803	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	295.52	X		33,371.62
11/08/2017	6804	Temecula Answering...	201100 · Accounts Pay...	Tas4828	209.65	X		33,161.97
11/08/2017	6805	Wildlife Control Ser...	201100 · Accounts Pay...	WL2675	450.00	X		32,711.97
11/08/2017	AJE345		515100 · Life Insuranc...	Automatic with...	35.64	X		32,676.33
11/09/2017			101100G · Cash - Gen...	Deposit		X	51,831.06	84,507.39
11/09/2017			101100G · Cash - Gen...	VOID: Deposit		X	0.00	84,507.39
11/11/2017	AJE347		101200 · US Bank Pay...	Monthly autom...	411.30	X		84,096.09
11/12/2017			523290 · Bank Charges	Service Charge	33.00	X		84,063.09
11/13/2017			101200 · US Bank Pay...	Funds Transfer	7,413.10	X		76,649.99
11/17/2017	6807	CalPers 457 Plan	201100 · Accounts Pay...		713.76	X		75,936.23
11/17/2017	6808	CR&R Incorporated	201100 · Accounts Pay...	1011367	360.84	X		75,575.39
11/17/2017	6809	Linda Glau CPA	201100 · Accounts Pay...		900.00	X		74,675.39
11/17/2017	6810	RT Dennis Accounta...	201100 · Accounts Pay...	2016-2017 Audit	10,000.00	X		64,675.39
11/17/2017	6811	Securitas	201100 · Accounts Pay...	W5846916	170.00	X		64,505.39
11/17/2017	6812	South County Pest C...	201100 · Accounts Pay...	0215304	46.00	X		64,459.39
11/17/2017	6813	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	313.88	X		64,145.51
11/17/2017	6814	Sparkletts	201100 · Accounts Pay...	5728175-110517	74.98	X		64,070.53
11/17/2017	6815	State Water Resource...	201100 · Accounts Pay...	52 acre constru...	526.00	X		63,544.53
11/17/2017	6816	Paradise Chevrolet	201100 · Accounts Pay...	VOID: Service		X		63,544.53
11/17/2017	6817	Paradise Chevrolet	201100 · Accounts Pay...	Service	388.11	X		63,156.42
11/20/2017		Downs Energy	527100 · Fuel		170.45	X		62,985.97
11/20/2017	6818	Josefina Escalante	530100 · Miscellaneou...		65.00	X		62,920.97
11/21/2017	6819	CAPC	201100 · Accounts Pay...		2,095.00	X		60,825.97
11/28/2017	6820	California Public Em...	201100 · Accounts Pay...	7490021932 ...	3,548.00	X		57,277.97
11/28/2017	6821	CalPers 457 Plan	201100 · Accounts Pay...		718.28	X		56,559.69
11/28/2017	6822	County of Riverside L...	201100 · Accounts Pay...		191.15	X		56,368.54
11/28/2017	6823	CSDA	201100 · Accounts Pay...	Membership	999.00	X		55,369.54
11/28/2017	6824	Home Depot Credit S...	201100 · Accounts Pay...	6035-3225-388...	93.03	X		55,276.51

Temecula Public Cemetery District

1/11/2018 12:04 PM

Register: 101100 · US Bank Checking

From 11/01/2017 through 12/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/28/2017	6825	Metlife	201100 · Accounts Pay...	KMO5754030-...	45.52	X		55,230.99
11/28/2017	6826	Streamline	201100 · Accounts Pay...		50.00	X		55,180.99
11/28/2017	6827	Verizon Wireless	201100 · Accounts Pay...	1645670884	212.94	X		54,968.05
11/28/2017	6828	Prudential Overall Su...	201100 · Accounts Pay...		87.90	X		54,880.15
11/28/2017			101200 · US Bank Pay...	Funds Transfer	7,916.50	X		46,963.65
12/04/2017	6829	Cindi Beaudet	-split-		111.88	X		46,851.77
12/04/2017	6830	Cully Repair	201100 · Accounts Pay...	337405	1,004.95	X		45,846.82
12/04/2017	6831	Law Offices Of Quin...	201100 · Accounts Pay...	Legal Expenses...	8,980.00	X		36,866.82
12/04/2017	6832	Michael Baker Intern...	201100 · Accounts Pay...		689.74	X		36,177.08
12/04/2017	6833	Sprint (formerly Next...	201100 · Accounts Pay...	498449924-147	117.63	X		36,059.45
12/04/2017	6834	EcoFert Inc	201100 · Accounts Pay...	2525	465.00	X		35,594.45
12/04/2017	6835	Reeder media	201100 · Accounts Pay...		21.00	X		35,573.45
12/04/2017	6836	Josefina Escalante	530100 · Miscellaneou...		65.00	X		35,508.45
12/05/2017	6837	US Bank	201100 · Accounts Pay...		2,613.96	X		32,894.49
12/08/2017			101100G · Cash - Gen...	Deposit		X	55,596.54	88,491.03
12/08/2017	AJE359		515100 · Life Insuranc...	Automatic with...	35.64	X		88,455.39
12/08/2017			101200 · US Bank Pay...	Funds Transfer	10,509.55	X		77,945.84
12/11/2017	6838	County of Riverside ...	201100 · Accounts Pay...	Storm Damage ...	12,101.76	X		65,844.08
12/11/2017	6839	Eternal Memorials &...	201100 · Accounts Pay...	location granite...	1,689.50	X		64,154.58
12/11/2017	AJE360		101200 · US Bank Pay...	Monthly autom...	411.30	X		63,743.28
12/11/2017			101300 · US Wash Ac...	Funds Transfer		X	12,101.76	75,845.04
12/12/2017			523290 · Bank Charges	Service Charge	21.00	X		75,824.04
12/13/2017	elec1217	Downs Energy	201100 · Accounts Pay...	CL36973	111.88	X		75,712.16
12/13/2017	6840	CalPers 457 Plan	201100 · Accounts Pay...		816.14	X		74,896.02
12/13/2017	6841	Crowne Hill Consulti...	201100 · Accounts Pay...		676.73	X		74,219.29
12/13/2017	6842	Curtis Rosenthal Inc	201100 · Accounts Pay...		4,000.00	X		70,219.29
12/13/2017	6843	Downs Energy	201100 · Accounts Pay...	VOID: CL36973		X		70,219.29
12/13/2017	6844	Frontier Communicat...	201100 · Accounts Pay...	081604-5	263.01	X		69,956.28
12/13/2017	6845	Hank's Hardware & ...	201100 · Accounts Pay...	MO7538	50.95	X		69,905.33
12/13/2017	6846	Linda Glau CPA	201100 · Accounts Pay...		315.00	X		69,590.33
12/13/2017	6847	Protection One (corp)	201100 · Accounts Pay...	119817622	289.19	X		69,301.14
12/13/2017	6848	Prudential Overall Su...	201100 · Accounts Pay...		88.96	X		69,212.18
12/13/2017	6849	Sparkletts	201100 · Accounts Pay...	5728175-120317	102.15	X		69,110.03
12/13/2017	6850	Sun City Granite	201100 · Accounts Pay...	7119/7360	190.00	X		68,920.03
12/13/2017	6851	Wildlife Control Ser...	201100 · Accounts Pay...	WL2686	450.00	X		68,470.03
12/13/2017	6852	Dream Products Inc	201100 · Accounts Pay...		19.98	X		68,450.05
12/13/2017	6853	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	288.42	X		68,161.63
12/13/2017	6854	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	295.52	X		67,866.11
12/18/2017	6855	Josefina Escalante	201100 · Accounts Pay...		65.00	X		67,801.11
12/21/2017	6856	California Public Em...	201100 · Accounts Pay...	7490021932 ...	3,775.67			64,025.44

Temecula Public Cemetery District

1/11/2018 12:04 PM

Register: 101100 · US Bank Checking

From 11/01/2017 through 12/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/21/2017	6857	CAPC	201100 · Accounts Pay...		70.00	X		63,955.44
12/21/2017	6858	County of Riverside L...	201100 · Accounts Pay...		191.15	X		63,764.29
12/21/2017	6859	CR&R Incorporated	201100 · Accounts Pay...	1016723	253.42	X		63,510.87
12/21/2017	6860	Law Offices Of Quin...	201100 · Accounts Pay...	Legal Expenses...	8,235.00	X		55,275.87
12/21/2017	6861	Streamline	201100 · Accounts Pay...	96424	50.00	X		55,225.87
12/21/2017	6862	Temecula Answering...	201100 · Accounts Pay...	Tas4914	222.65			55,003.22
12/21/2017	6863	Verizon Wireless	201100 · Accounts Pay...	1653976442	221.87	X		54,781.35
12/21/2017	6864	Ewing Irrigation Pro...	201100 · Accounts Pay...	3971686	126.95	X		54,654.40
12/24/2017			101200 · US Bank Pay...	Funds Transfer	7,367.73	X		47,286.67

Temecula Public Cemetery District

1/11/2018 12:05 PM

Register: 101200 · US Bank Payroll
 From 11/01/2017 through 12/31/2017
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/03/2017	AJE332		510040 · Regular Salar...	Green Cash Re...	6,688.27	X		3,701.91
11/03/2017	AJE332		510040 · Regular Salar...	Green Cash Re...	2,912.47	X		789.44
11/03/2017	AJE332		510040 · Regular Salar...	Monthly charg...	117.94	X		671.50
11/11/2017	AJE347		101100 · US Bank Che...	Monthly autom...		X	411.30	1,082.80
11/13/2017			101100 · US Bank Che...	Funds Transfer		X	7,413.10	8,495.90
11/15/2017	AJE346		525030 · Paychex HR ...		414.15	X		8,081.75
11/17/2017	AJE344		510040 · Regular Salar...	Green Cash Re...	5,148.55	X		2,933.20
11/17/2017	AJE344		510040 · Regular Salar...	Green Cash Re...	2,142.85	X		790.35
11/17/2017	AJE344		510040 · Regular Salar...	Monthly charg...	121.70	X		668.65
11/28/2017			101100 · US Bank Che...	Funds Transfer		X	7,916.50	8,585.15
12/01/2017	AJE348		510040 · Regular Salar...	Green Cash Re...	5,535.08	X		3,050.07
12/01/2017	AJE348		510040 · Regular Salar...	Green Cash Re...	2,245.84	X		804.23
12/01/2017	AJE348		510040 · Regular Salar...	Monthly charg...	135.58	X		668.65
12/08/2017			101100 · US Bank Che...	Funds Transfer		X	10,509.55	11,178.20
12/11/2017	AJE360		101100 · US Bank Che...	Monthly autom...		X	411.30	11,589.50
12/15/2017	AJE358		510040 · Regular Salar...	Green Cash Re...	7,786.91	X		3,802.59
12/15/2017	AJE358		510040 · Regular Salar...	Green Cash Re...	2,587.06	X		1,215.53
12/15/2017	AJE358		510040 · Regular Salar...	Monthly charg...	135.58	X		1,079.95
12/15/2017	AJE362		525030 · Paychex HR ...		414.15	X		665.80
12/24/2017			101100 · US Bank Che...	Funds Transfer		X	7,367.73	8,033.53
12/29/2017	AJE361		510040 · Regular Salar...	Green Cash Re...	5,109.05	X		2,924.48
12/29/2017	AJE361		510040 · Regular Salar...	Green Cash Re...	2,136.98	X		787.50
12/29/2017	AJE361		510040 · Regular Salar...	Monthly charg...	121.70	X		665.80

Temecula Public Cemetery District

1/11/2018 12:05 PM

Register: 101300 · US Wash Account

From 11/01/2017 through 12/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/03/2017			-split-	Deposit		X	21,460.00	42,311.60
11/03/2017			528140 · Conferences ...	Deposit		X	141.59	42,453.19
11/07/2017	2259	County of Riverside ...	-split-		21,460.00	X		20,993.19
11/08/2017			528140 · Conferences ...	Deposit		X	52.40	21,045.59
11/09/2017	AJE352	Deluxe	523700 · Office Supplies	Checks - as see...	38.78	X		21,006.81
12/04/2017			-split-	Deposit		X	41,240.00	62,246.81
12/04/2017			-split-	Deposit		X	12,231.85	74,478.66
12/04/2017	2260	County of Riverside ...	-split-		41,240.00	X		33,238.66
12/06/2017	AJE368		-split-	To account for ...	6,395.00	X		26,843.66
12/11/2017			101100 · US Bank Che...	Funds Transfer	12,101.76	X		14,741.90
12/15/2017			-split-	Deposit		X	3,403.00	18,144.90
12/29/2017			-split-	Deposit		X	14,400.00	32,544.90
12/29/2017	2261	County of Riverside ...	-split-		14,400.00			18,144.90

Date: 12/07/17

of below

On-Site Tasks Performed:

X Reconcile three US Bank Cash Accounts
X Reconcile four County Cash Accounts
X Journal activity and Reconcile two Wells Fargo Advisors Accounts using WFA Balancing spreadsheet.

X Reconcile two WFA interest receivable accounts
X Balance Voucher to County
X Verify check sequence is intact.
6795-6837

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

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.

6837 US Bank \$2613.96 12/05/2017 OK
6810 RT Dennis Accountancy \$10,000.00 11/17/2017 OK
6820 Cal Pers \$3,548.00 11/28/2017 OK
6831 Law Offices Quintanilla \$8,980.00 12/04/2017 OK

X Verify all checks to the GM have two signatures.

6795 11/02/2017 \$101.09 Mileage OK
6806 10/22/2017 \$10.56 Mileage OK
6829 12/04/2017 \$111.88 Mileage 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 –

Enter Audit Adjusting Journal Entries
Update Insurance Reimbursement Receivable in QB

Items to note:

Open items from prior month – resolved:
6793 11/01/17 Mileage \$205.94 – Void
6794 11/01/17 US Bank \$7280.16 – Cleared with two signatures

Open items:

Date: 01/09/2018

On-Site Tasks Performed:

X Reconcile three US Bank Cash Accounts
X Reconcile four County Cash Accounts
X Journal activity and Reconcile two Wells Fargo Advisors Accounts using WFA Balancing spreadsheet.

X Reconcile two WFA interest receivable accounts
X Balance Voucher to County
X Verify check sequence is intact.
6838-6877

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

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.

6870 01/04/18 US Bank (Credit Card) \$4189.66 OK
6860 12/21/17 Law Offices of Quintanilla \$8235.00 OK
6856 12/21/17 Cal Pers \$3775.67 OK
6842 12/13/17 Curtis Rosenthal \$4000.00 OK
6838 12/11/17 County of Riverside \$12101.76 OK

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

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. **No meeting in December 2017

Additional projects –

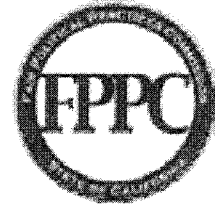
Misc minor budget reports

Prepare and file Forms 1099 and DE-542 as needed

Items to note:

Open items:

2017/2018
Statement of
Economic Interests



Form 700

A Public Document

Also available on the FPPC website:

- ***Form 700 in Excel format***
- ***Reference Pamphlet for Form 700***

California Fair Political Practices Commission
Email Advice: advice@fppc.ca.gov
Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772
Telephone: (916)322-5660 • Website: www.fppc.ca.gov

What's New

Gift Limit Increase

The gift limit increased to \$470 for calendar years 2017 and 2018. The gift limit during 2016 was \$460.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").
Obtain your disclosure categories, which describe the interests you must report, from your agency; they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception: Candidates for a county central committee are not required to file the Form 700.

- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

See Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

Code: File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Boards and Commissions of Newly

Created Agencies: File with your newly created agency or with your agency's code reviewing body.

Employees in Newly Created Positions of Existing

Agencies: File with your agency or with your agency's code reviewing body. See Reference Pamphlet, page 3.

Candidates: File with your local elections office.

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions.

When to file:

Annual Statements

⇒ March 1, 2018

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

⇒ April 2, 2018

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2017, and December 31, 2017, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2019, or April 1, 2019, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2018. See Reference Pamphlet, pages 6 and 7, for additional exceptions.

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at www.fppc.ca.gov.

There is no provision for filing deadline extensions unless the filer is serving in active military duty.

Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Introduction

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. During 2017 and 2018, the gift limit is \$470 from a single source during a calendar year.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (i.e., a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. See Reference Pamphlet, page 10.

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. See Reference Pamphlet, page 14.

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Types of Form 700 Filings

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Example:

Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Annual Statement:

Generally, the period covered is January 1, 2017, through December 31, 2017. If the period covered by the statement is different than January 1, 2017, through December 31, 2017, (for example, you assumed office between October 1, 2016, and December 31, 2016 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2017, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2017, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2016, and December 31, 2016, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
- To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Example:

Scott Baker is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Scott will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Scott will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency N/A	Position
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2017 annual statement, **do not** change the pre-printed dates to reflect 2018. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2018, through December 31, 2018, will be disclosed on your statement filed in 2019. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 1

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- State Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County _____ County of _____
- City of _____ Other _____

3. Type of Statement (Check at least one box)

- Annual:** The period covered is January 1, 2017, through December 31, 2017.
- or-
- The period covered is ____/____/____, through December 31, 2017.
- Assuming Office:** Date assumed ____/____/____
- Candidate:** Date of Election _____ and office sought, if different than Part 1: _____
- Leaving Office:** Date Left ____/____/____ (Check one)
- The period covered is January 1, 2017, through the date of leaving office.
- or-
- The period covered is ____/____/____, through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- Schedule A-1 - Investments** – schedule attached
- Schedule A-2 - Investments** – schedule attached
- Schedule B - Real Property** – schedule attached
- Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule D - Income – Gifts** – schedule attached
- Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
 (Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
 ()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
 (month, day, year)

Signature _____
 (File the originally signed statement with your filing official.)

Which Schedule Do I Use?

Common Reportable Interests

Schedule A-1	Stocks, including those held in an IRA or a 401K
Schedule A-2	Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts
Schedule B	Rental property in the jurisdiction, or within two miles of the boundaries of the jurisdiction
Schedule C	Non-governmental salaries of public official and spouse/registered domestic partner
Schedule D	Gifts from businesses (such as tickets to sporting or entertainment events)
Schedule E	Travel payments from third parties (not your employer)

Common Non-Reportable Interests

Schedule A-1	Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
Schedule A-2	Savings and checking accounts and annuities
Schedule B	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C	Governmental salary (such as a school district)
Schedule D	Gifts from family members
Schedule E	Travel paid by your government agency

Remember:

- ✓ Mark the "No reportable interests" box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the Cover Page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- ✓ The Form 700 is a public document.
- ✓ **Most individuals must consult their agency's conflict of interest code for reportable interests.**
- ✓ Most individuals file the Form 700 with their agencies.

Questions and Answers

General

Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?

A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?

A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.

Q. I am a department head who recently began acting as city manager. Should I file as the city manager?

A. Yes. File an assuming office statement as city manager. Persons serving as "acting," "interim," or "alternate" must file as if they hold the position because they are or may be performing the duties of the position.

Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?

A. Yes. You may also need to file an assuming office statement for the new agency.

Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse's income, investments, and interests in real property?

A. Yes. A public official must continue to report a spouse's economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse's income may not have to be reported. Contact the FPPC for more information.

Investment Disclosure

Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?

A. Probably. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.

Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?

A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.

Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?

A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers Continued

Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?

A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.

Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?

A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.

Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?

A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?

A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?

A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. See Reference Pamphlet, page 14.

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Questions and Answers Continued

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of "business entity."

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

Questions and Answers Continued

- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2017 the gift limit was \$470, so the Bensons may have given the supervisor artwork valued at no more than \$940. The supervisor must identify Joe and Mary Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. See second example below.

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

John Smith holds a state agency position. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

Instructions – Schedule A-2 Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. See Reference Pamphlet, page 11, for examples. Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income.

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Using phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

Comments: _____

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$0 - \$1,999 _____/_____/17 _____/_____/17

\$2,000 - \$10,000 _____/_____/17 _____/_____/17

\$10,001 - \$100,000 _____/_____/17 _____/_____/17

\$100,001 - \$1,000,000 _____/_____/17 _____/_____/17

Over \$1,000,000 _____/_____/17 _____/_____/17

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other _____

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499 \$10,001 - \$100,000

\$500 - \$1,000 OVER \$100,000

\$1,001 - \$10,000

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary)

None or Names listed below

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 _____/_____/17 _____/_____/17

\$10,001 - \$100,000 _____/_____/17 _____/_____/17

\$100,001 - \$1,000,000 _____/_____/17 _____/_____/17

Over \$1,000,000 _____/_____/17 _____/_____/17

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$0 - \$1,999 _____/_____/17 _____/_____/17

\$2,000 - \$10,000 _____/_____/17 _____/_____/17

\$10,001 - \$100,000 _____/_____/17 _____/_____/17

\$100,001 - \$1,000,000 _____/_____/17 _____/_____/17

Over \$1,000,000 _____/_____/17 _____/_____/17

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other _____

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499 \$10,001 - \$100,000

\$500 - \$1,000 OVER \$100,000

\$1,001 - \$10,000

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary)

None or Names listed below

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 _____/_____/17 _____/_____/17

\$10,001 - \$100,000 _____/_____/17 _____/_____/17

\$100,001 - \$1,000,000 _____/_____/17 _____/_____/17

Over \$1,000,000 _____/_____/17 _____/_____/17

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. See Reference Pamphlet, page 13.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)

Please note: A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.

- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more. A married couple would be considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE ACQUIRED: 1/17 DISPOSED: 1/17
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Leasehold <input type="checkbox"/> Easement <input type="checkbox"/> None remaining <input type="checkbox"/> Other	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input checked="" type="checkbox"/> \$1,001 - \$100,000 <input type="checkbox"/> Over \$100,000	
SOURCES OF RENTAL INCOME. If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None <input checked="" type="checkbox"/> Henry Wells	
NAME OF LENDER Sophia Petrollo	
ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY IF ANY OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> Over \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments:	

Instructions – Schedule C Income, Loans, & Business Positions (Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. See Reference Pamphlet, page 11. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13, for more information about doing business in the jurisdiction. Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

See Reference Pamphlet, page 11, for more exceptions to income reporting.

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. See Reference Pamphlet, page 8. **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

SCHEDULE C
Income, Loans, & Business
Positions
 (Other than Gifts and Travel Payments)

CALIFORNIA FORM 700
 FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. INCOME RECEIVED	▶ 1. INCOME RECEIVED
NAME OF SOURCE OF INCOME _____	NAME OF SOURCE OF INCOME _____
ADDRESS (Business Address Acceptable) _____	ADDRESS (Business Address Acceptable) _____
BUSINESS ACTIVITY, IF ANY, OF SOURCE _____	BUSINESS ACTIVITY, IF ANY, OF SOURCE _____
YOUR BUSINESS POSITION _____	YOUR BUSINESS POSITION _____
GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only	GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only
<input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000
<input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	<input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000
CONSIDERATION FOR WHICH INCOME WAS RECEIVED	CONSIDERATION FOR WHICH INCOME WAS RECEIVED
<input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)	<input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)
<input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)	<input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)
<input type="checkbox"/> Sale of _____ (Real property, car, boat, etc.)	<input type="checkbox"/> Sale of _____ (Real property, car, boat, etc.)
<input type="checkbox"/> Loan repayment	<input type="checkbox"/> Loan repayment
<input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more	<input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more
_____ (Describe)	_____ (Describe)
<input type="checkbox"/> Other _____ (Describe)	<input type="checkbox"/> Other _____ (Describe)

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____	INTEREST RATE _____ % <input type="checkbox"/> None	TERM (Months/Years) _____
ADDRESS (Business Address Acceptable) _____	SECURITY FOR LOAN	
BUSINESS ACTIVITY, IF ANY, OF LENDER _____	<input type="checkbox"/> None <input type="checkbox"/> Personal residence	
HIGHEST BALANCE DURING REPORTING PERIOD	<input type="checkbox"/> Real Property _____ Street address	
<input type="checkbox"/> \$500 - \$1,000	_____ City	
<input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> Guarantor _____	
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> Other _____ (Describe)	
<input type="checkbox"/> OVER \$100,000		

Comments: _____

Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without

being claimed by you as a charitable contribution for tax purposes

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

Reminders

- Gifts from a single source are subject to a \$470 limit during 2017. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

**SCHEDULE D
 Income – Gifts**

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at www.fppc.ca.gov.

You are **not** required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member Rick Chandler is the chairman of a 501 (c)(6) trade association and the association pays for Rick's travel to attend its meetings. Because Rick is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for Rick to attend other events for which he is not providing services are likely considered gifts.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S) _____	AMT: \$ 150.00
(If gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description: Travel reimbursement for board meeting	

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. These payments are not subject to the gift limit, but may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

 DATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

 DATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

 DATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

 DATE(S): ____/____/____ - ____/____/____ AMT: \$_____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

Comments: _____

November 22, 2017

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

Re: Proposed Bylaw Revisions

Dear Ms. Beaudet,

On November 1, 2017, the SDRMA Board of Directors approved tentative Bylaw revisions in draft form and authorized staff to send the proposed Bylaw revisions to members for review and comment. Current Bylaws require that members receive a draft of the proposed Bylaw revisions at least 30 days before final approval by the SDRMA Board of Directors. The Board will take final action on the revised Bylaws at the next regular board meeting at 8:30 a.m. on January 4, 2018 in Sacramento, California at the SDRMA administration building.

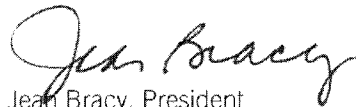
Regarding the Bylaw revisions, there was an issue that needed to be addressed to protect the overall pool regarding member terminations as well as some minor housekeeping revisions. For your review we have attached a copy of the "redlined" version of the Bylaws showing proposed revisions and a "clean" version with the proposed revisions incorporated into the Bylaws.

There is no action required by your agency. However, if you have any comments on the proposed Bylaw revisions mail them to:

SDRMA
c/o Greg Hall, CEO
1112 I Street Suite 300
Sacramento, California 95814

Thank you for helping make SDRMA a premier risk management provider! If you have any questions, please contact the C. Paul Frydendal, Chief Operating Officer at 800.537.7790 or 916.231.4141 or by email at pfrydendal@sdрма.org.

Sincerely,
Special District Risk Management Authority



Jean Bracy, President
Board of Directors



**BYLAWS
OF
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**

THESE BYLAWS are for the regulation of Special District Risk Management Authority (the "Authority"). The definitions of terms used in these Bylaws shall be those definitions contained in the Sixth Amended and Restated Joint Powers Agreement relating to the Authority (the "Agreement"), supplements to such Agreement, and subsequent amendments to such Agreement, unless the context requires otherwise.

**ARTICLE I
MEMBERSHIP**

1. Eligibility

Any district, public agency, or public entity organized under the laws of the State of California, which is a member of the California Special Districts Association ("CSDA") is eligible for membership in the Authority upon approval by the Board of Directors of the Authority.

2. Participating Member

A "Member," as that term is used herein, is any public entity described in Section 1 above in the State of California whose participation in the Authority has been approved by the Board of Directors, and which (a) has executed the Joint Powers Agreement or successor document pursuant to which these Bylaws are adopted, and (b) which participates in a Joint Protection Program. Absent specific approval of the Board of Directors, all members shall at all times be a participant in either the Property/Liability Program or Workers' Compensation Program established by the Authority.

3. Successor Member Entity

Should any Member reorganize in accordance with the statutes of the State of California, the successor in interest, or successors in interest, if a member of CSDA, may be substituted as a Member upon approval by the Board of Directors of the Authority.

4. Annual Membership Meeting

An annual meeting of the members of the Authority shall be held at a time and place to be determined by the Board of Directors. The annual meeting shall be conducted in accordance with policies established by the Board of Directors. Each and every entity that is a Member of the Authority shall, no less than thirty (30) calendar days prior to such meeting, be given written notice of the time and place of the meeting. The final agenda will be posted 72 hours prior to the meeting in the manner provided by the Ralph M. Brown Act (California Government Code Section 54950 *et seq.* (the "Brown Act"). The agenda shall include:

- a. Those matters which are intended to be presented for action by the Board of Directors;
- b. The general nature of any proposal to be presented for action; and
- c. Such other matters, if any, as may be expressly required by statute or by the Agreement.

**ARTICLE II
BOARD OF DIRECTORS**

1. Powers

Under the Agreement or successor document, the Authority is empowered to carry out all of its powers and functions through a Board of Directors. The Board of Directors shall have the powers set forth as follows, or as otherwise provided in the Agreement:

- a. to make and enter into contracts, including the power to accept the assignment of contracts or other obligations which relate to the purposes of the Authority, or which were entered into by a Member or Former Member prior to joining the Authority, and to make claims, acquire assets and incur liabilities;
- b. to incur debts, liabilities, or other obligations, including those which are not debts, liabilities or obligations of the Members or Former Members, or any of them;

- c. to charge and collect Contributions and Assessments from Members or Former Members for participation in Programs;
- d. to receive grants and donations of property, funds, services and other forms of assistance from persons, firms, corporations and governmental entities;
- e. to acquire, hold, lease or dispose of property, contributions and donations of property and other forms of assistance from persons, firms, corporations and governmental entities;
- f. to acquire, hold or dispose of funds, services, donations and other forms of assistance from persons, firms, corporations and governmental entities;
- g. to employ agents and employees, and/or to contract for such services;
- h. to incur debts, liabilities or other obligations to finance the Programs and any other powers available to the Authority under Article 2 or Article 4 of the Act;
- i. to enter into agreements for the creation of separate public entities and agencies pursuant to the Act;
- j. to sue and be sued in its own name; and
- k. to exercise all powers necessary and proper to carry out the terms and provisions of this Agreement (including the provision of all other appropriate ancillary coverages for the benefit of the Members or Former Members), or otherwise authorized by law or the Act.

2. Nomination of Directors

Members may nominate candidates to the Board of Directors in the following manner:

- a. A Member may place into nomination its candidate for any open position on the Board of Directors in accordance with election guidelines established by the Board of Directors.
- b. Each candidate for election as a director must be a member of the board of directors or a management employee of a Member (as determined by the Member's governing board). Only one representative from any Member may serve on the Board of Directors at the same time.
- c. Nominating forms must be completed and received by the Authority at least fifty (50) days before the date the election will occur.
- d. This nomination process shall be the sole method for placing candidates into nomination for the Board of Directors.

3. Terms of Directors

The composition of the Board shall be as set forth in the Agreement. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate odd-numbered year.

The failure of a director to attend three (3) consecutive regular meetings of the Board (provided such meetings shall occur in a period of not less than three (3) successive months), except when prevented by sickness, or except when absent from the State with the prior consent of the Board, as provided by Government Code, Section 1770 shall cause such director's remaining term in office to be considered vacant. A successor director shall be selected for the duration of such director's term as set forth in Section 5 hereof.

4. Election of Directors

Members may vote for directors in accordance with the balloting process guidelines established herein or as otherwise established by policy of the Board of Directors. Each Member shall have one vote in the election per elected position.

The Board of Directors will conduct the election of directors to serve on the Board of Directors by all-mail ballot. Written notice shall be sent by mail to each Member no later than ninety (90) days prior to the date scheduled for such election. Said notice shall (i) inform each Member of the positions to be filled on the Board of Directors at such election; and (ii) inform each Member of its right to nominate candidates for any office to be filled at the election to Article II, Section 2 of the Bylaws. A form of mail ballot containing all mailed nominations accepted for any office to be filled at the election shall be mailed in accordance with policy established by the Board of Directors to each Member. Said mailed ballot shall indicate that each Member may return the ballot to the principal business address of the

Authority and that only those ballots received prior to the close of business on the date designated for the election shall be considered valid and counted.

5. Vacancy

Upon the death or resignation of any member of the elected Board of Directors, or the determination such member's remaining term is vacant pursuant to Section 3 hereof, the vacancy shall be filled for the balance of the unexpired term by appointment in accordance with policy established by the Board of Directors.

6. Meetings

The business of the Board of Directors shall be conducted and exercised only at a regular or special meeting of the Board of Directors held in accordance with law. Written notice of each meeting shall be given to each director of the Board by mail or other means of written communication, in the manner provided by the Brown Act. Such notice shall specify the place, the date, and the hour of such meeting.

Special meetings of the Board of Directors, for the purpose of taking any action permitted by statute and the Agreement, may be called at any time by the President, or by the Vice President in the absence or disability of the President, or by a majority of the members of the Board.

Any annual, regular, or special Board of Directors' meeting, whether or not a quorum is present, may be adjourned from time to time, as provided by the Brown Act.

Minutes of any and all open meetings shall be available to Members upon request and distributed by mail, electronically, or available on the Authority's MemberPlus on-line web portal.

7. Quorum and Required Vote

A quorum of the Board of Directors shall be a majority of the total number of directors. A quorum must be present at any meeting before the business of the Board of Directors can be transacted. The vote of a majority of the Board of Directors shall be required for any act or decision of the Board of Directors, except as otherwise specifically provided by law or the Agreement. The directors present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal from the meeting of enough directors to leave less than a quorum.

8. Expenses

Board members shall be reimbursed by the Authority in accordance with policy approved by the Board of Directors for all reasonable and necessary travel expenses when required or incurred by any director in connection with attendance at a meeting of the Board of Directors or a committee thereof and for such other expenses as are approved by the Board. These expenses shall include, but shall not be limited to, all charges for meals, lodging, airfare, and the costs of travel by automobile at a rate per mile established by the Board of Directors.

**ARTICLE III
OFFICERS AND EMPLOYEES**

1. President, Vice President and Secretary

There shall be three officers of the Board: a president, a vice president and a secretary, who shall be members of the Board of Directors.

Election of officers shall be held at the first meeting following January 1 of each year, and each officer's term shall begin immediately thereafter, and shall end following adjournment of the first meeting following January 1 of the next year, or as soon thereafter as a successor is elected.

In the event the president, vice president or secretary so elected ceases to be a member of the Board of Directors, the resulting vacancy in the office shall be filled by election at the next regular meeting of the Board of Directors after such vacancy occurs. The president or vice president may be removed, without cause, by the Board of Directors at any regular or special meeting thereof, by a two-thirds vote of the voting members of the Board.



The president shall preside at and conduct all meetings of the Board of Directors, and shall carry out the resolutions and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe. The president shall be ex-officio a member of all standing committees, if any. In the absence of the president, the vice president shall carry out the duties of the president. The secretary shall keep, or cause to be kept, minutes of all meetings, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

2. Board Committees

Committees of the Board may be appointed in accordance with policy established by the Board of Directors, and membership on such committees may be open to non-members of the Board of Directors. Committees shall include at least one (1) member of the Board of Directors, but may not include a majority of the Board of Directors.

3. Chief Executive Officer

The Board shall appoint a Chief Executive Officer who shall have general administrative responsibility for the activities of the Authority. The Chief Executive Officer shall be paid by the Authority and is a contract position.

The Chief Executive Officer shall record or cause to be recorded, and shall keep or cause to be kept, at the principal executive office or such other place as the Executive Committee may order, a book of minutes of actions taken at all meetings of the Board of Directors, whether regular or special (and, if special, how authorized), the notice thereof given, the names of those present at the meetings, and the proceedings thereof. The Chief Executive Officer/ shall keep, or cause to be kept, at the principal executive office of the Authority a list of all designated representatives and alternates of each Member. The Chief Executive Officer/ shall give, or cause to be given, notice of all the meetings of the Board of Directors required by the Bylaws or by statute to be given, and shall have such other powers and perform such other duties as may be prescribed by the Board, the Agreement or the Bylaws.

The Chief Executive Officer shall have the duty of administering the Programs of the Authority, as provided for in the Agreement, shall have direct supervisory control of and responsibility for the operation of the Authority including appointment of necessary employees thereof, subject to the approved budget and prior authorization of each position by the Board, and such other related duties as may be prescribed by the Board or elsewhere in these Bylaws or the Agreement.

4. Execution of Contracts

The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Authority, and such authorization may be general or confined to specific instances except as otherwise provided by these Bylaws or the Agreement. Unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind the Authority by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

5. Resignation

Any officer may resign at any time by giving written notice to the president or to the Chief Executive Officer of the Authority, without prejudice, however, to the rights, if any, of the Authority under any contract to which such officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**ARTICLE IV
DESIGNATED ENTITY**

The Lewiston Community Services District is hereby designated as the applicable entity for defining the restrictions upon the manner of exercising power as set forth in the California Government Code Section 6509, and as provided for in the Agreement of which these Bylaws are a part.

Should the Lewiston Community Services District terminate its membership or be involuntarily terminated in accordance with provisions of these Bylaws, the Board of Directors shall, by resolution, name a successor Member as the "designated entity" until such time as this Article can be amended.

ARTICLE V
JOINT PROTECTION PROGRAMS

1. Implementation of Joint Protection Programs

The Board of Directors may, at any time, offer such Programs as it may deem desirable. Such Program or Programs shall be offered on such terms and conditions as the Board of Directors may determine. Members must participate in at least one Joint Protection Program, but participation in any additional Programs or plans will be optional. Those Programs currently include: Property/Liability, Workers' Compensation, Health Benefits and various optional ancillary coverages. The Board of Directors shall establish the amount of Contributions, Estimated Contributions and Assessments, determine the amount of loss reserves, provide for the handling of claims, determine both the type and amount of insurance and/or reinsurance, if any, to be purchased, and otherwise establish the policies and procedures necessary to provide a particular Program for Members. As soon as feasible after development of the details of a Program, the specific rules and regulations for the implementation of such Program shall be adopted by the Board, which shall cause them to be set forth in written form in a policy and procedures manual prepared by the Authority for the Members.

2. Method of Calculating Contributions

The Board of Directors shall establish the method of calculating contributions for Members in each Program or plan annually.

ARTICLE VI
FINANCIAL AFFAIRS

1. Accounts and Records

In compliance with California Government Code Sections 6505.5 and 6505.6 (or as they may be amended), the Treasurer of the Authority shall establish and maintain such bank accounts and maintain such books and records as determined by the Board of Directors and as required by good accounting practice, generally accepted accounting principles, the Governing Documents, applicable law, or any Resolution of the Authority. Books and records of the Authority shall be open to inspection at all reasonable times by authorized representatives of Members. Periodically, but not less often than annually, financial reports shall be made available to all Members.

As provided in the Agreement, the funds, reserves and accounts of each Program shall not be commingled and shall be separately accounted for; provided, however, that administration and overhead expenses of the Authority not related to a specific Program or Programs may be allocated among Programs as determined by the Board of Directors.

2. Audit

The Authority shall obtain an annual audit of its financial statements, which audit shall be made by an independent certified public accountant and shall conform to generally accepted auditing standards and accounting principles. A copy of said audit report shall be available, upon request, to each of the Members. Such audit report shall be obtained and filed within six months after the end of the fiscal year under examination with the State Controller and the Auditor-Controller of Sacramento County. A copy will also be posted to the Authority's website.

3. Annual Budget

Prior to the beginning of each Fiscal Year (or Program Year, as appropriate) the Board shall annually approve an operating budget for the Authority, including a budget for each Joint Protection Program.

4. Risk Sharing

- a. Except as otherwise determined by the Board, all Programs established and/or operated under the Agreement or these Bylaws are intended to be risk-sharing programs. Notwithstanding this intention, and upon findings by the Board of Directors of the Authority that confirm the value thereof, the Board of Directors may recognize sound risk management and loss control by the members through contribution and coverage modifications.
- b. The Board of directors authorizes the Chief Executive Officer to make adjustments to a member agency's specific deductibles, risk factor, experience modification factor or the coverage afforded based on:
 - i. The Member's loss experience in comparison to the loss experience of the other members;

- ii. Non-compliance with SDRMA recommended risk management or loss control measures;
- iii. The Member's failure to allow SDRMA or its agents reasonable access to facilities and records in the event of a claim or a loss control inspection;
- iv. The Member's failure to cooperate with SDRMA's officers, agents, employees, attorneys and claim adjusters; or
- v. The Member's failure to honor any other reasonable request by SDRMA with respect to fulfilling the Member's responsibilities as outlined in Article 17 of the Joint Powers Agreement relating to the Authority.

5. Distribution of Net Position

Any Net Position from the operation of any Program, in such amounts and under such terms and conditions as may be determined by the Board of Directors, may be distributed to the Members in such Program. Any distribution of such funds shall be made on a pro rata basis in relation to net contributions paid to that Program and shall be made only to those Members which participated in the Program during the Program Year in which the Net Position were generated. Such distributions may be made to Members based on the Program Year(s) during which the Member participated, even if the Member is not a Member at the time of the distribution.

6. Assessments

- a. If, in the opinion of the Board of Directors, claims against Members in any particular Program or plan for any particular Program Year are of such a magnitude as to endanger the ability of the Authority to continue to meet its obligations for that Program for that Program Year, each Member who has participated in that particular Program or plan of the Authority during the applicable Program Year shall be assessed a pro rata share of the additional amount determined necessary by the Board of Directors to restore the ability of the Authority to continue to meet its obligations for the applicable Program Year.
- b. Each Member's pro rata share of the total Assessment shall be in the same proportion as that Member's gross contributions paid during or due for the applicable Program Year bears to the total gross Contributions paid by or due from all Members during the applicable Program Year. In calculating these amounts, the Assessment shall not be included in gross Contributions.
- c. Failure of any Member to pay any regular Contribution or Assessment when due shall be cause for the involuntary termination of that entity's membership in the Authority. Such Assessment shall be a debt due by all Members who have participated in the applicable Program or plan during the applicable Program Year, and shall not be discharged by termination of membership.

7. Fiscal Year

The Authority shall operate on a fiscal year commencing on July 1 and ending on the following June 30. Such fiscal year shall also be the Program Year for any Member in any Joint Protection Program.

8. Agency Funds; No Loans

All funds received within a Joint Protection Program, as determined by the Board, for the purposes of the Authority shall be utilized solely for the purposes of such Joint Protection Program, and all expenditures of funds shall be made only upon signatures authorized by the Board of Directors, which shall establish the necessary procedures for doing so. Any funds not required for the immediate need of the Authority, as determined by the Board of Directors, may be invested in any manner authorized by law for the investment of funds of a special district.

Except for the allocation of administrative and overhead expenses, and for investment purposes as set forth in the Agreement, Program funds shall not be commingled and shall be separately accounted for.

The Board may not approve loans between Programs.

9. Grants and Donations

Without in any way limiting the powers otherwise provided for in the Agreement, these Bylaws, or by statute, the Authority shall have the power and authority to receive, accept, and utilize the services of personnel offered by any Member, or their representatives or agents; to receive, accept, and utilize property, real or personal, from any Member or its agents or representatives; and to receive, accept, expend, and disburse funds by contract or otherwise, for

purposes consistent with the provisions of the Agreement, which funds may be provided by any Member, their agents, or representatives.

10. Recovery of Payment

In the event of any payment by the Authority, the Authority may on behalf of the Member, either in the name of the Authority, in the name of the Member or both, recover sums paid to or on behalf of the Member from any person or organization liable, legally, contractually or otherwise, and the Member shall execute and deliver such instruments and papers, and do whatever else is necessary including execution of an assignment of all claims, including all rights to recover attorney fees, to the Authority or to a third party at the Authority's request, to secure such recovery and shall do nothing to impair such recovery. All sums recovered shall be applied to reimburse the Authority for payments made to or on behalf of the Member, to reimburse the Authority for the expense of such recovery, and to reimburse the Member for any deductible or co-insurance penalty paid.

ARTICLE VII

WITHDRAWALS; TERMINATION OF MEMBERSHIP

1. Withdrawal from Programs

A Member may voluntarily withdraw from any particular Program only in accordance with the applicable provision of the Agreement or any successor document thereto. A Member may withdraw from a Program without withdrawing from the Agreement if it is a participant in another Joint Protection Program of the Authority. Notice of intention to withdraw from a Program must be given to the Authority at least ninety (90) days prior to the end of the Program Year. No withdrawal shall become effective until the end of the applicable Program Year.

2. Involuntary Termination

Membership shall be deemed automatically terminated immediately and without prior notice upon the failure of any Member to maintain membership in at least one of the Authority's Programs.

In addition, a Member may be terminated from membership in a Program or the Agreement for cause upon a majority vote of the Board of Directors. The effective date of such termination shall be as determined by the Board of Directors, except that such termination shall take effect no later than sixty (60) days following the Board's decision to terminate and notice thereof is provided to the Member pursuant to Article VII, Section 3. For purposes of this Section, cause shall be deemed to include the following:

- a. Failure to pay any contribution, deposit, contribution to loss reserve, or assessment when due.
- b. Failure to comply with the Bylaws or with the policies and procedures established by the Authority.
- c. Based on a Member's loss experience, the Board of Directors has determined it to be detrimental to the stability of the pool.
- d. Dissolution of a Member.
- e. Failure to maintain membership in CSDA.
- f. Failure to undertake or continue risk management or loss control measures recommended by SDRMA or the Board of Directors.
- g. Failure to allow SDRMA or its agents reasonable access to all facilities and records of the Member which are necessary for the proper administration of a Program.
- h. Failure to cooperate fully with SDRMA officers, employees, attorneys, claims adjusters or other agents.
- i. Failure of a Member, the elected governing body of a Member, or of other personnel of the Member to exercise the Member's powers or fulfill the Member's duties in accordance with the Constitution or laws of the State of California.
- j. Any other act, omission or event, whether or not the fault of the Member, which causes the Member's continued membership in SDRMA to be inconsistent with the best interests of SDRMA or any of its programs.

3. Notification; Hearing, Obligations Upon Involuntary Termination

A Member which is automatically terminated on account of its failure to maintain membership in at least one of the Authority's Programs shall be given notice of such termination within thirty (30) days after such automatic termination. However, the failure to give such notice shall not operate to reinstate such Member.

If the Chief Executive Officer determines that cause exists for a Member's termination and that the Member should, in the best interest of the Authority, be terminated, the Chief Executive Officer shall issue a written notice to the Member,

sent by certified or first class mail, stating the reason or reasons for the proposed termination. In addition, the notice shall state that the Board of Directors, at the next regularly scheduled meeting or at a special meeting, on a date specified in the notice at least thirty (30) days following the date of the notice, will consider the Member's termination at the recommendation of the Chief Executive Officer, and invite the Member to request a hearing on the proposed termination at the board meeting. Any request for a hearing must be made within ten (10) days of the date of the notice. If a hearing is timely requested by the Member at the meeting specified in the notice the Chief Executive Officer shall present the case for termination for cause to the Board of Directors. The Member shall have a reasonable opportunity to present its case to the Board of Directors and may attempt to show that since the date of the notice, it has undertaken steps to cure any curable grounds for termination.

~~In the event of a termination for cause by the Board of Directors, a Member may be terminated only after a written notice sent by certified or first class mail from the Chief Executive Officer of the Authority, stating the reasons for termination. Such notice shall provide the Member thirty (30) calendar days to cure the grounds for termination. The Member may request a hearing before the Board of Directors prior to the final termination of the Member's membership in the Authority. The Chief Executive Officer of the Authority shall present the case for termination to the Board of Directors, and the Member shall have reasonable opportunity to present its case to the Board of Directors.~~

~~The decision by a majority of the Board of Directors to terminate a Member after notice and hearing or after the failure of the Member to cure the grounds given for termination shall be final and shall not be subject to appeal in any forum. The termination after notice and hearing shall take effect thirty (30) days after the decision to terminate is approved by the Board of Directors. Notice of the Board's decision shall be given to the Member by certified or first class mail within five (5) days following the decision of the Board of Directors and shall state the effective date of the termination.~~

Any terminated Member shall continue to be bound to those same continuing obligations to which a withdrawing Member is obligated in accordance with Article VII, Section 6 of these Bylaws.

4. Voluntary Withdrawal from Agreement

A Member may withdraw voluntarily only as provided in the Agreement. Notice of intention to withdraw from the Agreement must be given to the Authority at least 90 days prior to the end of the Program Year of any Program in which the Member participates at the time of the notice.

5. Payment Upon Termination of Membership

In the event of a termination of the membership of any Member by involuntary or voluntary termination, said Member shall thereafter be entitled to receive its pro rata share of any distribution of Net Position declared by the Board of Directors that pertains to a coverage year during which the terminated Member participated in any particular Program for which such distribution is made. Such payment shall be in full settlement and satisfaction of any and all claims that said terminated Member may have against the Authority.

6. Continued Liability

Upon withdrawal or involuntary termination of a Member, the Agreement shall not terminate and that Member shall continue to be responsible for any unpaid Contributions and for any Assessment(s) levied in accordance with the provisions of the Agreement or Bylaws. Such Member, by withdrawing or being involuntarily terminated, shall not be entitled to payment, return or refund of any Contribution, Assessment, consideration, or other property paid or donated by the Member to the Authority, or to return of any loss reserve contribution, or to any distribution of assets (except payment of any Net Position, as set forth in Article VII, section 5 above.

ARTICLE VIII

TERMINATION OF THE AUTHORITY; TERMINATION OF PROGRAMS

1. After having made proper provision for the winding up of the affairs of the Authority and each of the Programs operated by the Authority, the Authority shall distribute the net assets of the Authority as follows:
 - a. The net remaining assets of the Property/Liability Joint Protection Program shall be paid on a pro rata share basis to each Member who is a member of said Joint Protection Program at the time of termination of the Authority. A Member's pro rata share shall be in the same proportion as the total Contributions and Assessments paid by that Member to said Joint Protection Program or its predecessor in interest from its inception in 1986 and continuing

- throughout said Member's period of participation bears to the total Contributions and Assessments paid to said Joint Protection Program and its predecessors in interest during its period of operation by all members of said Joint Protection Program at the time of termination.
- b. The Authority shall pay to each Member who is a member of the Workers' Compensation Coverage Joint Protection Program at the time of termination its pro rata share of the net remaining assets of said Joint Protection Program. A member's pro rata share shall be in the same proportion as the total Contributions and Assessments paid by that Member to said Joint Protection Program and its predecessor in interest offered by SDWCA, from its inception in 1982 and continuing throughout that Member's participation, bears to the total Contributions and Assessments paid to said Joint Protection Program and its predecessors in interest offered by SDWCA, during its period of operation by all members of said Joint Protection Program at the time of termination.
 - c. The Authority shall pay to each Member who is a member of any additional Program, excluding the Health Benefits Program operated by the Authority at the time of termination its pro rata share of the net remaining assets of said Program. A Member's pro rata share shall be in the same proportion as the total Contributions and Assessments paid by that Member to such Program during its period of participation bears to the total Contributions and Assessments paid to that Program during its entire period of operation by all Members of that Program at the time of termination.
2. The Board of Directors is also vested with the power to terminate individual Programs operated by the Authority without terminating the Agreement or terminating the Authority. In the event of termination of a Program operated by the Authority, said Program shall continue to exist for the purpose of paying or making provision for the payment of all known claims arising within said Program; for insuring, reinsuring or making other provision for the payment of any and all unknown claims covered by such Program; for the payment of all debts, liabilities, administrative expenses, and obligations of that Program out of the assets of that Program; and to perform all other functions necessary to wind up the business affairs of that Program. After having made proper provisions for the winding up the business affairs of a terminated Program, the Authority shall pay to each Member who is a member of that Program at the time of termination its pro rata share of net remaining assets of that Program. A Member's pro rata share of the net remaining assets of each such terminated Program shall be computed as set forth in paragraph (1) above.
 3. In lieu of terminating this Agreement, the Board, with the written consent of two-thirds of the existing Members, may elect to assign and transfer all of the Authority's rights, assets, claims, liabilities and obligations to a successor joint powers authority created under the Act.

ARTICLE IX
PROVISIONS RELATING TO CSDA

1. Board of Directors; Alliance Executive Council

In the event the Alliance Executive Council MOU has been terminated or the Authority has withdrawn from the MOU, two (2) additional directors to be appointed by CSDA shall increase the composition of the Board of Directors. So long as the Authority is a participant in the MOU, the Board shall appoint three (3) members of the Board to serve as members of the Alliance Executive Council.

CSDA is authorized to appoint two (2) directors as provided in the Agreement, the terms of such appointed directors will end on December 31 of the alternate odd-numbered year to coincide with SDRMA's election of the minority number of directors.

Upon the death or resignation of a member of the Board of Directors appointed by CSDA, the vacancy shall be filled for the balance of the unexpired term by appointment by CSDA.



**ARTICLE X
AMENDMENTS: EFFECTIVE DATE**

These Bylaws may be amended at any time by majority vote of the Board of Directors following a 30-day written notice to all Members as to the amendment(s) proposed to be adopted, except that these Bylaws cannot be amended in any way that would conflict with the terms and provisions of the Agreement or successor document and any amendment thereof. Said written notice provided to members shall include notification of the Board meeting date, time and location that action will be taken by the Board on the proposed amendments.

**ARTICLE XI
PRIOR BYLAWS REVOKED**

When approved by the Board of Directors these Bylaws, upon coming effective pursuant to Article X will supersede and replace all prior bylaws.

* * * * *

AYES:

NOES:

ABSTAINED:

ABSENT:

Approved:

David Aranda Jean Bracy, President - Board of Directors
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

January 4, 2018
Date

Attested:

Gregory S. Hall, ARM, Chief Executive Officer
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

November 30, 2017

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

Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage

Dear Ms. Beaudet,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or edoughty@sdrma.org.

Sincerely,
Special District Risk Management Authority



Gregory S. Hall, ARM
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers

RESOLUTION No 2018-02

RESOLUTION OF THE GOVERNING BODY OF
THE TEMECULA PUBLIC CEMETERY DISTRICT,
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the Temecula Public Cemetery District utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the Temecula Public Cemetery District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED that such persons coming within the categories specified above including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Temecula Public Cemetery District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Temecula Public Cemetery District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Temecula Public Cemetery District.

PASSED, APPROVED AND ADOPTED this 01/18/2018 by the following vote:

AYES:
NOES:
ABSENT:

Rosie Vanderhaak, Chairperson
Temecula Public Cemetery District.

APPROVED AS TO FORM:
Cindi Beaudet

Linda S. Glau, CPA
Accounting and Tax Services

1672 Main Street, Ste E 261
Ramona, CA 92065
License 46583

LindaSGlauCPA@outlook.com
Telephone 951-526-2063
Fax 760-896-6997

January 4, 2018

Cindi Beaudet
Temecula Cemetery District
41911 C Street
Temecula, CA 92592

Dear Cindi,

This letter is to confirm our understanding of the terms and conditions of our engagement and the nature of the limitations of the services I will provide.

I will perform the following services:

I will assist you in preparing the books of accounts in order to prepare a working trial balance.

It is understood that my assignment is limited to bookkeeping services and does not include a compilation, review, or audit of your financial statements in accordance with prescribed authoritative literature. This assignment also does not include tax planning or tax preparation services.

You will provide me, as required, access to backup of accounting, banking, and sales records in order that I may assist you in properly classifying items of income and expense.

I will work with to create accurate financial statements for the fiscal year ending June 30, 2018.

Based on my discussions with you, these financial statements are for management's use only and are not intended for third-party use. Material departures from generally accepted accounting principles (GAAP) or other comprehensive basis of accounting (OCBOA) may exist and the effects of those departures, if any, on the financial statements may not be disclosed. In addition, substantially all disclosures required by GAAP or OCBOA may be omitted. Because of the extent of material departures that may exist in, or required disclosures that may be omitted from, the financial statements, I make no representations regarding the appropriateness of such statements for your intended use or for any other purpose. Moreover, because of the nature of this engagement, I am not responsible for communicating any such departures or omissions to you.

In addition, I am not independent with regard to Temecula Public Cemetery District.

My engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, I will inform you of any material errors that come to my attention or any fraud or illegal acts that come to my attention, unless they are clearly inconsequential. In addition, I have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

We have agreed that my fees for the above services will be charged at a rate of \$95 per hour. We estimate the total cost to be approximately \$6000 per year. My invoices for these fees will be submitted to you on an 'as worked' basis and are payable upon presentation. I may suspend work if your account becomes 30 days or more overdue and work will not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, you will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket expenditures through the date of completion.

This agreement is terminable at will by either party. At termination of this agreement, all moneys due me shall be paid immediately.

If the forgoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to me.

Sincerely,



Linda S. Glau, CPA

Accepted and agreed to:

Temecula Public Cemetery District

Date

TEMECULA
VALLEY CHAMBER
OF COMMERCE

OFFICIAL BALLOT

TEMECULA VALLEY CHAMBER OF COMMERCE
2017 CITIZEN OF THE YEAR

VOTE FOR ONE NOMINEE

BALLOTS WITH MORE THAN ONE VOTE WILL BE DISQUALIFIED

Kimberly Adams

Christopher Meihl

Kathy Anselmo

Josh Painter

Carly Bennett-Valle

Greg Pennyroyal

Tena Caracciolo

David Thompson

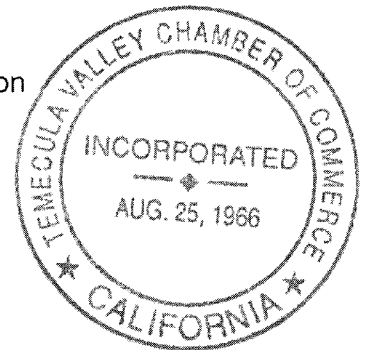
Craig Davis

Darlene Wetton

Leah Di Bernardo

Becky Young

Tina Gottlieb



For additional information on these nominees, please
review biographies on the following pages.

Deadline for mailing your officially marked ballot to the Chamber is **Monday, January 22, 2018**. Any ballot post-marked after this date will be discarded and not counted. The **2017 Citizen of the Year** will be announced at the Awards Gala on Saturday, February 24, 2018, at Pechanga Resort & Casino. Contact the Chamber at (951) 676-5090 for reservations and information.

FAXED BALLOTS WILL NOT BE ACCEPTED

MAIL COMPLETED BALLOTS TO: Temecula Valley Chamber of Commerce
26790 Ynez Court, Suite A • Temecula, CA 92591 • ph (951) 676-5090
www.temecula.org

THANK YOU

2017 CITIZEN OF THE YEAR NOMINEES – PLEASE VOTE FOR ONE NOMINEE

KIMBERLY ADAMS, PRESIDENT, VISIT TEMECULA VALLEY

Kimberly Adams was hired in 2004 as the first paid leader to begin venturing into the world of Tourism in the Temecula Valley, known today as Visit Temecula Valley. In 2005, Adams' started the first Tourism Advisory Board to assist in leading this tourism effort. In 2008 Kimberly launched a comprehensive branding initiative, which positioned the destination as "Temecula Valley Southern California Wine Country." With the passing of her twin son "Trey Michael Adams" in 2002, Kimberly and her husband started the "Empty Cradle" Support Group Chapter in Riverside County. They have supported over 5,000 families, providing grief support through monthly meetings, phone support and started the Walk to Remember in Temecula at Harveston Park. She speaks to woman's groups on grief support and woman's care and is always available to support our community on infant loss and grief services. She recently partnered with Loma Linda Murrieta in the opening of the first NICU in our region as an advisory member. Today, like many in the travel and tourism industry, Adams promotes a destination she not only lives in but also loves calling home.

KATHY ANSELMO, CO-FOUNDER, OUR NICHOLAS FOUNDATION

Kathy is the co-founder of Our Nicholas Foundation, a Temecula Valley non-profit dedicated to the local Autism community that is celebrating their 13th year. Kathy's son, Nicholas, was diagnosed with Autism in 2003 and she and her husband decided to create a resource for others looking for help and community. Prior to founding ONF, Kathy was a Kindergarten teacher for 10 years, but had to leave that profession to accommodate the continual stream of therapists needed for Nicholas. Kathy has been recognized by Cure Autism Now/Autism Speaks as a "Local Hero" and received the "Just Serve" Award. Kathy and her husband, Mark, have two boys, Nicholas (16) and Anthony (20), and they have lived in Temecula for over 24 years. She loves this community and its huge heart and hopes to foster the giving spirit up and beyond ONF by supporting amazing local charities including, but not limited to, Michelle's Place, Oak Grove, Habit for Humanity, Charity for Charity, Boys and Girls Club and more! She thanks you for this honor of being nominated.

CARLY BENNETT-VALLE, DIRECTOR OF FINANCE & OPERATIONS, BOYS & GIRLS CLUB OF SOUTHWEST RIVERSIDE COUNTY

Carly was born in Australia and raised in New Zealand until the age of 9, when she moved to Orange County, California. She graduated from California State University, Long Beach with a Bachelor of Science in Accountancy. After graduation, Carly worked for a CPA firm that specialized in non-for-profit reporting, which is where she developed her interest in the unique structure of non-profit organizations. She moved to San Diego in 2009 and a year later, had the opportunity to join the Finance department at the Old Globe Theater, as their Senior Accountant. In 2010, her and husband, George, moved to Temecula. In 2014, they had a son and she decided to leave the workforce to stay home with him. In 2015, she applied for a part-time bookkeeping position at the Boys & Girls Club of Southwest County, where she is now the Director of Finance & Operations.

TENA CARACCILO, OWNER, INSURANCE ALL STARS

Tena believes in core family values in developing future community volunteers. Tena's three children, Anthony, Lauren and Marissa, have seen firsthand how their mother has made time to volunteer as a Team Mom for TVPW football, Great Oak Cheer, Great Oak football & Lacrosse. Tena is married to Bob Caracciolo and has 3 children. Tena has been in the insurance industry for over 25 years and has helped residents in the Temecula Valley area for over 13 years. Tena started Insurance All Stars Agency in 2015 and has been focused on providing great customer service to her ever-growing client base. Tena has been a Rotarian for 8 years, and currently serves as fine master. Tena has also been a Taste of the World sponsor and is always available to help fellow Rotarians with all charity events. Tena has played an integral part in the growth of the Temecula Chamber of Commerce. Tena is the membership committee chair for 2017, she was nominated for Citizen of the Year 2015, received Riverside County Board of Supervisors thriving business for 2016, and Tena was Ambassador of the Year for 2016. Tena donates her time and money to Hospice of the Valley, Project Touch, and is excited about focusing her attention on helping the Boys & Girls Club in Temecula.

Please see other side for additional bios

CRAIG DAVIS, OWNER, DAVIS FAMILY INSURANCE AGENCY

Craig has been married to his wife and best friend, Kathy for nearly 27 years. They have two adult children, Kyle 25 and Cassie 23, both of whom grew up in Temecula. Craig is a 27-year resident of the Temecula Valley. Craig has been with Farmers Insurance since 1987, and established his agency in 1990. The Davis Family Insurance Agency was recognized as the Bronze Business of the Year for the Temecula Valley Chamber in 2016. He and His wife have been TVCC members since 1998. In addition to his TVCC involvement, Craig is a proud member of Rotary Club of Temecula and the current President-Elect. He also serves as an appointed board trustee for the Temecula Public Cemetery District. When he's not volunteering in the community, you can generally find Craig hanging out with friends and family or attending a sporting event.

LEAH DI BERNARDO, PARTNER, EXTRAORDINARY ARTISAN TABLE

Leah delyte Di Bernardo is an American/Italian chef, restaurateur, activist and mother. She is the founding partner of Extraordinary Artisan Table, a restaurant famous for its organic, locally grown ingredients, which she began in 2002. In addition to her restaurant, catering company and wine brand, Di Bernardo is taking up the pen to write stories of the table, with a recipe or two! Di Bernardo founded Slow Food Temecula Valley in 2006, championing 26 local school garden programs that were edible and academic-teaching children the importance of our local agricultural heritage and the importance of healthy eating. She also worked with local government and school agencies, to promote the health and wellness of our children and importance of supporting local family farms. Leah works closely with Visit Temecula Valley, representing and promoting regional cuisine to national and international press. She is incredibly passionate about our Valley's heritage and loves to share all Temecula Valley stands for!

TINA M. GOTTLIEB D.C., OWNER, TINA GOTTLIEB CHIROPRACTIC

Tina M. Gottlieb, D.C. has spent the last 21 years providing upper cervical chiropractic care, focusing on helping patients of all ages get well and stay well, so they can feel great and do what they love. Tina has been a proud member of the Rotary Club of Temecula for 15 years, TVCC for 15 years, a founding member and the 2016-2017 Chairwoman of Women's Peer Connection, and creator of Audacious for Business and Professional Women in 2017. Tina and her husband Jim love being part of the amazing community of Temecula and raising their daughter Meysen here. Tina's goal is to create a ripple effect ... her care is the first drop in the water that extends to her patient's families, businesses, and eventually the community. By helping her patients feel great, they can enjoy life and also make a significant impact on the lives of others.

CHRISTOPHER MIEHL, OWNER, BIG FOGG, INC.

Christopher Miehl has worked in Temecula for over 15 years and he has been amazed at the growth of the community, not only in the number of its businesses, but also in the character and credentials of its residents. He has been proud to help place Temecula on the nationwide map through his company, Big Fogg. Viewers who have seen a college or NFL football game over the years are aware of Big Fogg's presence on the sidelines. Chris was born into a working class blue collar suburb of Buffalo, New York where at an early age he learned to work hard and be resourceful. He was fortunate enough to attend an excellent high school in Calgary, Alberta, Canada and afterward moved to California to earn a MBA from San Diego State University. His career included experience at Eli Lilly, North American Philips, Alert Holdings, and Geneva Capital Markets. Chris was a co-founder of Cool Zone Inc. in the mid-1990s. He left Cool Zone and started Big Fogg in 2000. He relocated the company to Temecula in 2003. Chris feels both fortunate and proud to be a member of the community and to be in a job he enjoys so much that he has no plans of ever retiring.

JOSH PAINTER, FOUNDER, TEMECULA IMPACT CLUB

Josh Painter is founder of Temecula Impact Club, an organization that raised over \$80,000 for local charities in 2017. While Josh always wanted to be more than just a real estate agent, he uses real estate as a vehicle to make a lasting impact on the world around him. Through his company, Impact Real Estate, Josh donates a portion of each sale to help local and national charities. Josh sits on the Board of Directors for The Front Row Foundation, a national charity whose mission is to help families who are braving critical health challenges "live life in the front row." Josh is the host of Temecula Uncovered podcast, and author of The Value Driven Approach to Sell Real Estate. While he has been featured in Forbes magazine, The Press-Enterprise, Inland Empire Weekly, Valley News, and Real Producers Magazine, he is most proud of his charitable contributions in the Temecula Valley.

GREG PENNYROYAL, VINEYARD MANAGER, WILSON CREEK WINERY

Greg Pennyroyal was inspired by his mother, an herbalist from Norway, to study Ecology, Agronomy and Biogenetic expression of plants. He honed his farming skills as Manager of Trout Lake Farm, the largest organic herb farm in North America. As Director of Botanical Research, Leiner, Health Products Inc., he became involved with pure research in the modern standardization of botanical medicine, including work at the US Pharmacopeia, US National Institutes of Health, Clemson University, UCSB and the Tibetan Materia Medica. Now in what may be the ultimate expression of ecosystem management and medicine from the earth, he is Vineyard Manager at Wilson Creek Winery and Vineyards, Professor of Viticulture at MSJC and founder of the Small Winegrowers Association of Temecula. "Viticulture is the cutting edge of botanical science and making wine beats having a real job even on the worse days".

DAVID THOMPSON, FOUNDER, TEMECULA VALLEY CUSTOM POOLS, INC.

Award-winning pool designer David Thompson, Founder of Temecula Valley Custom Pools, Inc., has been working in the Temecula Valley since 1987. David is an active member of the community, serving in the Temecula Noon Rotary Club (Past President), the Boys and Girls Club (Former Board of Directors), Komen Race for the Cure, Michelle's Place, S.A.F.E., Race4Humanity (Former Board Member), Temecula Valley Balloon and Wine Festival and is a veteran of the United States Army's 1st Cavalry.

DARLENE WETTON, CHIEF EXECUTIVE OFFICER, TEMECULA VALLEY HOSPITAL

Darlene Wetton has served as the CEO of Temecula Valley Hospital since September 2012. Before joining Temecula Valley Hospital, Darlene held leadership positions as a Chief Operating Officer and as a Chief Nursing Officer in hospitals within Southern California. Under her leadership, the entire employee and medical staff of Temecula Valley Hospital are committed to providing patient-centered, family sensitive care. Darlene earned her bachelor's degree in nursing from California State University Dominguez Hills and is a summa cum laude graduate with a Masters in Business Administration from Webster University. Darlene serves on the Board of Directors for Riverside County Workforce Development and is an Executive Committee member for the South Riverside County American Heart Association Heart and Stroke Walk. She also is a member of the Murrieta/Temecula Group, the Professional Women's Roundtable, the South Riverside County Cancer Task force, and she participates on the "Kitchen Cabinet" for Senator Jeff Stone. Darlene enjoys spending time with her two children, five beautiful grandchildren and the love of her life, Jim. She is a native Californian and a resident of the City of Temecula.

BECKY YOUNG, FLEET MANAGER/COMMUNITY RELATIONS MANAGER, PARADISE CHERVROLET CADILLAC

Becky Young is the Fleet Manager/Community Relations Manager for Paradise Chevrolet Cadillac. She has 4 adult sons and 13 grandchildren. She moved to Temecula from Salt Lake in 1999 and has worked at Paradise Chevrolet Cadillac since then. She began her career with GM 38 years ago as co-owner of two small Chevrolet dealerships. Becky has won numerous awards from General Motors and continues to be the top sales performer at Paradise Chevrolet Cadillac. You can see Becky at most every community event in this valley representing Paradise. She served as chairman of the Boys and Girls Club "Our Kids Rock" for 15 years and is currently a board member at Rancho Damacitas. She donates many hours of service and financial contributions to our local charities. Becky was awarded the "Making a Difference" Award by Paradise Chevrolet Cadillac. She was also presented the Joan Sparkman Unity Award.



Official Ballot

**Temecula Valley Chamber of Commerce
2017 Valley Young Professional of the Year**

VOTE FOR ONE NOMINEE

Ballots with more than one vote will be disqualified

Faxed ballots will be disqualified

Ashlee Collins

Stephanie Staab

Jared Johnson

**For additional information on these nominees,
please review biographies on the following pages.**

Deadline for mailing your officially marked ballot to the Chamber is **Wednesday, January 24, 2018**. Any ballot post-marked after this date will be discarded and not counted. The **2017 Valley Young Professional of the Year** will be announced at the Awards Gala on Saturday, February 24, 2018, at Pechanga Resort & Casino. Contact the Chamber at (951) 676-5090 for reservations and information.

Faxed ballots will not be accepted

Mail completed ballots to: Temecula Valley Chamber of Commerce
26790 Ynez Court, Suite A • Temecula, CA 92591 • ph (951) 676-5090
www.temecula.org

THANK YOU

2017 Valley Young Professional of the Year Nominees – Please vote for one Nominee

Ashlee Collins, Communications Director, Michelle's Place

Ashlee Collins is the communications director for Michelle's Place, a full-service breast cancer resource center in Temecula. Ashlee handles the internal and external communication for the organization, including strategic communication planning, public relations, marketing, and social media. She received her bachelor of arts in communication and public relations from Boise State University. She is a member of Public Relations Society of America (PRSA), Temecula Chamber Valley Young Professionals, Women's Peer Connection, and Temecula Valley New Generations Rotary Club. Ashlee serves as the events chair for the Valley Young Professionals and sits on the board of New Generations Rotary Club as the public relations chair. Ashlee and her husband, Jared, a fire apparatus engineer for CAL FIRE, live in Murrieta with their two young sons.

Jared Johnson, President, Moffat Financial Group

Jared S. Johnson is the President of Moffat Financial Group. As the Chief Investment Manager and Financial Consultant, Jared oversees corporate retirement plan design and manages all in-house investment portfolios. He received his B.S. in Business Finance from Utah Valley University and his Series 7, 6, 63, & 65 investment licenses. With 7 years of industry experience, Jared joined Moffat Financial Group in 2008, and in 2016 he was named President. Outside of the office Jared is in his second year as Philanthropy Committee Chair for VYP. Jared and his wife Michelle have been married for 17 years and together are raising their three boys. Jared and his family enjoy camping, the beach, sporting events, mountain biking, hiking, and home improvement projects. For over a decade, Jared has been a Scout Master and other rolls with local Boy Scouts Troops. He has helped over 50 young men achieve the rank of Eagle Scout.

Stephanie Staab, Marketing & Business Development Manager, Avensole Winery

Stephanie Staab is the Marketing & Business Development Manager at Avensole Winery. Previously, she worked for luxury brands in New York City and Europe. Stephanie holds an MBA in International Luxury Brand Management from French Business School ESSEC in Paris, along with an MA in Visual Culture and BA in Art History and Architecture, with a French minor, from New York University (NYU), where she graduated Cum Laude. Stephanie is a highly motivated leader, making a difference locally as the 2018 Leadership Chair for the Valley Young Professionals, and as a Certified Hospitality Industry Professional through the Temecula Valley Winegrowers Association. Stephanie is a Vice President on the NYU Alumni Board of Directors, where she is Co-Chair of the Global Engagement Committee, planning events in Southern California. Stephanie also serves as President of the San Diego Alumni Chapter of International Honor Society Beta Gamma Sigma, representing "The Best in Business".

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

	Dec 31, 17	Dec 31, 16	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	47,286.67	64,773.31	
101200 · US Bank Payroll	665.80	6,698.77	
101300 · US Wash Account	18,144.90	22,995.67	
101100C · Cash -Accumulative Outlay Fund	1,578,190.05	996,909.98	
101100E · Cash - Endowment Fund	174,734.88	206,634.86	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	861,072.18	1,145,500.46	
Total Checking/Savings	2,680,274.48	2,443,693.05	236,581.43
Other Current Assets			
102000 · Wells Fargo Investments			
102010 · Wells Fargo Endowment Care	1,752,918.43	1,544,983.49	
102020 · Wells Fargo Endowment Interest	634,182.54	595,798.48	
Total 102000 · Wells Fargo Investments	2,387,100.97	2,140,781.97	246,319.00
112011 · Inventory Asset	36,755.00	40,710.00	
100499 · Revenues to Deposit with County	0.00	19,425.00	
116100 · Interest Receivable			
116100P · Interest Receivable - End Prin	8,968.55	6,744.71	
116100I · Interest Receivable - End Int	3,114.41	3,919.13	
Total 116100 · Interest Receivable	12,082.96	10,663.84	1,419.12
116137 · Miscellaneous Receivable	3,431.86	0.00	
117000 · PrePaid Expenses	14,951.88	10,964.19	
Total Other Current Assets	2,454,322.67	2,222,545.00	231,777.67
Total Current Assets	5,134,597.15	4,666,238.05	468,359.10
Fixed Assets			
191650 · Intangible Assets	8,970.00	0.00	
191000 · Future Cemetery Property	2,590,796.03	2,603,802.82	
191100 · Buildings and Improvements	260,867.07	245,026.07	
191400 · Structures and Improvements	382,158.03	376,233.03	
191500 · Equipment	178,031.48	175,209.42	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	9,190.00	9,190.00	
191900 · Paving 2015	143,560.00	143,560.00	

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

	Dec 31, 17	Dec 31, 16	\$ Change
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	3,222,666.90	3,252,847.88	-30,180.98
TOTAL ASSETS	8,357,264.05	7,919,085.93	438,178.12
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	5,137.63	23,361.00	
Total Accounts Payable	5,137.63	23,361.00	
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	17,293.55	39,440.61	
Total Liabilities	17,293.55	39,440.61	-22,147.06
Equity			
308100 · General Reserve	180.00	180.00	
308135 · Reserve for Endowments	1,706,833.63	1,706,833.63	
325100E · Unreserved Fund Balance - End	605,632.04	605,632.04	
325100G · Unreserved Fund Balance - Gen	662,188.92	662,188.92	
325100O · Unreserved Fund Balance - ACo	993,886.59	993,886.59	
350000 · Investment in Capital Assets	3,627,912.57	3,627,912.57	
350001 · Investment In Cap Assets - GASB	-379,361.69	-379,361.69	
390000 · Retained Earnings	1,010,845.86	572,742.66	
Net Income	111,852.58	89,630.60	
Total Equity	8,339,970.50	7,879,645.32	460,325.18
TOTAL LIABILITIES & EQUITY	8,357,264.05	7,919,085.93	438,178.12

Temecula Public Cemetery District
Profit & Loss Budget Performance
 December 2017

	Jul - Dec 17	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
700001 · Property Taxes			
700020 · Prop Tax Current Secured	173,574.38	171,000.00	548,000.00
701020 · Prop Tax Current Unsecured	23,076.98	0.00	23,000.00
703000 · Prop Tax Prior Unsecured	0.00	0.00	1,000.00
704000 · Prop Tax Curr Supplemental	0.00	0.00	3,000.00
705000 · Prop Tax Prior Supplemental	0.00	0.00	2,000.00
706000 · Teeter Settlement	0.00	0.00	11,000.00
752800 · CA-Homeowners Tax Relief	0.00	0.00	6,000.00
770100 · Property Tax - SBE	0.00	0.00	5,000.00
Total 700001 · Property Taxes	196,651.36	171,000.00	599,000.00
740020 · Interest and Dividend Income			
740020G · Interest on General Fnd at Cnty	3,399.49	1,250.00	5,000.00
740020E · Interest on Endow Fnd at County	347.95	125.00	500.00
740020O · Interest on ACO at County	6,247.18	1,250.00	5,000.00
740021 · Interest - Wells Fargo Advisors	20,485.26	17,502.00	35,000.00
740022 · Dividend Income - WFA	3,246.47	2,748.00	5,500.00
Total 740020 · Interest and Dividend Income	33,726.35	22,875.00	51,000.00
770001 · Other Revenue			
770100E · Endowment	92,675.00	60,000.00	120,000.00
777030 · Marker Setting	4,000.00	4,998.00	10,000.00
777040 · Open, Close Fees	17,950.00	18,000.00	36,000.00
777520 · Sale of Lots	34,400.00	27,498.00	55,000.00
777530 · Cremation	6,900.00	4,002.00	8,000.00
777600 · Cenotaph	0.00	252.00	500.00
780160 · Vaults, Flower Vases, etc.	4,140.00	5,748.00	11,500.00
781360 · Other Misc. Revenue	144.68	0.00	0.00
Total 770001 · Other Revenue	160,209.68	120,498.00	241,000.00
Total Income	390,587.39	314,373.00	891,000.00
Gross Profit	390,587.39	314,373.00	891,000.00

Temecula Public Cemetery District Profit & Loss Budget Performance December 2017

Expense	Jul - Dec 17	YTD Budget	Annual Budget
510000 · Salaries and Employee Benefits			
510040T · Regular Salaries.			
510040 · Regular Salaries	93,121.52	108,498.00	217,000.00
510330 · Year End Bonuses	0.00	1,752.00	3,500.00
515100 · Life Insurance Policy	213.84	240.00	480.00
518080 · Auto Allowance	365.00	1,302.00	2,600.00
Total 510040T · Regular Salaries.	93,700.36	111,792.00	223,580.00
513000T · Retirement - Miscellaneous			
518000 · Employer Contributions-457	4,281.58	6,750.00	13,500.00
551000 · Employee Contributions	-383.76	0.00	0.00
Total 513000T · Retirement - Miscellaneous	3,897.82	6,750.00	13,500.00
513120T · Retirement - Social Security			
513120 · Social Security	6,009.11	7,248.00	14,500.00
513140 · Medicare Tax	1,405.37	1,650.00	3,300.00
Total 513120T · Retirement - Social Security	7,414.48	8,898.00	17,800.00
515080T · Health Insurance (eer share)			
515081 · Health Insurance	25,481.87	37,500.00	75,000.00
515082 · Vision Insurance	418.23	552.00	1,100.00
515083 · Dental Insurance	1,821.80	2,850.00	5,700.00
Total 515080T · Health Insurance (eer share)	27,721.90	40,902.00	81,800.00
515260T · Unemployment Insurance			
517000 · Workers Comp Insurance	8,101.13	6,852.00	13,700.00
515060 · State Unemployment Ins EDD	0.00	498.00	1,000.00
513130 · CA SUI	685.30	1,500.00	3,000.00
Total 515260T · Unemployment Insurance	8,786.43	8,850.00	17,700.00
Total 510000 · Salaries and Employee Benefits	141,520.99	177,192.00	354,380.00
520000 · Services and Supplies			
529540T · Utilities			
520320 · Telephone Service	1,563.34	1,548.00	3,100.00
520845 · Trash	1,735.36	1,500.00	3,000.00
529500 · Electricity	2,527.39	2,748.00	5,500.00
Total 529540T · Utilities	5,826.09	5,796.00	11,600.00

Temecula Public Cemetery District Profit & Loss Budget Performance December 2017

	Jul - Dec 17	YTD Budget	Annual Budget
524520T · Administrative Expenses			
518160 · Board Stipend	3,800.00	4,752.00	9,500.00
520115 · Uniforms - Replacement Clothing	439.66	1,200.00	2,400.00
520230 · Cellular Phone	1,857.87	2,100.00	4,200.00
520240 · Answering Service	1,281.90	1,398.00	2,800.00
520705 · Food	665.61	600.00	1,200.00
520930 · Insurance - Liability	4,264.62	4,302.00	8,600.00
523100 · Memberships	2,301.00	1,248.00	2,500.00
523290 · Bank Charges	138.00	174.00	350.00
523621 · Subscriptions	0.00	198.00	400.00
523660 · Computer Service	1,798.96	3,750.00	7,500.00
523700 · Office Supplies	1,706.63	1,398.00	2,800.00
523720 · Photocopies	1,243.19	1,350.00	2,700.00
523760 · Postage/Mailing	407.18	498.00	1,000.00
523840 · Computer Equipment/Software	970.75	1,998.00	4,000.00
524500 · Admin Support	0.00	0.00	0.00
524520 · County Journal Recording	28.14	1,248.00	2,500.00
524530 · Storage Fees	244.00	378.00	750.00
524540 · Payroll Processing Services	1,734.05	1,752.00	3,500.00
524560 · Auditing	10,000.00	6,000.00	12,000.00
524561 · Accounting	4,140.00	3,498.00	7,000.00
524566 · Temp for e-File	0.00	4,998.00	10,000.00
524800 · Drug Testing/Pre-Employment	40.00	198.00	400.00
525025 · Legal - General Counsel	24,765.58	25,002.00	50,000.00
525030 · Paychex HR Support	2,484.90	2,502.00	5,000.00
526420 · Advertising	320.00	750.00	1,500.00
527280 · Awards/Recognition	0.00	450.00	900.00
527880 · Training/ Staff	159.35	1,752.00	3,500.00
528140 · Conferences and Meetings	19,308.75	17,502.00	35,000.00
528980 · Meals	682.35	1,002.00	2,000.00
528990 · Semi-Annual Team Dinner	2,105.23	1,752.00	3,500.00
529040 · Private Mileage Reimbursement	680.77	1,248.00	2,500.00
529050 · Website	300.00	1,002.00	2,000.00
529550 · Water	946.50	750.00	1,500.00
Total 524520T · Administrative Expenses	88,814.99	96,750.00	193,500.00

Temecula Public Cemetery District Profit & Loss Budget Performance December 2017

	Jul - Dec 17	YTD Budget	Annual Budget
524500T · Operational Expenses.			
520015 · Irrigation Supplies	0.00	0.00	0.00
521420 · Maint-Field Equipment	1,299.95	4,998.00	10,000.00
522310 · Maint-Building Improvements	0.00	1,248.00	2,500.00
522320 · Maint - Grounds	165.15	4,998.00	10,000.00
522360 · Maintenance-Extermination	2,838.00	3,000.00	6,000.00
523250 · Repurchase	2,300.00	1,248.00	2,500.00
523790 · Flower Sale Expense	0.00	0.00	0.00
523800 · Engraving Expense	665.00	750.00	1,500.00
525320 · Security Guard Services	170.00	126.00	250.00
525600 · Security	2,014.91	1,248.00	2,500.00
527100 · Fuel	1,126.13	1,752.00	3,500.00
527180 · Operational Supplies	3,666.08	7,002.00	14,000.00
528020 · Inventory	3,020.50	3,498.00	7,000.00
524500T · Operational Expenses. - Other	341.87		
Total 524500T · Operational Expenses.	17,607.59	29,868.00	59,750.00
Total 520000 · Services and Supplies	112,248.67	132,414.00	264,850.00
530000 · Other Charges			
530100 · Miscellaneous non-operating exp	2,760.72	1,248.00	2,500.00
Total 530000 · Other Charges	2,760.72	1,248.00	2,500.00
540000 · Capital Assets			
542060T · Cemetery Grounds			
542040 · - Buildings, Capital Projects	0.00	3,000.00	6,000.00
542060 · Improvements -Building	1,780.00	3,498.00	7,000.00
542065 · Tree Renovaton	0.00	1,752.00	3,500.00
542075 · Grounds Improvements	0.00	7,500.00	15,000.00
548300 · Office Renovation	3,079.00	3,000.00	6,000.00
Total 542060T · Cemetery Grounds	4,859.00	18,750.00	37,500.00
540040T · Land, Purchase of Land			
540042 · Future Cemetery Property	5,533.17	100,002.00	200,000.00
Total 540040T · Land, Purchase of Land	5,533.17	100,002.00	200,000.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 December 2017

	Jul - Dec 17	YTD Budget	Annual Budget
546020T · Equipment, etc			
542070 · Well Motor	0.00	2,502.00	5,000.00
546020 · Equipment - Automitive	388.11	4,002.00	8,000.00
546240 · Mapping Software	0.00	4,998.00	10,000.00
Total 546020T · Equipment, etc	388.11	11,502.00	23,000.00
Total 540000 · Capital Assets	10,780.28	130,254.00	260,500.00
551100G · Contrib to Other Funds - Gen	0.00	60,252.00	120,500.00
551100E · Contrib to Other Funds - Endow	0.00	74,388.00	148,770.00
Total Expense	267,310.66	575,748.00	1,151,500.00
Net Ordinary Income	123,276.73	-261,375.00	-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 Invst	-11,424.15	0.00	0.00
Total Other Income	-11,424.15	0.00	0.00
Net Other Income	-11,424.15	0.00	0.00
Net Income	111,852.58	-261,375.00	-260,500.00



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL**

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

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$1,755,358.31	\$1,544,983.49
Cash deposited	0.00	205,910.00
Securities deposited	0.00	0.00
Cash withdrawn	-2,578.83	-28,519.49
Securities withdrawn	0.00	0.00
Change in value	138.95	30,544.43
Closing value	\$1,752,918.43	\$1,752,918.43

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

Portfolio summary

ASSET TYPE	PREVIOUS VALUE ON NOV 30	%	CURRENT VALUE ON DEC 31	%	ESTIMATED ANN. INCOME
ASSETS					
Cash and sweep balances	7,325.60	0.42	7,083.02	0.40	8
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	1,501,440.78	85.53	1,498,782.61	85.50	31,537
Mutual funds	246,591.93	14.05	247,052.80	14.09	4,337
Asset value	\$1,755,358.31	100%	\$1,752,918.43	100%	\$35,882



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT INTEREST**

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

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$632,838.61	\$595,798.48
Cash deposited	2,578.83	29,244.35
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	-1,234.90	9,139.71
Closing value	\$634,182.54	\$634,182.54

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

Portfolio summary

	ASSET TYPE	PREVIOUS VALUE ON NOV 30	%	CURRENT VALUE ON DEC 31	%	ESTIMATED ANN. INCOME
ASSETS	Cash and sweep balances	115,370.08	18.23	14,245.00	2.25	17
	Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
	Fixed income securities	402,952.90	63.67	505,169.85	79.66	11,607
	Mutual funds	114,515.63	18.10	114,767.69	18.10	2,058
	Asset value	\$632,838.61	100%	\$634,182.54	100%	\$13,682



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT INTEREST**

NOVEMBER 1, 2017 - NOVEMBER 30, 2017
ACCOUNT NUMBER: 5559-0516

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$631,723.03	\$595,798.48
Cash deposited	1,384.89	26,665.52
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	-269.31	10,374.61
Closing value	\$632,838.61	\$632,838.61

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

Portfolio summary

ASSET TYPE	PREVIOUS VALUE ON OCT 31	%	CURRENT VALUE ON NOV 30	%	ESTIMATED ANN. INCOME
ASSETS					
Cash and sweep balances	27,803.04	4.40	115,370.08	18.23	138
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	488,983.95	77.40	402,952.90	63.67	8,170
Mutual funds	114,936.04	18.19	114,515.63	18.10	2,021
Asset value	\$631,723.03	100%	\$632,838.61	100%	\$10,329



SNAPSHOT

**TEMECULA PUBLIC CEMETERY DIST
ENDOWMENT PRINCIPAL**

NOVEMBER 1, 2017 - NOVEMBER 30, 2017
ACCOUNT NUMBER: 5397-7799

Progress summary

	THIS PERIOD	THIS YEAR
Opening value	\$1,760,296.32	\$1,544,983.49
Cash deposited	0.00	205,910.00
Securities deposited	0.00	0.00
Cash withdrawn	-1,384.89	-25,940.66
Securities withdrawn	0.00	0.00
Change in value	-3,553.12	30,405.48
Closing value	\$1,755,358.31	\$1,755,358.31

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

Portfolio summary

	ASSET TYPE	PREVIOUS VALUE ON OCT 31	%	CURRENT VALUE ON NOV 30	%	ESTIMATED ANN. INCOME
ASSETS	Cash and sweep balances	5,827.13	0.33	7,325.60	0.42	8
	Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
	Fixed income securities	1,507,019.15	85.61	1,501,440.78	85.53	31,556
	Mutual funds	247,450.04	14.06	246,591.93	14.05	4,261
	Asset value	\$1,760,296.32	100%	\$1,755,358.31	100%	\$35,825

Monthly Revenues
July 2017-June 2018

<u>FYE 06/30/18</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
Single	6,000.00	2,000.00	3,000.00	-	3,000.00	-
Single End	10,000.00	3,000.00	4,500.00	-	4,500.00	-
Single/Dual	-	-	-	-	-	-
S/D End	-	-	-	-	-	-
Dual	-	4,000.00	2,000.00	6,000.00	8,000.00	2,000.00
Dual End	1,000.00	3,000.00	2,000.00	4,500.00	6,000.00	1,500.00
Collum	1,500.00	1,000.00	500.00	500.00	-	-
Colum End cenotaph	4,600.00	2,400.00	1,200.00	1,200.00	-	-
Ground Crem	200.00	1,000.00	-	600.00	-	1,000.00
G Crem End	1,000.00	5,000.00	-	3,000.00	-	200.00
O/C -B	2,200.00	-	2,750.00	1,850.00	4,800.00	1,650.00
O/C/-C	1,300.00	700.00	700.00	-	1,000.00	1,000.00
Vault	-	-	174.00	174.00	348.00	-
Crem Vase	123.04	123.04	-	-	123.04	246.08
Grave Vase	42.00	64.50	64.50	64.50	107.50	21.50
Set Fee	800.00	400.00	800.00	600.00	1,000.00	400.00
Niche	-	-	-	-	-	-
Non-Res Disinter	7,500.00	-	3,000.00	1,500.00	4,500.00	1,500.00
Graveside Engraving	500.00	-	2,000.00	1,000.00	2,000.00	1,000.00
2nd End Handling	450.00	225.00	225.00	-	450.00	225.00
Taxes	-	-	-	-	-	-
Taxes	13.52	15.48	20.86	20.86	49.68	21.56
Labor	176.44	246.98	450.64	450.64	861.78	135.86
Total	37,405.00	23,175.00	23,385.00	21,460.00	41,240.00	14,400.00

Cemetery Property
Fiscal Year 2017-2018

FYE 06/30/18

	Jul	Aug	Sep	Oct	Nov	Dec
Dual Lower	269	269	269	269	269	269
Dual Upper	404	402	398	395	391	390
Dual/ Single	61	61	61	61	61	61
Singles	159	157	164	164	161	161
Cr Estates		SOLD OUT				
Gr. Cremation	43	38	38	35	35	34
Hexagon Wall	1	1	1	1	1	1
Tier 1	0	0	0	0	0	0
Tier 2	0	0	0	0	0	0
Tier 3	5	3	1	1	1	1
Tier 4	20	20	20	20	20	20
Tier 5	18	18	17	17	17	17
Cenotaph	48	48	48	48	48	48
Ossuary	334	334	334	334	334	334
Cremation Benches	9	9	9	9	9	9

November 2017 Burial Depletion Sales

Pre-Need

Single Lots	2
Dual Lots	
Wall	
Cremation Ground	

At Need

Single Lots	1
Dual Lots	4
Wall	
Cremation Ground	

DECEMBER 2017 Burial Depletion Sales

Pre-Need

Single Lots	
Dual Lots	1
Wall	
Cremation Ground	

At Need

Single Lots	
Dual Lots	
Wall	1
Cremation Ground	

November 2017

November 2017							December 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Oct 29	30	31	Nov 1	2	3	4
Oct 29 - Nov 4					Linda	Phillips 4:00 C Vickers 2:00 B	
	5	6	7	8	9	10	11
Nov 5 - 11			Kilgore 10:00 B			Closed for Veteran's D	
	12	13	14	15	16	17	18
Nov 12 - 18			Cindi Off	Qi 12:00 B TVCC Mixer at Europa	Board Meeting Klee 2:00 C Shepard 11:00 B		
	19	20	21	22	23	24	25
Nov 19 - 25		Balisacan 11:00 B Capobianco 2:00 B	Barela 12:00 B	Michelle In Late	Closed for Thanksgivir	Closed for Thankgiving	
	26	27	28	29	30	Dec 1	2
Nov 26 - Dec 2		Cindi's Birthday		Michelle Dr Appt 9:00			

December 2017

December 2017							January 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Nov 26	27	28	29	30	Dec 1	2
11/26 - 12/1						Gomez 1:30 B	
	3	4	5	6	7	8	9
12/3 - 8		Justice 11:00 C		TVCC Member Apprec	Irvine-David 10:00 B		
	10	11	12	13	14	15	16
12/10 - 15					Cindi Off VYP's Member Apprec	Cindi Out Howard 10:00 B Torcaso 9:00 C	
	17	18	19	20	21	22	23
12/17 - 22	TCPD Christmas Dinne				Dark for December Potluck dinner for TCP		
	24	25	26	27	28	29	30
12/24 - 29		Closed for Christmas	Closed for Christmas	Cindi Off	Joe Off	Belcher 1:00 C Joe Off Michelle Dr. Appt 11:0	
	31	Jan 1, 18	2	3	4	5	6
12/31 - 1/5							



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Eric J. Firstman
Attorney at Law
efirstman@meyersnave.com

December 19, 2017

Re: Public Contracting Requirements and Competitive Bidding in California Seminars
January 9 in Sacramento, January 17 in San Jose and January 24 in Oakland

Dear Colleague:

We are pleased to advise you of our seminar, Public Contracting Requirements and Competitive Bidding in California, being held on January 9 in Sacramento, January 17 in San Jose, and January 24 in Oakland. We enclose an informational brochure.

In our seminar, we will overview public works construction laws as we head into 2018, with a focus on planning, design professional procurement, bidding, contract drafting, contract award and project controls up to the first payment application.

We will concentrate on recent developments in 2015, 2016 and 2017, specifically, new legislation and case law regarding public bidding, design build contracting, construction claims procedures, permissible and impermissible claims, applying conflict of interest statutes to independent contractors, prevailing wage enforcement and potential penalties for public owners.

We will devote specific attention to the new claims statute and augmenting the mandatory requirements with change order and claim notification procedures.

We hope you will consider attending one of our seminars. Please feel free to telephone if we may answer any of your questions.

Very truly yours,

A handwritten signature in cursive script that reads "Eric Firstman".

Eric J. Firstman
2903803.1

Public Contracting Requirements and Competitive Bidding in California

Presented by Eric J. Firstman, Esq. and Douglas M. McManamon, Esq. of Meyers Nave.

Sacramento, CA • January 9, 2018 • Register with Seminar ID 401791

San Jose, CA • January 17, 2018 • Register with Seminar ID 401792

Oakland, CA • January 24, 2018 • Register with Seminar ID 401793

All programs are 9:00 AM – 4:30 PM PT

8:30 AM - 9:00 AM REGISTRATION

9:00 AM - 9:10 AM OVERVIEW

9:10 AM - 9:40 AM

Options and Selection of a Contracting Method

- Design-Bid-Build and Design Build
- CM at Risk
- Lease-Lease Back
- Revenue Generating Facilities

9:40 AM - 10:00 AM

Generally Applicable Statutes and Requirements

- Public Records Act and the Brown Act
- Code § 1090 Conflicts of Interest Under the New Sahlolbei Decision
- Prevailing Wages

10:00 AM - 10:30 AM

Procuring Consultants, Architects, Engineers, Construction Managers

- Statutory Requirements
- Steps for Selection and Contracting
- Key Terms and Recommendations

10:30 AM - 10:45 AM BREAK

10:45 AM - 11:15 AM

Preparing the Construction Contract

- Working Inventory of Statutory Requirements and Limits
- Risk Transfers, Limiting Liability and Tradeoffs
- Consequential Damages and Insurance Coverages
- New Statutes on Liquidated Damages
- Delegating and Limiting Change Order Authority

11:15 AM - 12:00 PM

Procuring the Construction Team

- Prequalification, Bidding and Award
- Required Licensing, Certifications and DIR Registration
- Prequalification Standards, Methods and Timelines
- Best Value Selections: Timeline and Methods

12:00 PM - 1:00 PM LUNCH (INCLUDED)

1:00 PM - 1:30 PM

Common Bidding Issues and Bid Protests

1:30 PM - 2:00 PM

Managing Construction Issues

- Using the Project Controls – CPM Schedule, Schedule of Values and Submittals
- Managing the Quality Issue - Inspections, Corrections and Punch Lists
- Managing Subcontractor Substitutions, Stop Notices and Payment Disputes
- Recognizing Insurable Events

2:00 PM - 2:30 PM

Managing Project Change and Emerging Claims

- Statutory Requirements for Recognizing and Pricing Changes
- The Big Three: Unforeseen Conditions, Inadequate Design, Owner Elective
- Change Order and Pricing Methods – Lump Sum, Force Account, Proceed While Pricing

2:30 PM - 2:45 PM BREAK

2:45 PM - 3:15 PM

Understanding and Drafting for Claims on Public Works Projects

- Claims Limited by Public Contracting Laws
- Claims Created by Public Contracting Laws
- Claims Precluded by Public Contracting Laws

3:15 PM - 3:45 PM

Managing Project Closeout

- Punch Lists, O&M Manuals, Warranties
- Inventory of Final Inspections and Authorities With Jurisdiction
- Project Acceptance and the Prompt Payment Statutes

3:45 PM - 4:15 PM

Managing the Disputes and Claims Process Required Under PCC § 9204

- The Statutory Timeline, Meet and Confer, and Permitted Additions
- Contract Notice Requirements
- Subcontractor Pass-Through Rights

4:15 PM - 4:30 PM QUESTIONS AND ANSWERS

This seminar will review the key issues and trade-offs at each stage of a California public works construction project. Starting with selection of a project delivery method, the seminar will move through the life cycle of a project including professional services agreements, prequalification and best value selection, key construction contract terms, limiting liability and risk transfers, labor compliance, liquidated damages, disputes, statutory claim procedures, close-out and prompt payment of retention. The seminar will cover the recently expanded scope of the California conflict of interest statutes, prevailing wage enforcement and statutory limits on indemnities and damages. Covering more than just the nuts and bolts, the seminar will provide perspectives on the most important issues that arise and how the manager strikes the right balance in the solutions chosen at each stage.

Learning Objectives: After attending this seminar, you will be able to:

- work effectively with Public Contract Code 9204, the new claim statute.
- work from a checklist to verify that construction contracts meet California Public Contract Code requirements.
- review the time-lines and trade-offs between design-bid-build, design build and CM-at-risk.
- procure professional services understanding the key statutes and key contract terms.
- review the broad scope of statutes regarding conflicts of interest, public records, limits on method and modes of contracting, and labor compliance.

Public Contracting Requirements and Competitive Bidding in California

Where Is It?

January 9, 2018 • Crowne Plaza Sacramento • 5321 Date Avenue Sacramento, California • 916-338-5800

January 17, 2018 • Four Points by Sheraton San Jose Airport • 1471 N. 4th Street San Jose, California • 408-452-0200

January 24, 2018 • Red Lion Hotel Oakland • 150 Hegenberger Road Oakland, California • 510-635-5300

Purchase Options - Check All That Apply

- Yes! I would like to attend** - \$299 includes free manual with attendance
 Bring a colleague - \$149.50 for each additional registrant

I am unable to attend, please send me: (Product is sent on a flash drive.)

- Manual Only - \$99

Amount Enclosed

\$ _____ Subtotal
\$ _____ Shipping & Handling Add shipping for product orders - \$11.95 first item, \$3.00 each additional item.
\$ _____ Sales Tax If tax-exempt, please include your certificate.
\$ _____ TOTAL Please allow four to six weeks after the date of the seminar for delivery.

Payment Information

- Check enclosed payable to Lorman Education Services
 Charge to credit card: Contact Customer Service at 866-352-9539

Names of Attendees

For multiple attendees, please attach an additional page with the name, title, and email for each attendee.

Priority Code: 15999 Discount Code for 1/9/18 - 401791: R9871480
Name: _____ Discount Code for 1/17/18 - 401792: H2102152
Title: _____ Discount Code for 1/24/18 - 401793: M1599337
Email: _____

Firm Information

Firm Name _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Approving Manager Name: _____

Speakers:

Eric J. Firstman, Esq., Meyers Nave

- Practice Group Leader, Meyers Nave's Construction and Facilities Practice Group and Public Contracts Practice Group
- Advises clients on all aspects of planning, procurement, design, construction, administration, contract compliance, completion, closeout, dispute resolution and complex litigation on projects varying from small, general projects to large, complicated projects such as airports, hospitals and seaports
- Tried to final judgment complex construction cases in state and federal bench trials and jury trials, state bench trials, AAA Arbitrations, JAMS Arbitrations
- Charter Fellow and member of the Advisory Board of the Construction Lawyers Society of America, a Fellow of the Litigation Counsel of America, Achieved the highest rating by Martindale-Hubbell
- Listed in Northern California Super Lawyers in the Construction Litigation category (10 years)
- Can be contacted at efirstman@meyersnave.com, 213-626-2906 or 510-808-2000

Douglas M. McManamon, Esq., Meyers Nave

- Of Counsel for Meyers Nave and counsels his clients in all significant aspects of construction law and litigation
- Degree in architecture and five years of experience practicing architecture for schools and large scale commercial projects
- More than ten years of experience practicing construction law with significant experience in complex construction litigation, including payment disputes, mechanic's lien and stop notice actions, construction defect, delay and disruption claims, differing site conditions, and insurance recovery
- Complex trial experience includes hospital design error and omission
- Regularly counsels public entities on all aspects of project design, construction administration and claims
- Selected as a Northern California "Rising Star" in area of Construction Litigation by Super Lawyers
- J.D. degree from University of San Francisco School of Law, cum laude; B.S. degree from the University of Virginia, architectural design
- Can be contacted at dmcmanamon@meyersnave.com or 510-808-2000

How Do I Register?

EMAIL: customerservice@lorman.com

WEBSITE:

www.lorman.com/ID401791 - Sacramento, CA 1/9/18

www.lorman.com/ID401792 - San Jose, CA 1/17/18

www.lorman.com/ID401793 - Oakland, CA 1/24/18

TELEPHONE: 866-352-9539

MAIL: Mail this form with payment information to:

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P.O. Box 509 Eau Claire, WI 54703-0509

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For more detailed CE credit information, call 866-352-9540 or visit www.lorman.com/ID401791, www.lorman.com/ID401792, or www.lorman.com/ID401793.

Who Will Be There?

This seminar is designed for attorneys, presidents, vice presidents, purchasing professionals, construction and project managers, administrators, city officials, engineers, architects, owners, contract managers, planners and government contractors.

\$299 PER ATTENDEE

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What is a Public Works Project?

IMPORTANT NOTE

When it comes to the requirement to “go out to bid” for “public works projects” which cost more than \$5,000, the definition of what constitutes a “public works project” for bidding under the Public Contract Code is different than what is defined as a “public works project” under the prevailing wage provisions of the Labor Code.

This means there are instances in which public bidding is not required but payment of prevailing wages is required.



Public Works Bidding Procedures

Do not apply to Public Cemetery
Districts!!!

LOOKING INTO THE CRYSTAL BALL

May not always be the case in the
future

