

**TEMECULA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR/ ANNUAL MEETING  
41911 C St, Temecula, Ca 92592**

**July 15, 2021 @ 8:00 a.m.**

**AGENDA- Estimated Time: 4 Hrs.**

- 1. CALL TO ORDER:@8:00 a.m. by Trustee Qualm-**
- 2. PLEDGE OF ALLEGIANCE: Trustee Qualm**
- 3. ROLL CALL**  
Chair Qualm, Vice-Chair Reese, Trustee Vanderhaak, Trustee Dugan, Trustee Davis, General Manager, Beaudet

**MOTIONS TO EXCUSE: None**

**VISITORS: None**

**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. Every person 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. **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 June 17,2021

B. **APPROVAL OF CHECK REGISTERS**

*Recommendation:* That the Board approves the June-2021 Check Register Nos. 101100, 101200 and 101300.

C. **APPROVAL OF BOOKKEEPER REPORT**

*Recommendation:* That the Board receives and files the June 2021 Bookkeeper Reports.

## **5. ACTION ITEMS:**

### **A. CSDA NOMINATIONS**

*Recommendation:* That the Trustees read the 9 candidate statements attached and direct the manager as to who you would like to vote for as a Board.

### **B. CSDA ANNUAL CONFERENCE -MONTEREY**

*Recommendation:* The two Trustees signed up to go are Trustee Davis and Trustee Reese- reports will be brought back to the August Board meeting.

### **C. MICHAEL BAKER AND COUNTY OF RIVERSIDE TRANSPOTATION**

*Recommendation:* Trustees to see the progress taking place on the entry road.

**6. FINANCIAL REPORTS:**

- A. June 2021 Balance Sheet
- B. June 2021 Profit and Loss
- C. June 2021 Stifel Investments; principal and interest
- D. Draft Budget #3 with revisions

**7. GENERAL MANAGERS REPORTS:**

- A. June 2021 Revenues
- B. June 2021 Plot Inventories
- C. June 2021 Depletion
- D. June Calendar
- E. CAPC Annual Conference
- F. Peacock Engineering current proposal for the preset of 430 single vaults on the Rancho Highlands association land if acquired.

**8. GENERAL COUNSEL REPORTS: Gustavo Lamanna**

**9. FISCAL YEAR 2021-2022 SUBCOMMITTEES:**

- A. 52-acre Cemetery Property (**Vanderhaak-Davis**)
- B. Landscape Plan (**Dugan-Qualm**)
- C. Cenotaph/ Ossuary (**Vanderhaak-Reese**)
- D. Conférence Liaison (**Davis-Dugan**)
- E. Polices (**Qualm-Davis**)
- F. General Price List (**Qualm-Reese**)
- G. Investments (**Davis-Reese**)

**10. FUTURE TRUSTEE AGENDA ITEMS:**

General Contractors  
Dry Utilities  
RCWD  
Transportation  
Stewart Title

**11. CLOSED SESSION ITEMS:**

**A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**

Pursuant to Government Code of Section 54956.9 (d) (**one potential case**)

**B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant Exposure to Litigation

Pursuant to Government Code of Section 54956.9 (d) (**one potential case**)

**C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

**(Pursuant to Government Code Section #54957)**

Title: District Manager

**D. Closed Session Announcement:**

**12. BOARD COMMENT:**

**General Managers Review.**

**13. ANNOUNCEMENTS:**

**GOING INTO THE ANNUAL MEETING FOLLOWING A SMALL  
BREAK.**

**14. ADJOURNMENT:**

**1<sup>st</sup> Motion:**

**2<sup>nd</sup> Motion:**

**All in Favor:**

**Next Regular Board Meeting – August 19, 2021**

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, 10:00:00 a.m. – 4:00 p.m., Monday through Friday. Or at [www.temeculacemetery.org](http://www.temeculacemetery.org) posted July 12, 2021

**Due to COVID-19 all correspondence shall be conducted electronically until further notice.**



**TEMECULA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING  
41911 C St, Temecula, Ca 92592**

**June 17, 2021 @ 8:00 a.m.**

**MINUTES**

1. **Call To Order:**@8:00 a.m. by Trustee Qualm-
2. **Pledge of Allegiance:** Trustee Qualm
3. **Roll Call**  
Chair Qualm, Vice-Chair Reese, Trustee Vanderhaak, Trustee Dugan, Trustee Davis, General Manager, Beaudet

**Motions to Excuse:** None

**Visitors:** None

**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. Every person 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. **Consent Calendar:** A motion was made by Trustee Davis to accept the Consent calendar as presented, seconded by Trustee Vanderhaak and passed with a 5/0 vote.

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 May 20,2021

B. **Approval of Check Registers**

*Recommendation:* That the Board approves the May- 2021 Check Register Nos. 101100, 101200 and 101300.

C. **Approval of Bookkeeper Report**

*Recommendation:* That the Board receives and files the May 2021 Bookkeeper Reports.

## 5. Action Items

- A. **Rancho Highlands Appraisal:** The Board request our legal counsel to submit a letter of intent to the Rancho Highlands Association. Motion made by Trustee Davis and seconded by Trustee Dugan, passed with a 5/0 vote.

*Recommendation:* That the Trustees direct the legal counsel to draw up a letter of intent for an offer of \$40,000.00.

- B. **Ratified Emergency Orders:** The motion was made by Trustee Vanderhaak to continue with the ratified orders dated June 17, 2021, seconded by Trustee Reese and passed with a 5/0 vote.

*Recommendation:* The Trustees acknowledge the changes to the ratified orders that will remain in effect until July 22, 2021

- C. **Preliminary Draft Budget (2) for Fiscal Year 2021-2022:** The Trustees want to see the draft budget brought back in July with changes made to a few items and hopefully have June closed out.

*Recommendation:* The Trustees recognize the changes from the last board meeting; added additional to security, 17% passed onto District. Changed Liability after receiving the final invoice. Fuel increase of 12% passed onto District.

**6. Financial Reports:** The motion was made by Trustee Vanderhaak to receive and file the May Financials, seconded by Trustee Dugan and passed with a 5/0 vote.

- A. May 2021 Balance Sheet
- B. May 2021 Profit and Loss
- C. May 2021 Stifel Investments; principal and interest
- D. Reinvestment of Endowment Interest, \$153,387.00

**7. General Managers Reports:**

- A. May 2021 Revenues
- B. May 2021 Plot Inventories
- C. May 2021 Depletion
- D. May Calendar
- E. Email thread between RCWD, Baker Intl. aka RBF, Glenn Miller, and TPCD.

## **8. General Counsel Reports: Gustavo Lamanna**

### **9. Fiscal Year 2020-2021 Subcommittees**

- A. 52-acre Cemetery Property (**Vanderhaak-Davis**)
- B. Landscape Plan (**Dugan-Qualm**)
- C. Cenotaph/ Ossuary (**Vanderhaak-Reese**)
- D. Conférence Liaison (**Davis-Dugan**) Trustee Qualm, Trustee Davis and Trustee Reese showed interest in the CSDA Annual Conf.
- E. Polices (**Qualm-Davis**)
- F. General Price List (**Qualm-Reese**)
- G. Investments (**Davis-Reese**)

### **10. Future Trustee Agenda Items:**

General Contractors  
Dry Utilities  
RCWD  
Transportation  
Stewart Title

## **11. CLOSED SESSION ITEMS:**

### **A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION**

Pursuant to Government Code of Section 54956.9 (d) (**one potential case**)

### **B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant Exposure to Litigation

Pursuant to Government Code of Section 54956.9 (d) (**one potential case**)

### **C. Closed Session Announcement**

**12. Board Comment:**

**13. Announcements:**

- Please respond to General Managers performance review form that will be emailed to you after this meeting.
- Executive Order N-29-20 follow up

**14. Adjournment Time: 9:11 am**

**1<sup>st</sup> Motion: Trustee Dugan**

**2<sup>nd</sup> Motion: Trustee Reese**

**All in Favor: 5/0**

**Next Regular (ANNUAL) Board Meeting – July 15, 2021**

Temecula Public Cemetery District

7/7/2021 12:46 PM

Register: 101100 · US Bank Checking

From 06/01/2021 through 06/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/01/2021	8141	Arizona West All Sp...	201100 · Accounts Pay...	100103	13,119.14	X		71,050.15
06/02/2021	8142	US Bank	201100 · Accounts Pay...		653.76	X		70,396.39
06/04/2021			101200 · US Bank Pay...	Funds Transfer	9,033.57	X		61,362.82
06/07/2021	8143	American Mini Storage	201100 · Accounts Pay...		115.00	X		61,247.82
06/07/2021	8144	Crowne Hill Consulti...	201100 · Accounts Pay...	14725	352.88	X		60,894.94
06/07/2021	8145	EcoFert Inc	201100 · Accounts Pay...	4917	490.00	X		60,404.94
06/07/2021	8146	Hank's Hardware & ...	201100 · Accounts Pay...	M33818	162.05	X		60,242.89
06/07/2021	8147	Lawnscap Systems L...	201100 · Accounts Pay...	418462	1,738.00	X		58,504.89
06/07/2021	8148	Linda Glau CPA	201100 · Accounts Pay...		440.00	X		58,064.89
06/07/2021	8149	Nutrien Ag Solutions	201100 · Accounts Pay...	44539502	82.41	X		57,982.48
06/07/2021	8150	Protection One (corp)	201100 · Accounts Pay...	140157255	305.61	X		57,676.87
06/07/2021	8151	Prudential Overall Su...	201100 · Accounts Pay...		206.84	X		57,470.03
06/07/2021	8152	Rancho Reprographics	201100 · Accounts Pay...	VOID:		X		57,470.03
06/07/2021	8153	South County Pest C...	201100 · Accounts Pay...	0253891	46.00	X		57,424.03
06/07/2021	8154	Streamline	201100 · Accounts Pay...	7235d26b-0007	50.00	X		57,374.03
06/07/2021	8155	Wildlife Control Ser...	201100 · Accounts Pay...	WL3221	450.00	X		56,924.03
06/07/2021	8156	James Vail	523250 · Repurchase		800.00	X		56,124.03
06/07/2021	061121	CalPers 457 Plan	201100 · Accounts Pay...		1,195.48	X		54,928.55
06/08/2021	AJE 286		515100 · Life Insuranc...	Automatic with...	35.64	X		54,892.91
06/11/2021	AJE 287		101200 · US Bank Pay...	Monthly autom...	411.30	X		54,481.61
06/12/2021			523290 · Bank Charges	Service Charge	16.00	X		54,465.61
06/14/2021			101100G · Cash - Gen...	Deposit		X	43,976.22	98,441.83
06/16/2021	8157	Rancho California W...	201100 · Accounts Pay...	CUP 03606- R...	2,500.00	X		95,941.83
06/17/2021	8158	Dale Qualm.	201100 · Accounts Pay...		15.00			95,926.83
06/18/2021	8159	Streamline	201100 · Accounts Pay...	7235d26b-000...	50.00	X		95,876.83
06/18/2021	8160	CR&R Incorporated	201100 · Accounts Pay...	1274051	336.79	X		95,540.04
06/18/2021	8161	Garcia's Lowering D...	201100 · Accounts Pay...	500112	190.00	X		95,350.04
06/18/2021	8162	Nutrien Ag Solutions	201100 · Accounts Pay...	416575	2,028.17	X		93,321.87
06/18/2021	8163	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	490.16	X		92,831.71
06/18/2021	8164	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	332.36	X		92,499.35
06/18/2021	8165	Sun City Granite	201100 · Accounts Pay...	19184-19185-1...	465.00			92,034.35
06/21/2021	062421	CalPers 457 Plan	201100 · Accounts Pay...	VOID: ADJUS...		X		92,034.35
06/21/2021	062521	CalPers 457 Plan	201100 · Accounts Pay...		1,197.06	X		90,837.29
06/21/2021	070121	California Public Em...	201100 · Accounts Pay...	7490021932 ...	3,925.54	X		86,911.75
06/22/2021	8166	Home Depot Credit S...	201100 · Accounts Pay...	1800663- -603...	136.93	X		86,774.82
06/22/2021	8167	Metlife	201100 · Accounts Pay...	KMO5754030-...	49.23	X		86,725.59
06/22/2021	8168	Sparkletts	201100 · Accounts Pay...	5728175-061321	84.98			86,640.61
06/22/2021	8169	Verizon Wireless	201100 · Accounts Pay...	9389728429	256.47			86,384.14
06/22/2021	62221	Downs Energy	201100 · Accounts Pay...	CL-93625	185.81	X		86,198.33
06/30/2021	8170	County of Riverside I...	201100 · Accounts Pay...	IT 4281-IT-4431	197.78			86,000.55



Temecula Public Cemetery District

7/7/2021 12:46 PM

Register: 101100 · US Bank Checking

From 06/01/2021 through 06/30/2021

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
06/30/2021	8171	Prudential Overall Su...	201100 · Accounts Pay...		206.84			85,793.71
06/30/2021	8172	US Bank	201100 · Accounts Pay...	05/25/21*06/1...	985.89			84,807.82

Temecula Public Cemetery District

7/7/2021 12:47 PM

Register: 101200 · US Bank Payroll

From 06/01/2021 through 06/30/2021

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
06/04/2021			101100 · US Bank Che...	Funds Transfer		X	9,033.57	10,834.10
06/11/2021	AJE 285		510040 · Regular Salar...	Bank Draft Am...	6,202.89	X		4,631.21
06/11/2021	AJE 285		510040 · Regular Salar...	Bank Draft Am...	2,679.41	X		1,951.80
06/11/2021	AJE 285		510040 · Regular Salar...	Monthly charg...	151.27	X		1,800.53
06/11/2021	AJE 287		101100 · US Bank Che...	Monthly autom...		X	411.30	2,211.83
06/15/2021	AJE 291		525030 · Paychex HR ...		445.33	X		1,766.50
06/18/2021			101300 · US Wash Ac...	Funds Transfer		X	8,312.05	10,078.55
06/25/2021	AJE 288		510040 · Regular Salar...	Bank Draft Am...	5,618.43	X		4,460.12
06/25/2021	AJE 288		510040 · Regular Salar...	Bank Draft Am...	2,574.78	X		1,885.34
06/25/2021	AJE 288		510040 · Regular Salar...	Monthly charg...	118.84	X		1,766.50

Temecula Public Cemetery District

7/7/2021 12:48 PM

Register: 101300 · US Wash Account

From 06/01/2021 through 06/30/2021

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
06/18/2021			101200 · US Bank Pay...	Funds Transfer	8,312.05	X		-394.27
06/29/2021	5020	Michelle Russell	-split-	Refund of grav...	375.00			-769.27
06/30/2021			100499 · Revenues to ...	Deposit		X	4,100.00	3,330.73
06/30/2021			100499 · Revenues to ...	Deposit		X	4,910.00	8,240.73
06/30/2021			100499 · Revenues to ...	Deposit		X	975.00	9,215.73
06/30/2021			100499 · Revenues to ...	Deposit		X	125.00	9,340.73
06/30/2021			100499 · Revenues to ...	Deposit		X	1,900.00	11,240.73
06/30/2021			100499 · Revenues to ...	Deposit		X	620.00	11,860.73
06/30/2021			100499 · Revenues to ...	VOID: Deposit		X	0.00	11,860.73
06/30/2021			-split-	Deposit		X	21,630.00	33,490.73
06/30/2021	5019	County of Riverside ...	-split-		33,885.00			-394.27

Date: 07/05/2021, 07/08/21 *OBla*

Remote Tasks Performed:

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts
- X Enter Property Tax Deposits as Necessary
- X Balance Voucher to County

- X Journal activity and Reconcile two Stifel Accounts using Stifel Balancing spreadsheet.
- X Save the Stifel Account Statements for the auditor
- X Reconcile two Stifel interest receivable accounts
- X Print Stifel Snapshot– for Board Packets

- X Verify check sequence is intact.  
8142-8172

X Verify each check over \$2500 from the US Bank General account has two signatures. Note:  
US Bank Wash account checks to the county are exempt from this requirement.

Check 8157 Rancho California Water District \$2500 Dated 06/16/21 OK

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

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

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

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

Change Equity to Net Position two Places

On the Balance Sheet- Perhaps Change Net Income to Net Income Fiscal Year to Date

On the Profit and Loss – Show only the Year to Date and Annual Budget Figures. Check  
Pagination.

X Update Endowment Allocation Schedule.

X Update Wash Account Analysis.

X Update Prepaid subledger and validate QB information.

X Read Agenda and Minutes of the previous Board Meeting

Items to note, Additional Work:

Continued work on Draft Budget

## **CANDIDATE STATEMENT**

### **JOHN SKERBELIS**

Unique to Rubidoux Community Services District (“Rubidoux”) is its history as the state of California’s first community services district, formed in 1952. Rubidoux was within an unincorporated area of western Riverside County and now provides approximately 35,000 people with water, sewer, fire protection, trash, weed abatement, and street light services. These services in part helped enable the area to develop and grow, eventually leading into the incorporation of the area as the City of Jurupa Valley on July 1, 2011. Rubidoux continues to provide services consistent with its formation in 1952 and as a CSDA Member appreciates the support CSDA provides in many ways.

John Skerbelis is a Director on Rubidoux’s Board of Directors and currently the Board President. He is seeking election to CSDA’s Board of Directors and is asking for support from fellow CSDA Southern Network Members.

Examples of Director Skerbelis’ local community service experience include -

- Elected to Board of Directors of Rubidoux in 2007 and past Board President twice
- Member of Riverside County Solid Waste Management Advisory Council – 7 years
- Recognized by Riverside County Board of Supervisors for outstanding performance related to the illegal dumping task force (AB 1822 and AB 1924)
- Worked for Riverside County Department of Environmental Health - 8 years
- Local business owner
- Coordinated with Congressman Calvert and Takano to secure FEMA funds for Rubidoux

With his experience and diversity of public service, Director Skerbelis would be a meaningful member of CSDA’s Board of Directors. When submitting your vote in the upcoming vote for CSDA Board of Director Seat A – Southern Network, it is requested you consider John Skerbelis for your vote. Thank you.

Director, SBV Water Conservation District/ Retired Credit Union CEO, Retired Colonel

I have demonstrated my leadership and organizational commitment in rising from Aviation Cadet to a Colonel in the US Air Force. I demonstrated the same skills when I was elected to the Conservation District Board against a 16 year talented and effective Board Member.

My leadership skills and financial expertise have ensured cost effective protection of critical ground water resources in the San Bernardino Valley Water Conservation District.

I am a Vietnam Pilot Combat Veteran and a retired USAF Colonel after enlisting as an Aviation Cadet with a Trade High School Diploma.

As your Representative I will use these same skills and commitment to maintain and enhance the operation of the CSDA Board of Directors, Seat A, Southern Network Representative

I have continued to insist the District had effective fiscal controls to build and maintain a permanent strong financial position that ensures the viability of the District and its important endeavors.

“Helping Nature Store Our Water” is our Water District’s motto. I have actively promoted and supported projects to enhance water capture and to ensure all the available State Project water is stored in the Bunker Hill Basin.

I have provided significant contributions to our District’s effort to protect endangered species, public access to trails so all can enjoy the community’s upper Santa Ana River resources and local aggregate supplies in support of the local economy.

Qualifications: Master's Degree in Business Administration from Arizona State University, President/CEO, Norton (Alta Vista) Credit Union, President, Crafton Hills College Foundation, Redlands Police Civilian Patrol, 3 years as Chairman of the Volunteer Governing Committee, City of Redlands Technical and Professional Volunteer of the Year and President of the San Bernardino Valley Conservation Trust.

I ask for your vote.

Thank you.

909.798.9248

*March 11, 2021*

California Special Districts Association

RE: 2021 Board of Directors Election Candidate Statement

To Whom it May Concern,

I respectfully submit this nomination form for consideration to represent the Southern Network of CSDA. My tenure with the Fallbrook Regional Health District has been short in duration, yet I feel that these last two years have been the most rewarding of my professional career. My initial professional life was in the nonprofit industry, so when I switched to a Governmental role, I found a new vocabulary, new rules of operations, and a new ability to provide deep service to my community. Upon entry to this position, I was immediately directed by the Board of Directors, the District's legal counsel and our long-time staffers to engage with CSDA for trainings, education and support. I have been impressed with the education and advocacy provided to members from CSDA and have benefitted from these resources. I believe that while I may be still be considered new to this industry, my broad professional experience and collaboration building abilities could benefit CSDA, my home District and our shared communities.



Rachel A. Mason, M.A., M.S.  
Chief Executive Officer  
Fallbrook Regional Health District



SOUTH BAY IRRIGATION DISTRICT  
505 GARRETT AVENUE, POST OFFICE BOX 2328  
CHULA VISTA, CALIFORNIA 91912-2328  
(619) 420-1413 FAX (619) 425-7469  
www.sbid.us

BOARD OF DIRECTORS  
STEVE CASTANEDA  
DIVISION 1  
PAULINA MARTINEZ-PEREZ  
DIVISION 2  
JOSE PRECIADO  
DIVISION 3  
HECTOR MARTINEZ  
DIVISION 4  
JOSIE CALDERON-SCOTT  
DIVISION 5

**Candidate Statement:**

I am pleased to share with you my interest in being part of the Board of Directors representing the Southern Network. The Board of Directors for the California Special Districts Association has six major beliefs and I believe I would be an excellent addition that would support the board in being a leading and passionate voice for all special districts.

In order to raise awareness and understanding of what special districts are, the CSDA established the "Districts Make The Difference" campaign. This campaign focuses on creating more visibility and outreach to the public. With its new logos, videos, student contents, etc. the CSDA is demonstrating a newfound commitment to revolutionize, and modernize its efforts. Electing me as the representative of the Southern Network would align with CSDA's most recent push in revitalizing and revamping its efforts to outreach the public.

Undoubtedly, the members of the current Board of Directors are committed to strengthening and supporting the special districts that make up California. However, the strength of a fresh perspective cannot be overstated. As a newly elected Director the South Bay Irrigation District, and the youngest member ever elected, I have been able to bring a new perspective to our governing board. As part of the Board of Directors I would focus on being a member that promotes the ability to look at what can be done, and not only at what has been done.

Professionally, I am a graduate of the University of California, Los Angeles (UCLA) with a major in Political Science and minored in Society and Genetics as well as Biological Anthropology. I also possess a master's degree from Johns Hopkins University and I am currently a public high school biology teacher.

Please feel free to reach me directly at [pmp.sbid@gmail.com](mailto:pmp.sbid@gmail.com) or 619.361.1647.

Thank you for your time.

Respectfully,

A handwritten signature in black ink, appearing to read "Paulina Martinez-Perez".

Paulina Martinez-Perez





March 15, 2021

President Jo-Anne Martin's background is in aerospace defense, operations and business. She has a bachelor's degree in biopsychology from Vassar College, and a master's degree in Systems Management from the State University of New York at Binghamton.

Jo-Anne Martin served in the US Air Force for 21 years as an Air Battle Manager. During this time she commanded 2 Air Force units, served as a Mission Crew Commander in both the US and NATO Airborne Warning and Control System (AWACS) and was the Pacific Regional Air Defense Commander. President Martin commanded an AWACS crew during the first Gulf War, accumulating over 200 combat flying hours and was awarded an Air Medal for her accomplishments. She is the first female graduate of the USAF Fighter Weapons (Top Gun) School. Her last assignment was at the Pentagon where she directed Congressional, budget and program integration for a \$28 billion portfolio of communications and computer programs. She routinely briefed Congressional staffers, Air Force senior leadership and media.

After retiring from the Air Force, Jo-Anne Martin spent 10 years in the aerospace defense industry. She was a Director of Business Development for The Boeing Company with extensive international as well as domestic responsibilities. Her international experiences span Asia, the Middle East and Europe with multiple tours in South Korea.

President Martin is very active in the local community serving as Associate Director on the Financial Partner's Credit Union Board of Directors, Secretary for Alta Vista's Women's Golf Association, an Elder of the Placentia Presbyterian Church, and as a literacy volunteer at the Placentia Library District. President Martin also regularly volunteers at Charity's Closet and is a past chair and board member of the Homeless Intervention Shelter.

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## BOARD OF TRUSTEES

Jo-Anne Martin  
President

Gayle Carline  
Secretary

Sherri Dahl  
Trustee

Hilaire Shioura  
Trustee

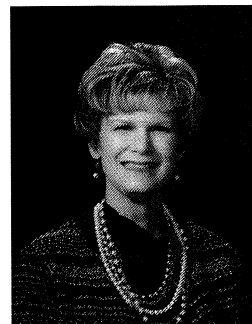
Al Shkoler  
Trustee

Jeanette Contreras, M.L.S.  
Library Director

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## PLACENTIA LIBRARY DISTRICT

411 E. Chapman Ave.  
Placentia, CA 92870  
Phone: 714-528-1925  
administration@placentialibrary.org  
www.placentialibrary.org



Jo-Anne Martin  
President  
Placentia Library District  
Board of Trustees

Kelly J Gregg, Director  
Hesperia Recreation and Park District

I have been a lifelong resident of Hesperia since 1971. I served as the voice of the community, and taxpayers on the HRPD Governing Board from 2010-2014 and 2016-current.

- Serves as Director of the Hesperia Recreation and Park District and on several committees: Finance (chair), Tri-Agency (chair), Personnel (v-chair).
- Served as President of the Hesperia Recreation and Park District and on several committees: Budget (chair), Safety and Security (chair), Foundation, and Golf Course.
- Serves on Hesperia City Council Safety Committee (chair).
- Fiscal responsibility and transparency are two main platform goals that take priority when making decisions for any agency or civic organization.

Kelly J Gregg is available to you at (760)985.1193 or by email [directorgregg@hesperiaparks.com](mailto:directorgregg@hesperiaparks.com)

Please Vote: Kelly J Gregg for CSDA Director Southern Network

### **CANDIDATE STATEMENT**

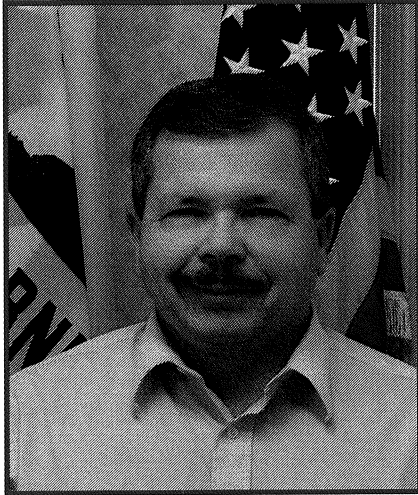
When Mr. Manbahal was hired, WVWD was in a state of financial and administrative turmoil. Under his leadership, WVWD enacted ten major reforms to resolve financial issues, address the numerous negative findings in a previous California State Controller's office audit and deliver greater accountability and savings for ratepayers, resulting in WVWD's receiving of the Special District Leadership Foundation Transparency Certificate of Excellence. As a result of his efforts, including the implementation of the Cal-Card purchasing card program to minimize fraud, WVWD's most recent state audit found no material deficiencies with WVWD's internal controls, management and records.

Even in the face of a decline in revenue due to COVID-19, Manbahal's strong leadership produced a responsible fiscal year 2020-2021 budget that generated \$416,000 in cost savings without raising rates for ratepayers. Recently, Manbahal led WVWD's effort to apply for and secure a U.S. Environmental and Protection Agency loan for capital improvements worth nearly \$25 million.

Before his tenure at WVWD, Manbahal served as director of finance, assistant financial services director and interim finance director for localities throughout California. Prior to that, Manbahal worked as an internal auditor for the County of Los Angeles. Manbahal earned his Master's degree in Public Administration from California State University Northridge and a bachelor's degree in accounting. He also serves as a part-time lecturer at UCLA Extension, leading intensive courses in auditing, accounting and business management.

Given his extensive experience in turning around municipal finances and management, we have no doubt Mr. Manbahal will be a valuable addition to CSDA leadership. Without any reservation, we strongly urge you to consider Mr. Manbahal for the position of CSDA Board of Director Seat A — Southern Network in the coming election. If you have any questions or concerns, please contact Mr. Manbahal directly at [smanbahal@wvwd.org](mailto:smanbahal@wvwd.org) or (909) 820-3706.

*Rickey S. Manbahal, MPA  
Interim General Manager  
Chief Financial & Administrative Officer*



# JAN BISSELL

FOR

## CSDA BOARD OF DIRECTORS, SEAT A SOUTHERN NETWORK

Hello, my name is Jan Bissell and I am the Vice President of the Valley-Wide Recreation and Park District Board of Directors. I am proud to say that for over 45 years, I have been involved with Valley-Wide Recreation as a volunteer in many capacities from coaching, officiating, organizing fundraisers and being an ambassador of Recreation in the community. My background is in business, but I also had the opportunity to serve as a Recreation Supervisor for 5 years and I was fortunate that both jobs kept me in direct contact with my community.

Last year, I had the honor of being recognized as an Outstanding Board Member for the California Association of Recreation and Park Districts. It is an honor I share with my fellow Board members as it is a reflection of our collective work to ensure the growth and sustainability of our District. With over 80 Parks and community centers and more than 250,000 residents to serve, my focus is on making sure the core of our services continue to reflect and fill the needs of our community.

- **Valley-Wide Recreation and Park District Board Member for 15 years (current)**
- **CIF and Recreation coach and sports official for 40+ years**
- **Outstanding Board Member CARPD 2020**
- **First Baptist Church Board of Trustees for 8 years**
- **First Baptist School Board Member for 4 years**
- **Member of the CIF Board for 25 years**

I am a husband, father, grandfather and a fearless advocate for our community. It is my hope that with your support, I can also be a fearless advocate for your special District.

On Behalf of our Board of Directors and entire Valley-Wide Recreation staff, I respectfully request your District's vote for the nomination to the Board of Directors of the California Special District Association (CSDA).

# Re-Elect Jo MacKenzie CSDA Board of Directors

**CSDA - Past President**

**\* *EXPERIENCED LEADER***

**Director Vista Irrigation District - District of Distinction, Platinum Level**



It has been an honor and privilege to serve on the CSDA Board of Directors. I have proven experience leading CSDA and special districts. I believe the strong statewide relationships/connections that I have cultivated over my years of serving both on the CSDA and ACWA Boards and the San Diego CSDA Chapter's Executive Committee has given me the perspective of the needs of our very diverse special districts. CSDA provides the educational opportunities for districts to keep up with the latest governance requirements and provides a library of policies and 'how to' information for the membership.

I am committed to build on the present foundation of CSDA's educational programs and legislative and public outreach. It's important that the CSDA Board maintains its transparency and operates in a prudent and ethical manner on behalf of all our member agencies. I have the knowledge, dedication and commitment that will enable me to continue serving your needs and interests.

## **EXPERIENCE SERVING SPECIAL DISTRICTS**

- ❖ **CSDA** - Past President, increased the membership and the advocacy team; updated Policy Manual and By-laws.
  - ❖ **Treasurer**, wrote the 'Treasurer Duties' and revised the Reimbursement policy.  
Present Committee assignments: Legislative (Past Chair), Membership (Chair) and Finance Corporation Committee (Chair). Previous committee assignments: Fiscal Committee (Chair); Elections & By-laws (Chair).
- ❖ **CSDA Finance Corporation**, President
- ❖ **CSDA Special District Leadership Foundation**, Treasurer
- ❖ **San Diego LAFCO** - Immediate Past Chair; served as a Special District Alternate and served 15 years on the Special District Advisory Committee (Chair).
- ❖ **CALAFCO** - Elected Board member. Serve on the Legislative, Awards, and Elections Committees.
- ❖ **Association of California Water Agencies** - Membership Committee (Past Vice-Chair); Local Government Committee (Past Chair), Past Director on the ACWA Board.
- ❖ **Vista Irrigation District** - Served as President for eight terms. During one of my terms as President, the board committed to qualifying for the District of Distinction, Gold Level. The District has now attained the Platinum Level--one of 12 in the State.

I respectfully ask for your vote! The ballots will be emailed this Friday, May 28. Look in your Inbox as soon as possible and if an email from CSDA is not there, call CSDA and request another ballot.

**Ballots are DUE July 16, 2021.**

**I look forward to continue serving you!**

**Thank you!**

**Cindi Beaudet**

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**From:** Your Hotel <info@cvent.com>  
**Sent:** Thursday, June 24, 2021 10:31 AM  
**To:** info  
**Subject:** Your Hotel Reservation | 2021 CSDA Annual Conference & Exhibitor Showcase

## 2021 CSDA Annual Conference & Exhibitor Showcase

### HOTEL RESERVATION ACKNOWLEDGEMENT #R2U2IU2E

This is an automated acknowledgement, please do not reply to this email.

Thank you for making your hotel reservation on Jun 24, 2021 for 2021 CSDA Annual Conference & Exhibitor Showcase being held in Monterey, CA, over the dates of Aug 30, 2021 - Sep 2, 2021.

All reservation changes can be made at the event website:

<https://book.passkey.com/go/Monterey2021CSDAModify>

### GUEST INFORMATION

David F Reese  
Temecula Cemetery  
41911 C Street

Temecula, CA 92592  
US  
9515418736  
info@temeculacemetery.org

### HOTEL INFORMATION

Monterey Marriott  
350 Calle Principal  
Monterey, CA 93940

### ROOM INFORMATION

**Room Name:** Standard Cityview Room  
**Check-in:** Aug 30, 2021  
**Check-out:** Sep 2, 2021  
**Share-withs:**  
David F Reese

**Requests:**

**Accessible Room:** No

### HOTEL RATES

Single Occupancy Rate Per Room:

Date	Guest(s)	Status	Rate
Aug 30, 2021	1	Confirmed	214.00
Aug 31, 2021	1	Confirmed	214.00
Sep 1, 2021	1	Confirmed	214.00

**Additional Guest Charges:**

Additional GuestRate  
Second Guest 0.00  
Third Guest 0.00  
Fourth Guest 0.00

**Hotel Tax Policy:**

Room Rates shown **do not include** 10.00% Hotel Room Tax, 4.15% CCFD Fee per night and \$2.75 Tourism Fee per night (subject to change).

Total room charges will include all room fees and taxes excluding \$27.00 per day valet parking.

**CANCELLATION POLICY**

**48 Hour Cancellation Policy: There will be no room cancellation fee for reservations cancelled 48 hours prior to 4:00pm to the scheduled date of arrival. If reservations are NOT cancelled prior to 48 hours in advance, a NO-SHOW fee equivalent to one night's room rent will be assessed**

**Note: We will require a credit card authorization form to be filled out when using a company credit card or 3<sup>rd</sup> party credit card besides your own. Please contact the hotel directly to obtain a credit card authorization form at (831) 649-4234**

**Please note - Rollaway beds are not permitted in rooms with two beds**

After Jul 30, 2021, all reservation changes can be made by contacting the hotel directly where you have your reservation:

Marriott Reservation Line 800-228-9290 -OR- Portola Hotel & Spa at [reservations@portolahotel.com](mailto:reservations@portolahotel.com).

**Cindi Beaudet**

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**From:** Your Hotel <info@cvent.com>  
**Sent:** Thursday, June 24, 2021 10:54 AM  
**To:** info  
**Subject:** Your Hotel Reservation | 2021 CSDA Annual Conference & Exhibitor Showcase

## 2021 CSDA Annual Conference & Exhibitor Showcase

### HOTEL RESERVATION ACKNOWLEDGEMENT #9XB694KA

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### GUEST INFORMATION

Craig F Davis  
Temecula Cemetery  
41911 C Street

Temecula, CA 92592  
US  
9515418736  
[info@temeculacemetery.org](mailto:info@temeculacemetery.org)

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Monterey Marriott  
350 Calle Principal  
Monterey, CA 93940

### ROOM INFORMATION

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**Check-in:** Aug 30, 2021

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Craig F Davis

**Requests:**

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**STORM WATER POLLUTION PREVENTION PLAN (SWPPP)  
FOR  
CONSTRUCTION ACTIVITIES  
CALIFORNIA 2009-0009-DWQ  
CONSTRUCTION GENERAL PERMIT  
AS AMENDED BY 2012-0006-DWQ**

**Temecula Public Cemetery**

38900 Lemon Hills Drive  
Temecula, CA 92592  
**WDID# 9 33C370232**

**Risk Level 1 Project**

PREPARED BY

**Michael Baker**

**I N T E R N A T I O N A L**

40810 COUNTY CENTER DRIVE, SUITE 200  
TEMECULA, CA 92591  
PHONE: (951) 676-8042 · MBAKERINTL.COM

**DATE: July 8, 2014**

**REVISED: July 1, 2021**

## **Owner/Legally Responsible Person**

Temecula Public Cemetery  
Cindi Beaudet  
General Manager  
41911 C Street  
Temecula, CA 92592  
(951) 541-8736

## **Qualified SWPPP Developer**

Michael Baker International  
Miguel Gonzalez  
40810 County Center Dr., Suite 200  
Temecula, CA 92591  
**MGONZALEZ@mbakerintl.com**

## **SWPPP Preparation Date:**

July 2014  
Revised: July 1, 2021

## ***Estimated Construction Dates:***

Construction Start Date: July 2021 Construction Completion Date: October 2021

RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT  
 CONSTRUCTION COST WORKSHEET  
 AND PLAN CHECK DEPOSIT CALCULATION SHEET

PP, CUP, PUP, MS OR VL NO. CUP 03606 DATE: 7/6/2021  
 PARCEL MAP OR TRACT MAP NO. \_\_\_\_\_ IP: 120004

- 100% Bond to record map
- 120% Bond to record map before improvement plans are signed

IMPROVEMENTS	FAITHFUL PERFORMANCE SECURITY (100% of Estimated Construction Costs)		MATERIAL & LABOR SECURITY (**50% of Estimated Construction Costs)
	A Street/Drainage	\$ 307,084.15	\$ 307,000.00
B *Flood Control	\$ 0.00	\$ 0.00	\$ 0.00
C Water	\$ 39,410.00	\$ 39,500.00	\$ 19,750.00
District Name			
D Sewer	\$ 0.00	\$ 0.00	\$ 0.00
District Name			
<b>Total</b>	<b>\$ 346,494.15</b>	<b>\$ 346,500.00</b>	<b>\$ 173,250.00</b>
Warranty Retention (10%)		\$ 34,650.00	

DESIGN ENGINEER'S CALCULATION OF IMPROVEMENT BONDING COSTS

Construction items and their quantities, as shown on the attached sheets, are accurate for the improvements required to construct the above project and the mathematical extensions, using County's unit costs, are accurate for determining bonding costs

Digitally signed by Miguel V, Gonzalez  
 Location: Temecula, CA  
 Reason: I have reviewed this document  
 Contact Info: 951.676.8042  
 Date: 2021.07.06 17:26:55-07'00'

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name Typed or printed

\_\_\_\_\_  
 RCE#

\_\_\_\_\_  
 Exp. Date



Civil Engineer's Stamp

\*Flood Control Construction Cost Estimate to be provided by Flood Control District. Provide a copy of Flood Control District letter stating cost estimate.

**\*\*\* PLEASE READ INSTRUCTIONS BELOW \*\*\***

- Quantities are to be taken from the Improvement Plans. Unit cost are to be as provided on "Riverside County Improvement Requirement Worksheet."
- Show Performance Bond Amounts to the nearest \$500.00. Material and Labor Bond Amounts are 50% of Performance Bond Amounts. \*\*100% for Flood Control items.
- For Construction items not covered by "Riverside County Improvement Requirements Worksheet", Design Engineer is to provide his opinion of construction cost and use that cost. If Riverside County Unit Costs are determined to be too low, in the opinion of the design engineer, the higher costs as provided by the Design Engineer should be used.

RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT  
 IMPROVEMENT REQUIREMENT WORKSHEET  
**STREET IMPROVEMENTS**

QUANTITY	UNIT	ITEM	UNIT COST	AMOUNT
		<b>ROADWAY EXCAVATION</b>		
	C.Y.	1. Projects with Grading Plan Area x 0.50' (hinge point to hinge point)	\$ 20.00	\$ 0.00
		2. Projects without a Grading Plan Road area and side slopes to daylight Cut (c) = 4,230      Fill (f) = 6,092		
6,092	C.Y.	(a.) Excavate and Fill	\$ 0.40	\$ 2,436.80
	C.Y.	(b.) Excavate and Export	\$ 1.10	\$ 0.00
1,862	C.Y.	(c.) Import and Fill	\$ 2.80	\$ 5,213.60
		If balance, provide (a.) only, either cut or fill If export, provide (a.)&(b.) a = fill, b = cut - fill If import, provide (a.)&(c), a = cut, c = fill - cut (Unit costs for (a),(b), & (c) are 20% of actual costs to assure that work will be corrected to eliminate hazardous conditions.)		
82	L.F.	Sawcut Exist. A.C. Pavement	\$ 1.00	\$ 82.00
164	S.F.	Cold Plane A.C. Pavement	\$ 2.25	\$ 369.00
	S.Y.	Grinding A.C. , in place	\$ 2.00	\$ 0.00
764	S.Y.	Remove A.C. Pavement	\$ 1.45	\$ 1,108.44
	L.F.	Remove Curb and Gutter	\$ 18.00	\$ 0.00
	L.F.	Remove A.C. Dike	\$ 3.00	\$ 0.00
	EA.	Relocate Mailbox	\$ 250.00	\$ 0.00
205	L.F.	Remove Chain Link Fence	\$ 7.50	\$ 1,540.88
	L.F.	Remove Barricade	\$ 10.00	\$ 0.00
617	TON	Asphalt Concrete (33,352 S.F.) ( 144 lbs/cu.ft)	\$ 90.00	\$ 55,530.00
1,136	C.Y.	Agg Base Class II (32,352 S.F.)	\$ 50.00	\$ 56,800.00
	Ton	Asphalt Emulsion (Fog Seal/Paint Binder) (1 ton = 240 gals) (116,103S.F.) apply at 0.05+0.03 = 0.08 gal/SY	\$ 600.00	\$ 0.00
164	S.F.	AC overlay (min. 0.10') (                      SF)	\$ 0.90	\$ 147.60
38	L.F.	Curb and Gutter (Type A-6)	\$ 15.00	\$ 570.00
	L.F.	Curb and Gutter (Type A-8)	\$ 17.00	\$ 0.00
	L.F.	Type "C" Curb	\$ 12.00	\$ 0.00
	L.F.	Type "D-1" Curb	\$ 12.00	\$ 0.00
47	L.F.	Type "D" Curb	\$ 15.00	\$ 705.00
1,797	L.F.	A.C. Dike (6")(incl. material & labor)	\$ 10.00	\$ 17,970.00
	L.F.	A.C. Dike (8")(incl. material & labor)	\$ 15.00	\$ 0.00
650	S.F.	P.C.C. Cross Gutter and Spandrels	\$ 10.00	\$ 6,500.00
	S.F.	P.C.C. Sidewalk	\$ 6.00	\$ 0.00
	S.F.	P.C.C. Drive Approach	\$ 8.00	\$ 0.00
8,880	S.F.	P.C.C. Dip Section Std. 307	\$ 6.00	\$ 53,280.00
2	EA.	Handicapped Access Ramp	\$ 2,000.00	\$ 4,000.00
	C.Y.	Structural Reinforcement Concrete	\$ 400.00	\$ 0.00

RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT  
 IMPROVEMENT REQUIREMENT WORKSHEET  
 STREET IMPROVEMENTS

QUANTITY	UNIT	ITEM	UNIT COST	AMOUNT
	L.F.	Barricades	\$ 100.00	\$ 0.00
	L.F.	Metal Beam Guard Railing	\$ 50.00	\$ 0.00
	L.F.	Utility Trench, one side (Edison, Telephone, Cable) (total length of Streets)	\$ 10.00	\$ 0.00
	L.F.	Chain Link Fence ( 6' )	\$ 80.00	\$ 0.00
	L.F.	Relocate Fence	\$ 12.00	\$ 0.00
	EA.	Pipe Gate	\$ 1,000.00	\$ 0.00
	EA.	Relocate Power Pole	\$ 10,000.00	\$ 0.00
	EA.	Street Lights (including conduit)	\$ 5,000.00	\$ 0.00
	EA.	Concrete Bulkhead	\$ 2,500.00	\$ 0.00
	EA.	Slope Anchors for Pipes	\$ 300.00	\$ 0.00
	C.Y.	Cut Off Wall ( Std 2' )	\$ 400.00	\$ 0.00
1	EA.	A. C. Overside Drain	\$ 800.00	\$ 800.00
	EA	Under Sidewalk Drain Std 309	\$ 2,000.00	\$ 0.00
	EA	Flat Outlet Drainage Structure Std 303	\$ 2,000.00	\$ 0.00
	EA	Curb Outlet Drainage Structure Std 308	\$ 2,000.00	\$ 0.00
	EA	Private Drainage Structure Std 310	\$ 500.00	\$ 0.00
	S.F.	Terrace Drain & Down Drain	\$ 6.50	\$ 0.00
	S.F.	Interceptor Drain	\$ 6.50	\$ 0.00
	C.Y.	R.C. Box Culvert	\$ 400.00	\$ 0.00
	C.Y.	Concrete Channel	\$ 200.00	\$ 0.00
8	C.Y.	Rip Rap ( 1/4 Ton ) Methob B	\$ 40.00	\$ 320.00
	C.Y.	Rip Rap ( 1/2 Ton ) Methob B	\$ 45.00	\$ 0.00
	C.Y.	Rip Rap ( 1 Ton ) Method B	\$ 50.00	\$ 0.00
	C.Y.	Rip Rap ( 2 Ton ) Method B	\$ 55.00	\$ 0.00
	C.Y.	Grouted Rip Rap ( 1/4 Ton ) Method B	\$ 60.00	\$ 0.00
	C.Y.	Grouted Rip Rap ( 1/2 Ton ) Method B	\$ 67.00	\$ 0.00
	C.Y.	Grouted Rip Rap ( 1 Ton ) Method B	\$ 75.00	\$ 0.00
	C.Y.	Grouted Rip Rap ( 2 Ton ) Method B	\$ 80.00	\$ 0.00
	L.F.	18" R.C. P. Or 21" x 15" RCPA	\$ 113.00	\$ 0.00
64	L.F.	24" R.C. P. Or 28" x 20" RCPA	\$ 140.00	\$ 8,960.00
	L.F.	30" R.C. P. Or 35" x 24" RCPA	\$ 150.00	\$ 0.00
	L.F.	36" R.C. P. Or 42" x 29" RCPA	\$ 155.00	\$ 0.00
	L.F.	42" R.C. P. Or 49" x 33" RCPA	\$ 160.00	\$ 0.00
	L.F.	48" R.C. P. Or 57" x 38" RCPA	\$ 165.00	\$ 0.00
	L.F.	54" R.C. P. Or 64" x 43" RCPA	\$ 170.00	\$ 0.00
	L.F.	60" R.C. P. Or 71" x 47" RCPA	\$ 175.00	\$ 0.00
	L.F.	18" C.S.P. HDPE Or Equal	\$ 40.00	\$ 0.00
	L.F.	24" C.S.P. HDPE Or Equal	\$ 50.00	\$ 0.00
	L.F.	30" C.S.P. HDPE Or Equal	\$ 60.00	\$ 0.00
	L.F.	36" C.S.P. HDPE Or Equal	\$ 70.00	\$ 0.00
	L.F.	42" C.S.P. HDPE Or Equal	\$ 80.00	\$ 0.00
	L.F.	48" C.S.P. HDPE Or Equal	\$ 100.00	\$ 0.00
	L.F.	54" C.S.P. HDPE Or Equal	\$ 110.00	\$ 0.00
	L.F.	60" C.S.P. HDPE Or Equal	\$ 120.00	\$ 0.00
	EA.	Catch Basin W=4'	\$ 2,200.00	\$ 0.00

RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT  
 IMPROVEMENT REQUIREMENT WORKSHEET  
 STREET IMPROVEMENTS

QUANTITY	UNIT	ITEM	UNIT COST	AMOUNT
	EA.	Catch Basin W=7'	\$ 4,000.00	\$ 0.00
	EA.	Catch Basin W=14'	\$ 7,800.00	\$ 0.00
	EA.	Catch Basin W=21'	\$ 12,000.00	\$ 0.00
	EA.	Catch Basin W=28'	\$ 15,000.00	\$ 0.00
	EA.	Type IX Inlet	\$ 2,500.00	\$ 0.00
	EA.	Type X Inlet	\$ 2,500.00	\$ 0.00
	EA.	Junction Structure No. 1	\$ 3,000.00	\$ 0.00
	EA.	Junction Structure No. 2	\$ 3,000.00	\$ 0.00
	EA.	Junction Structure No. 6	\$ 3,700.00	\$ 0.00
	EA.	Transition Structure No. 1	\$ 12,500.00	\$ 0.00
	EA.	Transition Structure No. 2	\$ 12,500.00	\$ 0.00
	EA.	Transition Structure No. 3	\$ 2,700.00	\$ 0.00
	EA.	Manhole No. 1	\$ 2,700.00	\$ 0.00
	EA.	Manhole No. 2	\$ 3,300.00	\$ 0.00
	EA.	Manhole No. 3	\$ 2,700.00	\$ 0.00
	EA.	Manhole No. 4	\$ 5,000.00	\$ 0.00
	EA.	Adjust Water Valve to Grade ( if no water plan )	\$ 250.00	\$ 0.00
	EA.	Adjust MH to Grade ( if no sewer plan )	\$ 600.00	\$ 0.00
	EA.	Street Name Sign	\$ 400.00	\$ 0.00
3	C.Y.	Headwall Per Caltrans Std. No. D90	820.00	\$ 2,460.00
6	C.Y.	Culvert Wingwall Per Caltrans Std. No. D90A	820.00	\$ 4,920.00
29	L.F.	Remove Existing Storm Drain	50.00	\$ 1,429.00
1	EA.	Remove Existing 2" Spigot	500.00	\$ 500.00
		<b>SIGNING, STRIPING AND SIGNALS</b>		
	S.F.	Remove Traffic Stripes and Paint Markings	\$ 2.50	\$ 0.00
	EA.	Remove, Sign, Salvage	\$ 100.00	\$ 0.00
	EA.	Relocate Roadside Sign	\$ 150.00	\$ 0.00
	EA.	Street Name Sign	\$ 400.00	\$ 0.00
2	EA.	Install Sign ( Strap and Saddle Bracket Method)	\$ 150.00	\$ 300.00
	EA.	Install Sign Mast Arm Hanger Method)	\$ 150.00	\$ 0.00
	EA.	Road Sign - One Post	\$ 250.00	\$ 0.00
	EA.	Road Sign - Two Post	\$ 400.00	\$ 0.00
	EA.	Object Marker - Modified Type "F" Delineator	\$ 60.00	\$ 0.00
	EA.	Delineator ( Class 1 Type F)	\$ 40.00	\$ 0.00
	EA.	Delineator ( Class 2 )	\$ 45.00	\$ 0.00
	EA.	Pavement Marker, Reflective	\$ 3.75	\$ 0.00
	L.F.	Paint Traffic Stripe ( 2 Coats )	\$ 0.38	\$ 0.00
	L.F.	Remove Barricade	\$ 10.00	\$ 0.00
	L.F.	4" Thermoplastic Traffic Stripe	\$ 0.50	\$ 0.00
	L.F.	8" Thermoplastic Traffic Stripe	\$ 1.40	\$ 0.00
	S. F.	Thermoplastic Channelizing Limit Line and Pavement Marking	\$ 2.25	\$ 0.00
	S.F.	Thermoplastic Cross Walk and Pavement Marking	\$ 4.00	\$ 0.00
	EA	Signal and Lighting	150,000.00	\$ 0.00
				\$ 0.00

RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT  
 IMPROVEMENT REQUIREMENT WORKSHEET  
**STREET IMPROVEMENTS**

QUANTITY	UNIT	ITEM	UNIT COST	AMOUNT
				\$ 0.00
		<b>LANDSCAPING</b>		\$
	S. F.	Maintenance Walk STD 113	\$ 6.00	\$ 0.00
	S. F.	Colored Stamped Concrete	\$ 15.00	\$ 0.00
	EA	Street Trees ( 15 Gallon )	\$ 140.00	\$ 0.00
	S. F.	Landscape and Irrigation	\$ 5.00	\$ 0.00
	C.Y.	Landscape Fill Material	\$ 27.00	\$ 0.00
	EA	Water Meter	\$ 10,000.00	\$ 0.00
	EA	Electric Meter	\$ 10,000.00	\$ 0.00
195	C.Y.	Infiltration Trench	\$ 55.00	\$ 10,725.00
150	L.F.	Water Quality Swale	\$ 60.00	\$ 9,000.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
	A.	<b>Subtotal</b>		\$ <b>245,667.32</b>
	B.	Administrative Contingency (Enter % =>) NOTE: Use 25% for TR and PM Use 5% for PP, CU, PU, MS and VL Cases	25%	\$ 61,416.83
	C.	<b>Streets/Drainage Total (A + B)</b>		\$ <b>307,084.15</b>
	D.	Additional 20% Bond amount for recordation prior to signed plans, per ORD.460, SEC. 10.3E		\$ 0.00
	E.	<b>Streets/Drainage Total (C + D)</b>		\$ <b>307,084.15</b>



RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT  
 IMPROVEMENT REQUIREMENT WORKSHEET  
 WATER IMPROVEMENTS

QUANTITY	UNIT	ITEM	UNIT 13	AMOUNT
	L.F.	4" Waterline	\$ 13.00	\$ 0.00
	L.F.	6" Waterline	\$ 16.00	\$ 0.00
993	L.F.	8" Waterline	\$ 21.00	\$ 20,853.00
	L.F.	10" Waterline	\$ 27.00	\$ 0.00
	L.F.	12" Waterline	\$ 31.00	\$ 0.00
	L.F.	18" Waterline	\$ 40.00	\$ 0.00
	EA.	4" Gate Valve	\$ 650.00	\$ 0.00
	EA.	6" Gate Valve	\$ 800.00	\$ 0.00
	EA.	8" Gate Valve	\$ 850.00	\$ 0.00
	EA.	10" Gate Valve	\$ 1,050.00	\$ 0.00
	EA.	12" Gate Valve	\$ 1,250.00	\$ 0.00
	EA.	Fire Hydrant (6") Super	\$ 2,500.00	\$ 0.00
1	EA.	Fire Hydrant (6") Standard	\$ 2,300.00	\$ 2,300.00
	EA.	4" Misc. Fittings	\$ 150.00	\$ 0.00
	EA.	6" Misc. Fittings	\$ 200.00	\$ 0.00
4	EA.	8" Misc. Fittings	\$ 250.00	\$ 1,000.00
	EA.	10" Misc. Fittings	\$ 280.00	\$ 0.00
	EA.	12" Misc. Fittings	\$ 320.00	\$ 0.00
	EA.	Blowoffs (4")	\$ 1,600.00	\$ 0.00
1	EA.	Service Connections	\$ 475.00	\$ 475.00
	EA.	Adjust Water Valve to Grade	\$ 200.00	\$ 0.00
	EA.	Relocation of Blowoff	\$ 1,000.00	\$ 0.00
1	EA.	Air and Vacuum Valve.	\$ 1,850.00	\$ 1,850.00
3	EA.	Concrete Support Block Per RW-26	\$ 850.00	\$ 2,550.00
1	EA.	Weld Saddle Outlet Per RW-28 & Hot Tap Exist	\$ 2,500.00	\$ 2,500.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
	A.	<b>Subtotal</b>		\$ <b>31,528.00</b>
	B.	Administrative Contingency (Enter % => NOTE: Use 25% for TR and PM	25%	\$ 7,882.00
	C.	<b>Water Total (A + B)</b>		\$ <b>39,410.00</b>
	D.	Additional 20% Bond amount for recordation prior to signed plans, per ORD.460, SEC. 10.3E		\$ 0.00
	E.	<b>Water Total (C + D)</b>		\$ <b>39,410.00</b>



**RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT  
PLANCHECK DEPOSIT CALCULATION SHEET**

PARCEL MAP OR TRACT NO.         CUP 03606          
 PP, CU, PU, MS OR VL NO.                                 

SCH:          DATE:       7/6/2021      

IMPROVEMENT COSTS (Including Contingencies)	
I. Streets/Drainage (Line C from Street Improvement Calculations)	\$ 307,084.15
II. Water (Line C from Water Improvement Calculations)	\$ 39,410.00
III. Sewer (Line C from Sewer Improvement Calculations)	\$ 0.00
<b>PLAN CHECK DEPOSIT CALCULATION</b>	
Case Type % NOTE: 1% for TR & COMM PM, 6% for PM & 6.5% FOR ALL OTHERS -PP, CUP, PU, MS and VL	6.5%
A. Street/Drainage ( CASE TYPE % x I FROM ABOVE)	\$ 19,960.47
B. Water & Sewer (1% x II & III.) (Do not include for Tract or Commercial Maps)	\$ 394.10
C. Total Plan Check Deposit (A + B)	\$ 20,354.57
<b>SURCHARGE FEE CALCULATION</b>	
D. Surcharge Fee (2% x C)	\$ 407.09
E. Total Plan Check Deposit and Surcharge Fee	\$ 20,761.66
<b>MINIMUM PLAN CHECK DEPOSIT REQUIREMENTS</b>	
Note: If Plan Check Deposit calculated in "Line E" is less than the minimum as	
shown below, then following deposit schedule will apply, otherwise pay the full deposit.	
For TR (Schedule. A, B, C, D) and PM (Schedule. E, F, G) - minimum \$5,000	
For PM (Schedule H, I) - minimum \$2,000.00	
For PP/CU/PU/MS/VL - minimum \$2,000.00	
<b>COMMENTS</b>	

**Temecula Public Cemetery District**  
**Balance Sheet**  
 As of June 30, 2021

	Jun 30, 21	Jun 30, 20	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
101100 · US Bank Checking	84,807.82	74,242.35	
101200 · US Bank Payroll	1,766.50	2,035.07	
101300 · US Wash Account	-394.27	8,017.78	
101100C · Cash -Accumulative Outlay Fund	2,930,154.35	1,919,423.36	
101100E · Cash - Endowment Fund	40,067.17	291,047.48	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	912,343.73	1,361,155.41	
<b>Total Checking/Savings</b>	<b>3,968,925.30</b>	<b>3,656,101.45</b>	<b>312,823.85</b>
<b>Other Current Assets</b>			
<b>102200 · Stifel Investments</b>			
102210 · Stifel Endowment Care	2,513,483.66	2,151,223.84	
102220 · Stifel Endowment Interest	858,182.36	807,065.44	
<b>Total 102200 · Stifel Investments</b>	<b>3,371,666.02</b>	<b>2,958,289.28</b>	<b>413,376.74</b>
112011 · Inventory Asset	377,381.50	373,385.50	
102100 · Taxes Receivable	0.00	31,832.00	
100499 · Revenues to Deposit with County	0.00	16,750.00	
<b>116100 · Interest Receivable</b>			
116100A · Interest Receivable - ACO	0.00	126.00	
116100E · Interest Receivable - Endowment	0.00	854.00	
116100P · Interest Receivable - End Prin	13,794.01	8,146.70	
116100I · Interest Receivable - End Int	4,140.20	3,283.86	
116100C · Interest Receivable - County	0.00	1,536.06	
<b>Total 116100 · Interest Receivable</b>	<b>17,934.21</b>	<b>13,946.62</b>	
116137 · Miscellaneous Receivable	0.00	91.99	
117000 · PrePaid Expenses	5,609.81	5,729.81	
<b>Total Other Current Assets</b>	<b>3,772,591.54</b>	<b>3,400,025.20</b>	
<b>Total Current Assets</b>	<b>7,741,516.84</b>	<b>7,056,126.65</b>	<b>685,390.19</b>

**Temecula Public Cemetery District**  
**Balance Sheet**  
As of June 30, 2021

	Jun 30, 21	Jun 30, 20	\$ Change
<b>Fixed Assets</b>			
191650 · Intangible Assets	24,470.00	24,470.00	
198950 · Accum Depr - Software	-1,631.33	-1,631.33	
191000 · Future Cemetery Property	2,766,859.59	2,755,652.30	
191100 · Buildings and Improvements	318,605.07	318,605.07	
191400 · Structures and Improvements	363,678.03	363,678.03	
191500 · Equipment	177,965.02	177,965.02	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	22,079.50	22,079.50	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-128,370.02	-128,370.02	
198400 · Accumulated Depr - Struct/Imp	-220,395.28	-220,395.28	
198500 · Accum Depr - Equipment	-170,258.13	-170,258.13	
198800 · Accum Depr- Grnd Imp	-3,199.31	-3,199.31	
198900 · Accum Depr-Pav 15	-36,882.02	-36,882.02	
<b>Total Fixed Assets</b>	<b>3,334,042.14</b>	<b>3,322,834.85</b>	<b>11,207.29</b>
<b>TOTAL ASSETS</b>	<b>11,075,558.98</b>	<b>10,378,961.50</b>	<b>696,597.48</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
201100 · Accounts Payable	-4,307.13	4,243.71	
<b>Total Accounts Payable</b>	<b>-4,307.13</b>	<b>4,243.71</b>	
<b>Other Current Liabilities</b>			
212200 · Accrued Vacation Pay	6,179.14	6,179.14	
202100 · Accrued Payroll	0.00	8,528.55	
<b>Total Other Current Liabilities</b>	<b>6,179.14</b>	<b>14,707.69</b>	
<b>Total Current Liabilities</b>	<b>1,872.01</b>	<b>18,951.40</b>	
<b>Total Liabilities</b>	<b>1,872.01</b>	<b>18,951.40</b>	<b>-17,079.39</b>
<b>Net Position</b>			
36001 · Net Investments in Cap Assets	3,322,836.00	3,322,836.00	
36002 · Endowment Care Corpus	2,454,556.00	2,454,556.00	
36003 · Endowment Care Earnings	807,065.00	807,065.00	
36004 · Unrestricted Earnings ACO Fund	1,874,732.00	1,874,732.00	
36005 · Unrestricted Earnings Gen Fund	1,900,821.10	1,900,821.10	
390000 · Retained Earnings	0.00	-789,952.46	
<b>Net Income</b>	<b>713,676.87</b>	<b>789,952.46</b>	
<b>Total Net Position</b>	<b>11,073,686.97</b>	<b>10,360,010.10</b>	<b>713,676.87</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,075,558.98</b>	<b>10,378,961.50</b>	<b>696,597.48</b>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 June 2021

	<u>Jul '20 - Jun 21</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>700001 · Property Taxes</b>		
700020 · Prop Tax Current Secured	621,179.18	625,300.00
701020 · Prop Tax Current Unsecured	27,107.42	15,000.00
703000 · Prop Tax Prior Unsecured	0.00	0.00
704000 · Prop Tax Curr Supplemental	10,066.01	9,000.00
705000 · Prop Tax Prior Supplemental	5,052.97	3,500.00
706000 · Teeter Settlement	4,889.55	10,000.00
707000 · RDV Apportionment	43,513.80	40,000.00
752800 · CA-Homeowners Tax Relief	3,140.28	7,000.00
770100 · Property Tax - SBE	11,338.03	10,000.00
770102 · Other Taxes	48,424.77	200.00
<b>Total 700001 · Property Taxes</b>	<b>774,712.01</b>	<b>720,000.00</b>
<b>740020 · Interest and Dividend Income</b>		
740024 · Dividend Income - Stifel	12,620.19	4,000.00
740023 · Interest - Stifel	64,895.33	40,000.00
740020G · Interest on General Fnd at Cnty	6,840.03	13,000.00
740020E · Interest on Endow Fnd at County	757.83	3,000.00
740020O · Interest on ACO at County	9,750.83	30,000.00
<b>Total 740020 · Interest and Dividend Income</b>	<b>94,864.21</b>	<b>90,000.00</b>
<b>770001 · Other Revenue</b>		
770100E · Endowment	180,201.34	120,000.00
777030 · Marker Setting	19,120.00	12,000.00
777031 · Niche Engraving	1,580.00	0.00
777040 · Open, Close Fees	51,800.00	30,000.00
777520 · Sale of Lots	93,123.66	67,000.00
777530 · Cremation	19,800.00	27,000.00
777600 · Cenotaph	300.00	300.00
777650 · Graveside Service	4,000.00	0.00
780160 · Vaults, Flower Vases, etc.	18,128.15	12,000.00
781360 · Other Misc. Revenue	0.00	500.00
<b>Total 770001 · Other Revenue</b>	<b>388,053.15</b>	<b>268,800.00</b>
<b>Total Income</b>	<b>1,257,629.37</b>	<b>1,078,800.00</b>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 June 2021

	<u>Jul '20 - Jun 21</u>	<u>Annual Budget</u>
<b>Expense</b>		
<b>510000 · Salaries and Employee Benefits</b>		
<b>510040T · Regular Salaries.</b>		
510040 · Regular Salaries	216,617.43	235,000.00
510330 · Year End Bonuses	3,986.45	4,500.00
510335 · Hazard Pay	6,572.50	5,100.00
515100 · Life Insurance Policy	427.68	450.00
<b>Total 510040T · Regular Salaries.</b>	<u>227,604.06</u>	<u>245,050.00</u>
<b>510320T · Temporary Salaries.</b>		
510320 · Temporary Salaries	0.00	43,680.00
<b>Total 510320T · Temporary Salaries.</b>	<u>0.00</u>	<u>43,680.00</u>
<b>513000T · Retirement - Miscellaneous</b>		
518000 · Employer Contributions-457	16,224.84	16,100.00
551000 · Employee Contributions	126.98	0.00
<b>Total 513000T · Retirement - Miscellaneous</b>	<u>16,351.82</u>	<u>16,100.00</u>
<b>513120T · Retirement - Social Security</b>		
513120 · Social Security	14,554.66	19,000.00
513140 · Medicare Tax	3,404.16	4,000.00
<b>Total 513120T · Retirement - Social Security</b>	<u>17,958.82</u>	<u>23,000.00</u>
<b>515080T · Health Insurance (eer share)</b>		
515081 · Health Insurance	39,611.08	60,000.00
515082 · Vision Insurance	494.52	850.00
515083 · Dental Insurance	3,356.56	4,100.00
<b>Total 515080T · Health Insurance (eer share)</b>	<u>43,462.16</u>	<u>64,950.00</u>
<b>515260T · Unemployment Insurance</b>		
517000 · Workers Comp Insurance	14,732.76	17,000.00
515060 · State Unemployment Ins EDD	0.00	1,600.00
513130 · CA SUI	1,075.57	2,000.00
<b>Total 515260T · Unemployment Insurance</b>	<u>15,808.33</u>	<u>20,600.00</u>
<b>Total 510000 · Salaries and Employee Benefits</b>	<u>321,185.19</u>	<u>413,380.00</u>
<b>520000 · Services and Supplies</b>		
<b>529540T · Utilities</b>		
520845 · Trash	3,849.19	3,300.00
529500 · Electricity	4,786.47	5,000.00
<b>Total 529540T · Utilities</b>	<u>8,635.66</u>	<u>8,300.00</u>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 June 2021

	<b>Jul '20 - Jun 21</b>	<b>Annual Budget</b>
<b>524520T · Administrative Expenses</b>		
518160 · Board Stipend	7,500.00	10,500.00
520115 · Uniforms - Replacement Clothing	2,279.65	3,100.00
520230 · Cellular Phone	3,227.03	3,900.00
520705 · Food	47.20	1,100.00
520930 · Insurance - Liability	14,362.90	14,400.00
523100 · Memberships	2,404.00	2,600.00
523290 · Bank Charges	262.00	800.00
523621 · Subscriptions	1,098.34	1,500.00
523660 · Computer Service	4,764.00	7,000.00
523700 · Office Supplies	0.00	1,200.00
523720 · Photocopies	1,489.86	3,000.00
523760 · Postage/Mailing	510.74	1,000.00
523840 · Computer Equip/Software/T1	238.06	4,000.00
524530 · Storage Fees	1,393.00	1,500.00
524540 · Payroll Processing Services	3,693.40	4,200.00
524560 · Auditing	10,300.00	12,000.00
524561 · Accounting	9,019.15	8,500.00
524566 · Temp for e-File	0.00	9,000.00
524800 · Drug Testing/Pre-Employment	375.00	200.00
525025 · Legal - General Counsel	6,390.00	30,000.00
525030 · Paychex HR Support	5,104.17	5,400.00
526420 · Advertising	956.41	1,800.00
527280 · Awards/Recognition	0.00	250.00
527880 · Training/ Staff	0.00	2,500.00
528140 · Conferences and Meetings	917.00	30,000.00
528980 · Meals	618.70	2,000.00
528990 · Semi-Annual Team Dinner	275.20	5,000.00
529040 · Private Mileage Reimbursement	639.63	2,500.00
529050 · Website	650.00	800.00
529550 · Water	1,062.65	1,600.00
<b>Total 524520T · Administrative Expenses</b>	<b>79,578.09</b>	<b>171,350.00</b>



**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
June 2021

	Jul '20 - Jun 21	Annual Budget
<b>524500T · Operational Expenses.</b>		
521420 · Maint-Field Equipment	1,151.22	10,000.00
522310 · Maint-Building Improvements	2,515.85	2,500.00
522320 · Maint - Grounds	13,776.66	16,500.00
522360 · Maintenance-Extermination	5,676.00	6,000.00
523250 · Repurchase	1,100.00	3,500.00
523800 · Engraving Expense	1,914.00	2,500.00
525320 · Security Guard Services	0.00	250.00
525600 · Security	3,470.35	3,700.00
527100 · Fuel	2,301.67	2,800.00
527180 · Operational Supplies	12,873.88	12,500.00
528020 · Inventory	7,925.75	8,500.00
<b>Total 524500T · Operational Expenses.</b>	<b>52,705.38</b>	<b>68,750.00</b>
<b>Total 520000 · Services and Supplies</b>	<b>140,919.13</b>	<b>248,400.00</b>
<b>530000 · Other Charges</b>		
530100 · Miscellaneous non-operating exp	2,783.39	4,000.00
<b>Total 530000 · Other Charges</b>	<b>2,783.39</b>	<b>4,000.00</b>
<b>540000 · Capital Assets</b>		
<b>542060T · Cemetery Grounds</b>		
542040 · - Buildings, Capital Projects	0.00	100,000.00
542060 · Improvements -Building	0.00	6,000.00
542065 · Tree Renovaton	0.00	7,500.00
542075 · Grounds Improvements	0.00	0.00
548300 · Office Renovation	0.00	6,000.00
542060T · Cemetery Grounds - Other	0.00	0.00
<b>Total 542060T · Cemetery Grounds</b>	<b>0.00</b>	<b>119,500.00</b>
<b>540040T · Land, Purchase of Land</b>		
540042 · Future Cemetery Property	5,379.38	150,000.00
<b>Total 540040T · Land, Purchase of Land</b>	<b>5,379.38</b>	<b>150,000.00</b>
<b>546020T · Equipment, etc</b>		
542070 · Well Motor	9,137.67	75,000.00
546020 · Equipment - Automotive	15,201.20	17,000.00
546240 · Mapping Software	1,945.00	5,000.00
<b>Total 546020T · Equipment, etc</b>	<b>26,283.87</b>	<b>97,000.00</b>
<b>Total 540000 · Capital Assets</b>	<b>31,663.25</b>	<b>366,500.00</b>
551100G · Contrib to Other Funds - Gen	0.00	236,020.00
551100E · Contrib to Other Funds - Endow	0.00	177,000.00
<b>Total Expense</b>	<b>496,550.96</b>	<b>1,445,300.00</b>
<b>Net Ordinary Income</b>	<b>761,078.41</b>	<b>-366,500.00</b>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 June 2021

	Jul '20 - Jun 21	Annual Budget
<b>Other Income/Expense</b>		
<b>Other Income</b>		
731000 · Realized Gain (Loss) on Invest	2,768.64	0.00
731100 · Unrealized Gain (Loss) on Invst	-55,400.18	0.00
732000 · Gain from sale of property	5,230.00	0.00
<b>Total Other Income</b>	-47,401.54	0.00
<b>Net Other Income</b>	-47,401.54	0.00
<b>Net Income</b>	713,676.87	-366,500.00



### STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D348626 SSNO001003

**TEMECULA PUBLIC CEMETERY  
DIST ENDOWMENT PRINCIPAL  
41911 C ST  
TEMECULA CA 92592-3053**

*Your Financial Advisor (LU04):*  
SANDRA WHEELER  
Telephone: (805) 783-2921

*Office Serving Your Account:*  
999 MONTEREY ST. STE. 360  
SAN LUIS OBISPO, CA 93401

#### PRIMARY INVESTMENT OBJECTIVE: Income

#### RISK TOLERANCE: Moderate

For a full definition of this objective and risk tolerance, including the use of margin, please see [www.stifel.com](http://www.stifel.com), IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

#### TRADING TAX LOT RELIEF METHOD: First In, First Out

#### INVESTOR UPDATE

Have you thought about your charitable legacy? Check out the enclosed Investment Strategist newsletter for information on creating a long-term giving plan with a Stifel Charitable Legacy Gift Fund, and contact your Financial Advisor to learn more.

#### ACCOUNT PROTECTION

Stifel, Nicolaus & Company, Incorporated provides up to \$150 million of coverage for securities held in client accounts, of which \$1.15 million may be in cash deposits. Ask your Financial Advisor for more details.

Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at [www.stifel.com/disclosures/account-agreement](http://www.stifel.com/disclosures/account-agreement).

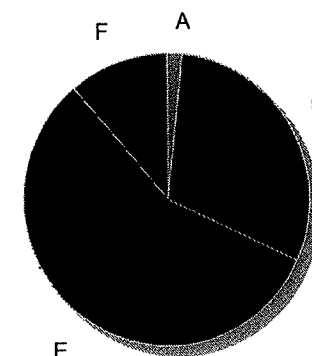
PORTFOLIO SUMMARY	June 30	May 31
Net Cash Equivalents **	43,986.87	43,986.51
Net Portfolio Assets held at Stifel	2,469,496.79	2,476,674.78
Net Portfolio Assets not held at Stifel		
<b>Net Portfolio Value</b>	<b>\$2,513,483.66</b>	<b>\$2,520,661.29</b>
YOUR CHANGE IN PORTFOLIO VALUE	June 30	May 31
Net Cash Flow (Inflows/Outflows) <sup>2</sup>	-776.49	-4,677.38
Securities Transferred In/Out		
Income and Distributions	1,064.11	3,924.83
Change in Securities Value	-7,465.25	2,697.23
<b>Net Change in Portfolio Value</b>	<b>-\$7,177.63</b>	<b>\$1,944.68</b>

\*\* See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.

<sup>2</sup> Does not include cost or proceeds for buy or sell transactions.

#### YOUR ASSET SUMMARY

	Value on June 30, 2021 (\$)	Percentage of your account
A Net Cash Equivalents**	43,986.87	1.75%
D Fixed Income-Muni	758,104.10	30.16%
E Fixed Income-Other	1,429,826.11	56.89%
F Mutual Funds	281,566.58	11.20%
<b>Total Assets</b>	<b>\$2,513,483.66</b>	<b>100.00%</b>





### STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D348627 SSNO001003

**TEMECULA PUBLIC CEMETERY  
DIST ENDOWMENT INTEREST  
41911 C ST  
TEMECULA CA 92592-3053**

*Your Financial Advisor (LU04):*  
SANDRA WHEELER  
Telephone: (805) 783-2921

*Office Serving Your Account:*  
999 MONTEREY ST. STE. 360  
SAN LUIS OBISPO, CA 93401

**PRIMARY INVESTMENT OBJECTIVE: Income**  
**RISK TOLERANCE: Moderate**

For a full definition of this objective and risk tolerance, including the use of margin, please see [www.stifel.com](http://www.stifel.com), **IMPORTANT DISCLOSURES**, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

**TRADING TAX LOT RELIEF METHOD: First In, First Out**  
**INVESTOR UPDATE**

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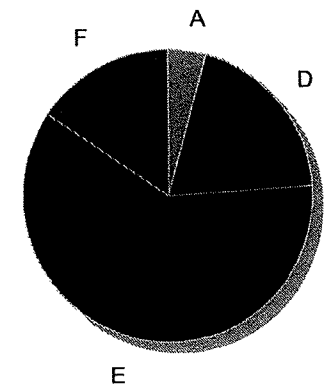
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PORTFOLIO SUMMARY	June 30	May 31
Net Cash Equivalents **	36,668.09	152,637.54
Net Portfolio Assets held at Stifel	821,514.27	706,252.19
Net Portfolio Assets not held at Stifel		
<b>Net Portfolio Value</b>	<b>\$858,182.36</b>	<b>\$858,889.73</b>
YOUR CHANGE IN PORTFOLIO VALUE	June 30	May 31
Net Cash Flow (Inflows/Outflows) <sup>2</sup>	776.49	4,677.38
Securities Transferred In/Out		
Income and Distributions	1,813.83	3,300.39
Change in Securities Value	-3,297.69	915.91
<b>Net Change in Portfolio Value</b>	<b>-\$707.37</b>	<b>\$8,893.68</b>

\*\* See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.  
<sup>2</sup> Does not include cost or proceeds for buy or sell transactions.

#### YOUR ASSET SUMMARY

	Value on June 30, 2021 (\$)	Percentage of your account
A Net Cash Equivalents**	36,668.09	4.27%
D Fixed Income-Muni	169,339.05	19.73%
E Fixed Income-Other	519,357.81	60.52%
F Mutual Funds	132,817.41	15.48%
<b>Total Assets</b>	<b>\$858,182.36</b>	<b>100.00%</b>



**Temecula Public Cemetery District  
Draft Budget #3  
FYE 06/30/2022**

	Estimated Total June 2020 -July 2021	Draft Budget 21-22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>700001 · Property Taxes</b>		
700020 · Prop Tax Current Secured	635,086.18	663,000.00
701020 · Prop Tax Current Unsecured	44,837.42	25,000.00 based on p&l actual to date
704000 · Prop Tax Curr Supplemental	10,326.01	9,600.00 based on p&l actual to date
705000 · Prop Tax Prior Supplemental	7,067.60	4,500.00 based on p&l actual to date
706000 · Teeter Settlement	3,250.55	10,000.00
707000 · RDV Apportionment	85,347.84	40,000.00
752800 · CA-Homeowners Tax Relief	3,151.75	4,000.00
770100 · Property Tax - SBE	11,481.03	10,500.00
770102 · Other Taxes	115.40	200.00
<b>Total 700001 · Property Taxes</b>	<b>800,663.78</b>	<b>766,800.00</b>
<b>740020 · Interest and Dividend Income</b>		
740024 · Dividend Income - Stifel	12,620.19	10,000.00 based on actual to date reports
740023 · Interest - Stifel	64,895.33	50,000.00
740020G · Interest on General Fnd at County	6,840.03	10,000.00 based on actual to date reports
740020E · Interest on Endow Fnd at County	757.83	1,000.00 based on actual to date reports based on actual to date reports, modified by \$1million transfer in
740020O · Interest on ACO at County	9,750.83	20,000.00
<b>Total 740020 · Interest and Dividend Income</b>	<b>94,864.21</b>	<b>91,000.00</b>
<b>770001 · Other Revenue</b>		
770100E · Endowment	180,201.34	165,000.00 based on actual to date reports
777030 · Marker Setting	19,120.00	18,000.00
777031 · Niche Engraving	1,580.00	3,000.00
777040 · Open, Close Fees	51,800.00	47,000.00
777520 · Sale of Lots	93,123.66	70,000.00
777530 · Cremation	19,800.00	17,000.00
777600 · Cenotaph	300.00	300.00
777650 · Graveside Service	4,000.00	6,500.00 Anticipate reopening for graveside services
780160 · Vaults, Flower Vases, etc.	18,128.15	16,000.00
781360 · Other Misc. Revenue	0.00	400.00
<b>Total 770001 · Other Revenue</b>	<b>388,053.15</b>	<b>343,200.00</b>
<b>Total Income</b>	<b>1,283,581.14</b>	<b>1,201,000.00</b>

**Temecula Public Cemetery District  
Draft Budget #3  
FYE 06/30/2022**

Expense	Estimated Total June 2020 -July 2021	Draft Budget 21-22	
<b>510000 · Salaries and Employee Benefits</b>			
<b>510040T · Regular Salaries.</b>			
510040 · Regular Salaries	221,758.54	250,000.00	From Wage Schedule
			Admin - Includes Benefit Costs Est
510320 · Temporary Salaries	0.00	40,000.00	\$23 hour Est 9 mos
510330 · Year End Bonuses	10,558.95	5,000.00	From Wage Schedule
5103x0 · Hazard Pay	0.00	5,500.00	From Wage Schedule
515100 · Life Insurance Policy	427.68	450.00	
<b>Total 510040T · Regular Salaries.</b>	<b>232,745.17</b>	<b>300,950.00</b>	
<b>513000T · Retirement - Miscellaneous</b>			
518000 · Employer Contributions	16,393.91	21,000.00	From Wage Schedule
551000 · Employee Contribution	0.00	0.00	
<b>Total 513000T · Retirement - Miscella</b>	<b>16,393.91</b>	<b>21,000.00</b>	
<b>513120T · Retirement - Social Security</b>			
513120 · Social Security	14,915.26	16,849.00	Formula based on Total Regular Salaries and Board Stipend
513140 · Medicare Tax	3,488.51	3,940.00	Formula based on Total Regular Salaries and Board Stipend
<b>Total 513120T · Retirement - Social S</b>	<b>18,403.77</b>	<b>20,789.00</b>	
<b>515080T · Health Insurance (eer share)</b>			
515081 · Health Insurance	44,485.64	47,000.00	From Wage Schedule
515082 · Vision Insurance	606.52	800.00	From Wage Schedule
515083 · Dental Insurance	3,453.96	3,200.00	From Wage Schedule
<b>Total 515080T · Health Insurance (eer</b>	<b>48,546.12</b>	<b>51,000.00</b>	
<b>515260T · Unemployment Insurance</b>			
517000 · Workers Comp Insuran	15,280.92	22,000.00	Higher than SDRMA Letter due to projected Temporary Salaries, etc (From Wage Schedule)
515060 · State Unemployment In	0.00	1,600.00	
513130 · CA SUI	1,098.00	2,000.00	
<b>Total 515260T · Unemployment Insur</b>	<b>16,378.92</b>	<b>25,600.00</b>	
<b>Total 510000 · Salaries and Employee Bei</b>	<b>332,467.89</b>	<b>419,339.00</b>	
<b>520000 · Services and Supplies</b>			
<b>529540T · Utilities</b>			
520845 · Trash	3,849.19	4,100.00	new charges passed on
529500 · Electricity	4,786.47	5,500.00	
<b>Total 529540T · Utilities</b>	<b>8,635.66</b>	<b>9,600.00</b>	

**Temecula Public Cemetery District  
Draft Budget #3  
FYE 06/30/2022**

	Estimated Total June 2020 -July 2021	Draft Budget 21-22	
<b>524520T · Administrative Expenses</b>			
518160 · Board Stipend	7,500.00	11,250.00	\$150, 5 Trustees, 15 meetings
520115 · Uniforms - Replacemen	2,279.65	3,600.00	new charges passed on
520230 · Cellular Phone	3,227.03	3,300.00	
520705 · Food	47.20	0.00	based on p&l to date
520930 · Insurance - Liability	14,362.90	15,900.00	Per SDRMA Letter
523100 · Memberships	2,404.00	2,600.00	
523290 · Bank Charges	262.00	300.00	
523621 · Subscriptions	1,098.34	2,000.00	CSDA, Chamber, etc
523660 · Computer Service	4,764.00	7,000.00	
523700 · Office Supplies	224.00	0.00	based on p&l to date
523720 · Photocopies	1,265.86	3,000.00	
523760 · Postage/Mailing	510.74	1,000.00	
523840 · Computer Equip/Softwa	238.06	2,500.00	
524520 · County Journal Record	22.04	2,400.00	did not have in last years budget
524530 · Storage Fees	1,393.00	1,400.00	
524540 · Payroll Processing Ser	3,693.40	4,100.00	
524560 · Auditing	10,300.00	11,000.00	
524561 · Accounting	9,019.15	9,500.00	based on p&l to date
524566 · Temp for efile	0.00	9,000.00	
524800 · Drug Testing/Pre-Empl	375.00	400.00	new charges passed on
525025 · Legal - General Course	6,390.00	30,000.00	unsure
525030 · Paychex HR Support	5,104.17	5,400.00	
526420 · Advertising	956.41	1,800.00	
527280 · Awards/Recongnition	0.00	300.00	
527880 · Training/ Staff	0.00	2,500.00	
528140 · Conferences and Meeti	917.00	30,000.00	unsure
528980 · Meals	618.70	2,000.00	
528990 · Semi-Annual Team Dini	275.20	5,000.00	
529040 · Private Mileage Reimbu	639.63	2,500.00	
529050 · Website	650.00	800.00	
529550 · Water	1,062.65	1,600.00	
<b>Total 524520T · Administrative Exper</b>	<b>79,600.13</b>	<b>172,150.00</b>	

**Temecula Public Cemetery District  
Draft Budget #3  
FYE 06/30/2022**

	Estimated Total June 2020 -July 2021	Draft Budget 21-22	
<b>524500T · Operational Expenses.</b>			
521420 · Maint-Field Equipment	1,151.22	10,000.00	
522310 · Maint-Building Improve	2,515.85	2,500.00	
522320 · Maint - Grounds	13,776.66	16,500.00	
522360 · Maintenance-Extermina	5,676.00	6,000.00	
523250 · Repurchase	1,100.00	2,500.00	possible sale backs
523800 · Engraving Expense	1,914.00	2,500.00	
525320 · Security Guard Service:	0.00	400.00	Estimated increase in Security fees Increased for Trench Work and Body Cams
525600 · Security	3,470.35	7,500.00	purchasing diesel as needed now and the 12% Down's increase
527100 · Fuel	2,301.67	4,000.00	
527180 · Operational Supplies	12,873.88	13,000.00	
528020 · Inventory	7,925.75	8,500.00	
<b>Total 524500T · Operational Expense</b>	<b>52,705.38</b>	<b>73,400.00</b>	
<b>Total 520000 · Services and Supplies</b>	<b>140,941.17</b>	<b>255,150.00</b>	
<b>530000 · Other Charges</b>			
<b>535540T · Depreciation Building</b>			
585000 · Depreciation	50,812.91	0.00	District does not budget for Depreciation
<b>Total 535540T · Depreciation Building</b>	<b>50,812.91</b>	<b>0.00</b>	
530100 · Miscellaneous non-operatin	3,178.00	4,000.00	
<b>Total 530000 · Other Charges</b>	<b>53,990.91</b>	<b>4,000.00</b>	
<b>540000 · Capital Assets</b>			
<b>542060T · Cemetery Grounds</b>			
542040 · Buildings, Capital Proje	0.00	100,000.00	
542060 · Improvements - Buildin	0.00	6,000.00	
542065 · Tree Renovaton	0.00	7,500.00	
542300 · Office Renovaton	0.00	6,000.00	
<b>Total 542060T · Cemetery Grounds</b>	<b>0.00</b>	<b>119,500.00</b>	
<b>540040T · Land, Purchase of Land</b>			
540042 · Future Cemetery Prope	5,379.38	150,000.00	unsure
<b>Total 540040T · Land, Purchase of La</b>	<b>5,379.38</b>	<b>150,000.00</b>	
<b>546020T · Equipment, etc</b>			
542070 · Well Motor	9,137.67	60,000.00	
546020 · Equipment - Automotiv	15,201.20	17,000.00	
546240 · Mapping Software	1,945.00	5,000.00	license and any additions to software
<b>Total 546020T · Equipment, etc</b>	<b>26,283.87</b>	<b>82,000.00</b>	
<b>Total 540000 · Capital Assets</b>	<b>31,663.25</b>	<b>351,500.00</b>	
<b>551100E · Cont to Other Funds - End</b>	<b>0.00</b>	<b>226,000.00</b>	Equals Endowment income, interest on County Endowment Fund, and Stifel income



**Temecula Public Cemetery District  
Draft Budget #3  
FYE 06/30/2022**

	Estimated Total June 2020 -July 2021	Draft Budget 21-22	
			This is the final figure to enter. It is the figure that makes the Net Ordinary income equal to the capital assets outlay. (Increase to take Net Income more negative)
551100G · Cont to Other Funds - Gen	0.00	296,511.00	
<b>Total Expense</b>	<b>559,063.22</b>	<b>1,552,500.00</b>	
<b>Net Ordinary Income</b>	<b>724,517.92</b>	<b>-351,500.00</b>	
<b>Other Income/Expense</b>			
<b>Other Income</b>			
731000 · Realized Gain (Loss) on Invest	2,768.64	0.00	District does not Budget for Realized and Unrealized Gain
731100 · Unrealized Gain (Loss) on Invst	-55,400.18	0.00	District does not Budget for Realized and Unrealized Gain
<b>Total Other Income</b>	<b>-52,631.54</b>	<b>0.00</b>	
<b>Net Other Income</b>	<b>-52,631.54</b>	<b>0.00</b>	
<b>Net Income</b>	<b>671,886.38</b>	<b>-351,500.00</b>	

A1 Monthly Revenues  
July 2020-June 2021

<u>FYE 06/30/21</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Single	1,000.00	6,000.00	4,000.00	6,000.00	2,000.00	3,000.00	6,000.00	1,000.00	5,000.00	5,000.00	4,000.00	-
Single End	1,500.00	4,500.00	3,000.00	4,500.00	3,000.00	3,000.00	4,500.00	1,500.00	4,500.00	4,500.00	3,000.00	-
Single/Dual	3,000.00	1,500.00	3,000.00	-	-	3,000.00	-	3,000.00	-	-	-	-
S/D End	4,000.00	2,000.00	4,000.00	-	-	4,000.00	-	4,000.00	-	-	-	-
Dual	-	-	3,000.00	7,500.00	-	1,500.00	6,500.00	4,000.00	8,000.00	-	1,500.00	8,500.00
Dual End	-	-	5,000.00	12,500.00	-	2,500.00	8,500.00	7,000.00	11,000.00	-	2,500.00	4,000.00
Collum	-	-	1,100.00	-	-	1,100.00	-	1,300.00	-	800.00	-	1,200.00
Collum End	-	-	2,500.00	-	-	2,500.00	-	2,500.00	-	1,300.00	-	1,000.00
cenotaph	-	-	-	-	300.00	-	-	-	-	-	-	-
Ground Crem	-	-	-	-	-	-	-	-	-	200.00	-	600.00
G Crem End	-	-	-	-	-	-	-	-	-	1,300.00	-	3,900.00
O/C -B	3,350.00	2,950.00	2,200.00	5,700.00	1,100.00	3,500.00	4,050.00	7,800.00	5,900.00	3,400.00	1,650.00	3,800.00
O/C-C	300.00	300.00	600.00	400.00	800.00	1,400.00	-	600.00	800.00	300.00	400.00	2,300.00
Vault	585.00	195.00	-	195.00	-	195.00	203.00	1,444.00	406.00	-	-	220.00
Crem Vase	-	-	146.00	-	-	292.00	-	292.00	-	146.00	-	300.00
Grave Vase	86.00	107.50	129.00	215.00	129.00	107.50	196.50	214.50	232.50	172.00	86.00	143.00
Set Fee	1,200.00	1,500.00	1,250.00	2,650.00	500.00	2,000.00	1,500.00	1,910.00	2,400.00	1,450.00	1,800.00	1,950.00
Niche	-	25.00	-	-	-	-	-	60.00	-	-	-	-
Non-Res	1,500.00	-	-	6,000.00	1,500.00	4,500.00	4,500.00	10,500.00	4,500.00	3,000.00	1,500.00	3,000.00
Disinter	-	-	-	-	-	-	-	-	-	-	-	-
Graveside	-	2,500.00	1,500.00	4,000.00	1,000.00	2,000.00	1,500.00	-	-	-	-	500.00
Engraving	225.00	-	450.00	-	-	450.00	-	450.00	-	225.00	-	455.00
2nd End	1,000.00	300.00	-	2,000.00	2,000.00	2,000.00	-	-	2,500.00	2,000.00	500.00	1,500.00
Handling	-	-	-	-	-	-	-	-	-	-	-	-
Taxes	58.70	28.65	24.05	35.86	11.28	52.00	34.97	167.44	55.87	27.81	7.52	58.01
Labor	1,020.30	653.85	485.95	1,004.14	459.72	673.50	1,020.53	2,490.21	1,390.63	639.19	306.48	833.99
<b>Total</b>	<b>18,825.00</b>	<b>22,560.00</b>	<b>32,385.00</b>	<b>52,700.00</b>	<b>12,800.00</b>	<b>37,770.00</b>	<b>38,505.00</b>	<b>50,228.15</b>	<b>46,685.00</b>	<b>24,460.00</b>	<b>17,250.00</b>	<b>34,260.00</b>
YTD Total	18,825.00	41,385.00	73,770.00	126,470.00	139,270.00	177,040.00	215,545.00	265,773.15	312,458.15	336,918.15	354,168.15	388,428.15

A2Cemetery Property  
Fiscal Year 2020-2021 (2)

**FYE 06/30/21**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Dual Lower -GM	259	259	259	259	259	259	257	257	255	255	255	254
Dual Upper -GP	351	351	349	344	344	343	342	340	338	338	337	336
Dual/ Single	57	56	54	54	54	52	52	51	51	51	51	48
Dual Manager	29	29	29	29	29	29	29	28	28	28	28	27
Singles	127	124	122	119	119	118	115	115	113	111	109	110

Sale Backs-Single		0	0	0	0	0	0	0	0	0	2	2
Sale Backs-Duals		0	0	0	0	0	0	0	0	0	0	0

Hexagon Wall												
Tier 1												
Tier 2												
Tier 3												
Tier 4												
Tier 5	3	3	2	2	2	1	1	0	0	0	0	
Tier F-1	27	27	27	27	27	27	27	27	27	27	27	26
Tier F-2	29	29	29	29	29	29	29	28	28	27	27	27
Tier F-3	29	29	28	28	28	27	27	27	27	27	27	27
Tier F-4	29	29	29	29	29	29	29	29	29	29	29	29
Tier F-5	10	10	10	10	10	10	10	10	10	10	10	10
Grd Crem	25	25	25	25	25	25	25	25	25	24	24	20
Cenotaph	48	48	48	48	48	47	47	47	47	47	47	47
Ossuary	334	334	334	334	334	334	334	334	334	334	334	334
Cremation Benches	3	3	3	3	3	2	2	2	2	2	2	2

# JUNE 2021 Burial Depletion Sales

## Pre-Need

Single Lots	
Dual Lots	
Wall	
Cremation Ground	
Ossuary	
Hexagon	

## At Need

Single Lots	
Dual Lots	2
Wall	1
Cremation Ground	3
Ossuary	
Hexagon	

# June 2021

June 2021							July 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 30	31	Jun 1 Hagir-Burial	2 Tolentino-Burial	3 ADT	4 Bookkeeper Dipietro-Cremationx2	5
6	7	8	9 Pfeifer-Burial Saba- Burial	10 Ozell-Burial	11 Bratshecko-Burial Kyle Out	12 Kyle Out
13	14	15 Walker-Burial	16 2:30pm OA Partner Emergency Managers/Personnel	17 Board Meeting Caalim-Burial	18 Weilan-Burial	19
20	21 Joe Out	22	23	24	25 Schoehnerr-Burial	26
27	28 Lejano-Burial	29 Joe Out	30	Jul 1	2	3

California Association of Public Cemeteries  
 Annual Education Seminar & Area Meeting  
 Embassy Suites San Luis Obispo  
 San Luis Obispo, California

**Education Seminar**

**Thursday, October 7, 2021**

4:30 p.m. Registration  
 4:30-6:00 p.m. Hotel Managers Reception  
**Dinner on Your Own**

**Friday, October 8, 2021**

6:30-8:00 a.m. Breakfast Buffet for Registered Attendees

7:00 a.m. Meeting Registration  
 8:00 a.m. Welcome and Program Introduction  
 8:15 a.m. **Featured Cemetery: Auburn Cemetery District, Presented By: Terry Cooney, Trustee**

8:30 a.m. **“Governance Foundations”, Presented By: David Aranda from Community Service District**

10:30 a.m. Break

10:45 a.m. **“Governance Foundations”, Presented By: David Aranda from Community Service District**

Noon: Lunch  
 1:20 p.m. Drawing

1:30 p.m. **“Governance Foundations”, Presented By: David Aranda from Community Service District**

4:00 p.m. Adjourn

4:20 p.m. CAPC Board of Directors Meeting

**Dinner on Your Own**

**Area Meeting**

**Saturday, October 9, 2021**

7:00-8:30 a.m. Breakfast Buffet for Registered Attendees

7:00 a.m. Meeting Registration

8:30 a.m. Split Sessions:  
**Trustees Discussion Group, Facilitated By: Robert Allen, Trustee, Selma Cemetery District**  
**Managers/Secretaries Discussion Group, Facilitated By: Robin Ogata, District Manager, Alta Cemetery District**

10:30 a.m. Break

10:50 a.m. Recap of Discussion Groups

11:00 a.m. **“Whether to 1099 or W2 your Trustees, & Providing Trustees Health Insurance”, Presented By: Mark Velasquez from Best Best & Krieger**

Noon: Lunch

1:20 p.m. Drawing

1:30 p.m. **“Harassment Prevention Training”, Presented By: Karen O’Neil from Kirk & Simas**

3:30 p.m. Adjourn

**Dinner on Your Own**

**ATTENTION! ATTENTION! ATTENTION!**  
**CALIFORNIA ASSOCIATION OF PUBLIC CEMETERIES**  
***2022 BOARD OF DIRECTORS***  
***ELECTION***

***MAKE YOUR VOICE HEARD AND GET INVOLVED!!***

*Nominations for CAPC Board of Directors are now being accepted for the March, 2022 election. Trustees and Managers of CAPC member cemetery districts are encouraged to run.*

*Don't wait, should you want to serve as a CAPC Director, the deadline to submit your candidate consent form is October 31, 2021.*

*The consent form must be approved by your cemetery Trustee Board. Don't wait, don't hesitate, act now! Contact CAPC Today!*

*publiccemeteries@aol.com*

***THIS SHOULD BE AN AGENDA ITEM AT YOUR NEXT BOARD MEETING!***



## Proposal/Agreement

**Date:** May 12, 2021  
**Project:** Back Section  
**To:** Temecula Public Cemetery District  
**Attn:** Cindi Beaudet  
**E-mail:** cbeaudet@temeculapubliccemeterydistrict.org  
**Fax:** 951-699-1633

**Re:** Installation of approximately 430 single depth units

### Scope of Work:

- Excavate to crypt sub-grade
- Stage native soil adjacent to crypt field for backfill
- Install 6" of gravel under crypts with drywell
- Place crypts per alignment and elevation
- Backfill between and around crypts with pea gravel
- Number top of crypt lids per cemeteries directions
- Backfill over crypts with staged native soil.

**\$316 per unit**

### Scope of Work: Hauling Excess Dirt

- Loading, hauling, and dumping excess soil generated off cemetery property (Approximately 75 Loads)

**\$545 Per Load**

### Scope of Work: Access Road

- Create dirt access road behind shop

**\$5,000**

### Scope of Work: Location Pins

- Install location pins over installed crypts

**\$2,100**

### Note:

- Any features/tree spaces within the crypt field would be the same cost as the installation cost of the crypts they displace

### Exclusions:

- Bonds
- Liquidated damages
- Survey/staking
- Permits, soil test or inspection fees
- Notifying and coordinating Dig Alert
- Replacing Landscape or irrigation
- Amended, screened or imported topsoils
- Dewatering, storm water mitigation measures/erosion control/SWPPP
- Removing or relocating any existing utilities
- Purchase, delivery or unloading of crypts



**Date:** May 12, 2021  
**Project:** Back Section  
**To:** Temecula Public Cemetery District

**Peacock Engineering, Inc.**

**Exclusions (Cont.):**

- Demo, hauling or dump fees for any debris or grubbing
- Replacing or repairing crypts damaged by others
- Grinding, patching or cutting lifting notches on crypts
- Repairs to any concrete/asphalt failures (roads/etc.) due to weight of delivery trucks and equipment

**Assumptions:**

- We would have unobstructed access to accomplish our work
- Soil can be excavated with convention equipment (40,000 lb class excavator). Any braking, blasting, ripping, or rock separating would be an additional cost.
- Lawn crypts would be on site prior to our mobilization and would be staged not more than 800 feet from excavation or delivered at a rate as to not hinder production
- Our crews would cease activity during any affected funerals
- Heavy construction traffic over crypts after installation would be restricted by others.
- Construction water available on site

**NOTE:**

- The prices included are good for 6 months from the date of this proposal.

Should you have any questions related to any of the above, please call me at (760) 949-2476.

Sincerely,  
Jonathan Olivares, COO

**Temecula Public Cemetery**

**Peacock Engineering, Inc.**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Cost</b>	<b>Endowment</b>	<b>General Fund</b>	<b>Generated Income</b>
\$135,880.00	\$430,000.00	\$1,290,000.00	\$1,720,000.00

<b>Profit Less Cost</b>
\$1,584,120.00

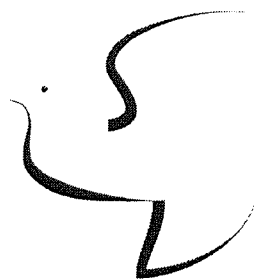
Approx 75 loads	\$40,875.00
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Rancho Highlands estimated 430 preset crypts  
7/15/2021

# Temecula Public Cemetery District

## 2021 Annual Board Meeting

*We are here to help you  
through these difficult  
times.*



Temecula Public Cemetery District- A Special District

### **Temecula Public Cemetery District**

41911 C Street  
Temecula, CA 92592  
**Phone:** 951.699.1630  
**Fax:** 951.699.1633  
**E-mail:**  
[info@temeculacemetery.org](mailto:info@temeculacemetery.org)

# JULY 2021 ANNUAL PLANNING MEETING

- Mission Statement
- Vision Statement
- Current Board Roster with Appointment Dates
- Definition of an Appointed Trustee
- Election of Officers- Chair Qualm 2021-2022
- Board of Trustees Mileage Reimbursement 2021
- Past and Present Trustee History
- California Health and Safety Code 9066- Endowment Principal
- 2021-2022 Sub-Committees with job description
- Employee/ Trustee Compensation/Benefits
- 2021-2022- Employee Benefits
- Financing-CSDA
- Current General Price List
- Construction Timeline
- 2021-2022- Strategic Planning
- Rosenberg's Rule of Order
- Projected Forecast Existing Cemetery

## **TEMECULA PUBLIC CEMETERY MISSION STATEMENT**

It is the mission of the Temecula Public Cemetery District with the utmost dignity, care and compassion, to provide the highest standards and affordability in burial and cremation services for the families of the deceased.

## **Vision Statement**

To beautify and maintain existing cemetery property to expected standards while purchasing additional property to accommodate for future growth. Explore all opportunities for an increase in revenue in order to be self-sustaining. Take steps to increase public awareness of the California Public Cemetery Districts value. (CSDA)

TEMECULA PUBLIC CEMETERY DISTRICT  
41911 C Street  
Temecula, CA 92592  
Phone 951-699-1630

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**BOARD OF DIRECTORS**

**TERM EXPIRES**

Chair:  
Appointed 08/31/2013

Dale Qualm  
Temecula, CA 92592  
(Res) 951-587-1772  
[dale.qualm@gmail.com](mailto:dale.qualm@gmail.com)

01/01/2024

Vice Chair:  
Appointed 04/11/2017

David Reese  
Temecula, Ca. 92592  
(Wk.) 951-551-3355  
[David\\_reese2015@outlook.com](mailto:David_reese2015@outlook.com)

01/09/2023

Trustee  
Appointed 05/24/2011

Rosalyn Vanderhaak  
Temecula, CA 92592  
(Cell) 951-551-6356  
(Hm) 951-676-5249  
[rosie.vanderhaak@rivlib.net](mailto:rosie.vanderhaak@rivlib.net)

01/03/2025

Trustee:  
Appointed 07/05/2006

Michael Dugan  
Temecula, CA 92592  
(Cell) 951-757-2422  
[Mdugan1218@gmail.com](mailto:Mdugan1218@gmail.com)

08/31/2021

Trustee:

Craig Davis

01/01/2025

Appointed 03/21/2017

Temecula, CA 92592  
(Wk.) 951-699-1776  
(Cell) 760-533-5732  
[Davisfamilyinsurance@gmail.com](mailto:Davisfamilyinsurance@gmail.com)

General Manager:  
Hired 06/2004

Cindi Beaudet  
Temecula, CA 92592  
(Wk.) 951-699-1630  
(Fax) 951-699-1633  
(Cell) 951-541-8736  
[cindi@temeculacemetery.org](mailto:cindi@temeculacemetery.org)

Foreman:  
Hired 05/2015

Joe Sands  
Temecula, CA 92591  
(Cell) 951-541-8734  
[joe@temeculacemetery.org](mailto:joe@temeculacemetery.org)

Administrative Asst.



### **Board Meeting of January 16, 2014**

Motion was made by Trustee Dugan to retain the current slate of officers, (Chair, Vice Chair and secretary) for the 2014 calendar year. In addition commencing January 2015 the Board initiate a revolving 1 year term of office that will allow each Board member to hold title of Chair and Vice Chair.

### **Board Meeting of January 15, 2015**

E. Election of Officers 2015

Recommendation: That the trustees agree to a term, 2 or 3 years?

Motion was made by Trustee Vanderhaak for a two year elected term, seconded by Trustee Dugan and passed 5/0

Followed by nominations from the floor,

Trustee Vanderhaak nominated Trustee Dugan for Chair, passed 5/0

Trustee Dugan nominated Trustee Vanderhaak for Vice Chair, passed 5/0

Trustee Miller nominated himself for Secretary, failed lack of support

Trustee Qualm nominated General Manager Cindi for Secretary, passed 5/0

Trustee Struikmans appointed Trustee Qualm as treasurer for the F.Y. 14/15

Motion was made by Trustee Reese, seconded by Trustee Davis to rescind the motion of January 16, 2014, and approve the motion of January 15, 2015, passed 4/0 , Trustee Dugan abstained.

# Appointed Board of Trustees

The board of trustees of a public cemetery district must have **at least three members but no more than seven members**. The term of office for trustees is **generally four years**. Terms of office commence on the **third Thursday in January** and when a term is set to expire, it also expires on the third Thursday in January.

For districts formed prior to 2004, the County Board of Supervisors is **required to stagger the terms of the trustees**, and to accomplish this purpose they may appoint trustees for terms of less than four years. However, a Board of Supervisors may not reduce the term of office of a trustee once the trustee has already been appointed.

Any vacancy on a public cemetery district board of trustees shall be **filled by the County Board of Supervisors by appointment**, and any person appointed to fill a vacant office shall fill the balance of the unexpired term. Each person appointed by a Board of Supervisors to be a trustee **shall reside and be a voter in the public cemetery district**.

## **Board of Trustees Increases Stipends**

The Temecula Public Cemetery District Board of Trustees approved an increase in stipends for the Fiscal Year of 2018-2019

The newly adjusted stipends will be for Board Meetings, Conferences and Special Call Meetings. The Stipend shall not exceed 4 meetings in any given month.

IRS mileage reimbursement is provided to all Trustees that use their car for business. For guaranteed reimbursement: get pre-approval from the Board and submit an expense report with google map attached showing round trip distances to the General Manager within 10 days of occurrence.

IRS mileage reimbursement is separate and different from the Trustee Stipend.

2021 Standard Business Mileage Reimbursement Rates: 56 cents per mile

**TEMECULA PUBLIC CEMETERY DISTRICT  
HISTORY OF TRUSTEES**

NAME	TERM DATES	COMMENTS
Annie Santa Maria	6/30/88 – 6/30/03	I do not have exact date of resignation but Rebecca Farnbach replaced her on 3/13/01.
William Wolter	6/30/88 – 6/30/03	Resigned 02/15/2001
Frank Slaughter	6/12/90 – 6/30/07	Resigned 01/29/2003
Jim Ramsay	Need to research microfilm records for appointment date.	Resigned 05/09/1990
Malcom Barnett	3/2/04 – 6/30/07	Resigned 06/30/2006
Larry Manley	6/27/06 – 6/30/15	Resigned 09/01/2013
Daryl Farnbach	9/7/99 – 8/31/03	Resigned 0/05/2006
Rebecca Farnbach	3/13/01 – 6/30/11	Resigned 01/03/2011
Stephen Struikmans	6/12/90 – 6/30/14	Resigned 08/31/2016
Michael Dugan	11/7/06 – 8/31/21	Still Serving
Henry Miller	3/13/01 – 6/30/16	Resigned 06/30/2016
Rosie Vanderhaak	5/24/11 – 6/30/21	Still Serving
Dale Qualm	1/14/14 – 6/30/19	Still Serving
Melville Hirshci	6/12/90 – 6/28/95	He filed a "Leaving Office Statement Form 730" on 4/6/92 but I do not know what his exact resignation date was.

<b>NAME</b>	<b>TERM DATES</b>	<b>COMMENTS</b>
David Reese	04/17/2017-01/09/2023	Still Serving
Craig Davis	03/21/2017-12/30/2020	Still Serving

**CALIFORNIA HEALTH & SAFETY CODE**  
**Section 9066**

The board of trustees shall cause the principal of the endowment care fund to be invested and reinvested in any of the following:

- (a) Securities and obligations designated by Section 53601 of the Government Code.
- (b) Obligations of the United States or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest. These shall not be limited to maturity dates of one year or less.
- (c) Obligations issued under authority of law by any county, municipality, or school district in this state for which are pledged the faith and credit of that county, municipality, or school district for the payment of principal and interest, if within 10 years immediately preceding the investment that county, municipality, or school district was not in default for more than 90 days in the payment of principal or interest upon any legally authorized obligations issued by it.
- (d) Obligations of the State of California or those for which the faith and credit of the State of California are pledged for the payment of principal and interest.
- (e) Interest-bearing obligations issued by a corporation organized under the laws of any state, or of the United States, provided that they bear a Standard and Poor's financial rating of AAA at the time of the investment.
- (f) Certificates of deposit or other interest-bearing accounts in any state or federally chartered bank or savings association, the deposits of which are insured by the Federal Deposit Insurance Corporation.

## **FISCAL YEAR 2021-2022 TPCD Sub-Committees**

- **52 acres- Trustee Davis, Trustee Vanderhaak, Manger Beaudet**  
Work with manager and other Trustee's for the development of the new cemetery. Several hours need to be dedicated to this project between board meetings; Sub-Committee may include some travel and several unpaid meetings.
- **Landscaping- Trustee Qualm, Trustee Dugan, Manager Beaudet**  
Continue to beautify the existing cemetery, position to include bids for future construction, landscaping, city planning, several hours and unpaid meetings involved.
- **Cenotaph / Ossuary- Trustee Vanderhaak, Trustee Reese, Manager Beaudet**  
Need to design a brochure that can easily be handed to someone or placed at a location such as the chamber, hospice or Michelle's place. Be able to communicate clearly with Temecula residents, historians and or residents that chose to scatter ashes or keep them at home the importance of having a location to place the name of a loved one for perpetuity.  
This committee involves networking hours.

- **Media- Chair, Vice Chair**

This committee is represented by the Chair, Vice Chair and Manager. Press releases, speaking engagements with the County, City or Governmental agencies will be addressed only by these positions.

- **Managers Review- Chair, Vice Chair**

The Chair will take lead, Vice Chair and Chair will distribute Managers Performance review template to the Trustees for their input on the manager. Chair and Vice will review the returned templates and based on input from the Board will create a review for the Manager. Manager's review will be in an open meeting.

- **Conference Liaison- Trustee Davis, Trustee Dugan**

Trustees of a legislative body shall provide a brief report on meetings attended at the expense of the District at the next scheduled regular Board meeting.

- **Policies- Trustee Qualm, Trustee Davis**

Review the policies and procedures at each annual meeting or whenever deemed necessary.



- **General Price List- Trustee Qualm, Trustee Reese, Manager Beaudet**

Annually reviews pricing by comparing to like Special Districts and local private cemeteries. Changes prices accordingly when increases are passed on by vendors.

- **Cemetery Projected Forecast General Manager**

Understand and be able to calculate the number of burial locations throughout the cemetery and make a sound decision based upon burials per year, % of increase each year as to what the timeframe will be, and the type of revenues generated by the burials.

- **Investment Trustee Davis, Trustee Reese, Manager Beaudet**

California Public Health and Safety Code, Section 9066:

The Trustee may invest and reinvest the principle of the endowment care fund in securities and obligations set forth in Section 53601 of the Government Code.

Trustees work with management to invest principal funds with Stifel after the audit and budget has been approved and presented to the County. Monitor investments and reinvest as deemed necessary.

TEMECULA PUBLIC CEMETERY DISTRICT POLICY MANUAL

POLICY NAME: STAFF COMPENSATION

POLICY NUMBER: 2340

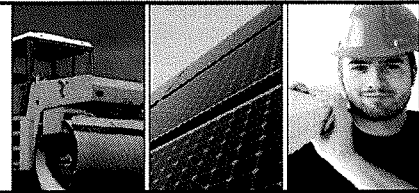
Classification	Annual Salary Range	Additional Benefits
<b>District Manager</b>	\$75,000.00- \$150,000.00	<p><b>District Provides the following benefits:</b></p> <p>~District contributes 100% of employees medical insurance including employees family                      ~ District contributes 100% of employees dental insurance including employees family                      ~ District contributes 100% of employees vision insurance including employees family                      ~ District currently contributes 11% of employees' salary towards 457 retirement plan                      ~ District contributes term life insurance policy                      ~ District provides annual leave based on years of service, paid holidays, (10) paid personal days, (10) paid sick days</p>
Classification	Compensation	Additional Benefits
<b>Board of Trustees (5)</b>	Consistent with Health and Safety Code section 9031 (a), Board members receive \$150.00 for attending meetings at which a majority of the members are present. Excluding conferences. The Districts policy allows for a maximum of four (4) meetings per month.	The Board of Trustees currently do not receive benefits, such as health, dental, vision, 457, auto allowance or retirement benefits
Classification	Annual Salary Range	Additional Benefits
<b>Lead Foreman</b>	\$60,000.00-100,000.00	<p>~District contributes 100% of employees medical, dental and vision insurance including employee's family                      ~ District contributes 5% of employee's salary towards 457 retirement plan                      ~ District provides annual leave based on years of service, (13) paid holidays, (8) paid sick days                      ~District provides uniforms and cleaning services to grounds men                      ~District reimburses employee \$200.00 every 18 months for work boots                      ~ As of September 17, 2020, for all new hires: District contributes 100% medical, dental and vision to Employee and 1 dependent.</p>
<b>Grounds Foreman</b>	\$40,000.00 - \$70,000.00	
<b>Grounds</b>	\$33,280.00- \$40,000.00	
<b>Grounds, Entry</b>	\$31,200-32,760.00	
<b>Administrative Assistant</b>	\$31,200.00 – \$50,600.00	

•

<b>2021-2022</b>	<b>Hours</b>	<b>Estimated Health</b>	<b>Dental</b>	<b>Vision</b>	<b>457 Match</b>
Cindi Beaudet	40	824.03	53.24	14.84	12,613.00
Kyle Means	40	667.12	53.24	14.84	1,674.40
Joseph Sands	40	1,734.49	101.92	20.83	2,735.20
Avel Walker	40	667.12	53.24	14.84	1,606.80
Directors					11,250.00



# CSDA Finance Corporation



1112 I Street, Suite 200  
Sacramento, CA 95814  
t: 916.442.7887 f: 916.442.7889  
www.csdafinance.net

PREPARED BY CSDA FINANCE CORPORATION

DATE: July 16, 2018

**PROPOSED LEASE PURCHASE FOR: Temecula Cemetery District**

**RE: Cemetery Expansion Project**

NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED

Purchase Option amount is exclusive of the rental payment due on same date.

Interest rate quote is valid for an acceptance within 15 days and lease funding within 60 days.

Payments: Annually in arrears	<b>Financing Amount</b> <b>\$5,000,000</b>	<b>Interest Rate</b> <b>4.20%</b>	<b>Term</b> <b>20 Years</b>
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PMT #	Due Date	Rent Payment	To Principal	To Interest	Purchase Option
1		\$374,453.77	\$164,453.77	210,000.00	
2		374,453.77	171,360.83	203,092.94	
3		374,453.77	178,557.98	195,895.79	
4		374,453.77	186,057.42	188,396.35	
5		374,453.77	193,871.83	180,581.94	
6		374,453.77	202,014.45	172,439.32	
7		374,453.77	210,499.05	163,954.72	
8		374,453.77	219,340.01	155,113.76	3,543,321.55
9		374,453.77	228,552.29	145,901.48	3,310,198.22
10		374,453.77	238,151.49	136,302.28	3,067,283.70
11		374,453.77	248,153.85	126,299.92	2,814,166.77
12		374,453.77	258,576.31	115,877.46	2,550,418.93
13		374,453.77	269,436.52	105,017.25	2,275,593.68
14		374,453.77	280,752.85	93,700.92	1,989,225.78
15		374,453.77	292,544.47	81,909.30	1,690,830.42
16		374,453.77	304,831.34	69,622.43	1,379,902.45
17		374,453.77	317,634.26	56,819.51	1,055,915.51
18		374,453.77	330,974.90	43,478.87	718,321.11
19		374,453.77	344,875.84	29,577.93	366,547.75
20		374,453.77	359,360.54	15,093.23	0.00

TOTALS:	<u>\$7,489,075.40</u>	<u>\$5,000,000.00</u>	<u>\$2,489,075.40</u>
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**Approved and agreed to: Temecula Cemetery District**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

# Temecula Public Cemetery District

41911 C Street Temecula, CA 92592 ~ Tel 951-699-1630 ~ Fax 951-695-1633

[info@temeculacemetery.org](mailto:info@temeculacemetery.org) ~ [www.temeculacemetery.org](http://www.temeculacemetery.org)

## GENERAL PRICE LIST JUNE 2021

(All checks for payment are deposited at the end of the month)

<b><u>Tranquil Gardens-Single Lot</u></b>	\$ 3,000
Endowment	\$ 1,000.00
<b>Total</b>	<b>\$ 4,000.00</b>

	<u>Duals</u>	<u>As Singles</u>	<u>Manager's Choice</u>
<b><u>Garden of Peace -Dual Lot</u></b>	\$ 5,000.00	\$ 3,000.00	\$ 2,000.00
Endowment per burial	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Total</b>	<b>\$ 6,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 3,000.00</b>
<b>Second Upper Lot - Duals</b>		\$ 1,000.00	

<b><u>Garden of Memories-Dual Lot</u></b>	\$ 5,500.00
Endowment per burial	\$ 1,000.00
<b>Total</b>	<b>\$ 6,500.00</b>

<b><u>Ground Cremation Lot-Holds one Urn</u></b>	\$ 1,100.00
Endowment	\$ 1,000.00
<b>Total</b>	<b>\$ 2,100.00</b>

<b><u>Full Lot for Cremation Burials, excluding preset vaults</u></b>	\$ 2,500.00
(up to six cremated remains can be interred in one full lot)	
First Endowment	\$ 1,000.00
Each Additional Cremation Endowment	\$ 500.00

### At Need Charges

Open and Close with Preset Vault	\$ 600.00
Open and Close- Lowering a Vault	\$ 750.00
Concrete Vault	\$ 480.00
Outside Vault Handling Fee	\$ 250.00
Open and Close -Each Inurnment	\$ 400.00
Marker Setting Fee	\$ 250.00
Marker Setting Fee-Ground Cremation	\$ 200.00
Marker Disposal Fee	\$ 150.00
Granite Bench Setting Fee	\$ 800.00
In Ground Flower Vase	\$ 125.00
Graveside Service	\$ 500.00
Non-Resident Fee (H & S Code #9060)	\$ 1,500.00
Committal Center	No Charge

(All services preside and conclude at the Committal Center)

**Columbarium Wall-Back      Each niche can hold two cremated remains**

Tier 5	\$ 600.00
Endowment per person	<u>\$ 1,000.00</u>
<b>Total</b>	<b>\$ 1,600.00</b>

**Columbarium Wall-Front      Each niche can hold two cremated remains**

Tier 1	\$ 1,300.00
Endowment per person	<u>\$ 1,000.00</u>
<b>Total</b>	<b>\$ 2,300.00</b>

Tier 2	\$ 1,200.00
Endowment per person	<u>\$ 1,000.00</u>
<b>Total</b>	<b>\$ 2,200.00</b>

Tier 3	\$ 1,100.00
Endowment per person	<u>\$ 1,000.00</u>
<b>Total</b>	<b>\$ 2,100.00</b>

Tier 4	\$ 1,000.00
Endowment per person	<u>\$ 1,000.00</u>
<b>Total</b>	<b>\$ 2,000.00</b>

Tier 5	\$ 900.00
Endowment per person	<u>\$ 1,000.00</u>
<b>Total</b>	<b>\$ 1,900.00</b>

**Additional Charges**

Open and Close Niche	\$ 200.00
Niche Engraving	\$ 230.00
Columbarium Flower Vase	\$ 190.00
Hex Engraving & Setting Fee	\$ 160.00

<b><u>Ossuary</u></b>	\$ 400.00
Endowment	<u>\$ 400.00</u>
<b>Total</b>	<b>\$ 800.00</b>

<b><u>Cremation Bench Lot</u></b>	\$ 600.00
Endowment per person	\$ 500.00
Bench Setting Fee	\$ 750.00
Open and Close Bench	\$ 300.00

<b><u>Cenotaph</u></b>	<b>\$ 300.00</b>
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First & Last Name, Month, Day, Year Inscription

<b>Casket Disinterment</b>	<b>\$ 2,000.00</b>	Permit required-Mortuary must be present
<b>Cremation Disinterment- Niche</b>	<b>\$ 300.00</b>	Permit required-Family member must be present
<b>Cremation Disinterment - Ground</b>	<b>\$ 500.00</b>	Permit required-Family member must be present

## TPCD 52 Acre Proposed Cemetery Timeline.

In escrow for ½ of the 52 acre parcel (28.15) to Mission Hills, May 25, 2019 escrow closes

Curtis Rosenthal appraisal- Complete

Settlement to Salazar of \$15,000.00-Complete

Grading permit extended until 11/2021-Complete

Grading agreement filed with County 05/2019-Complete

Pechanga contract being rewritten-Complete

PSOMAS- working with them currently for burrowing owls

Dry Utilities- Working with them currently

Rancho Ca Water District- Plans approved 06/2021- easement notarized

RBF-Working with them currently for the entry board grading permit

## **Temecula Public Cemetery District Strategic Plan Fiscal Year 2021-2022**

### **Strengths:**

- Board development commitment
- Very focused manager/board
- Strong financial revenue stream
- Only cemetery within city limits
- Opportunity to gain additional revenue thru lease or sale of property
- Interment price below private cemetery market
- Board involvement in conferences and training
- Rotating Sub-Committees
- 52 undeveloped acres-mortgage free
- Several burial options
- Web presence
- Tax exempt
- Growing property tax revenues
- Vested CUP

### **Threats:**

- Possibility of a private cemetery entering our District
- Reduction in property taxes
- Consolidation with other Special Districts
- Unaffordable water
- Property taxes being diverted
- High cost in developing 52 acres
- Low interest rates due to pandemic



### **Weaknesses:**

- Substantial cost to develop 2nd cemetery property
- Inability to offer the same as private cemeteries
- ~~Lack of visibility~~
- Low endowment interest to maintain cemetery in perpetuity
- Board of Trustees involvement in Chamber representing the cemetery
- The understanding of Special District Cemeteries operations

### **Opportunities:**

- Market area is poised for rapid growth
- Opportunity to include our sphere of influence into our District
- Active and effective sales/ marketing to promote public awareness
- Cemetery design poised for future burial alternatives
- Ability to offer Pre-Need Sales
- Connect with Hot Air balloon companies for final flights
- Connect with historical society, have a book published on the Old Town Cemetery
- ~~Pet cemetery~~

### **Organizational Values:**

- Operates in accordance with the highest standards in all relationships pertaining to constituents, suppliers, and the community
- Fosters a climate which encourages innovation and diligence amongst staff and compensates accordingly
- Continuing education for the Board of Trustees

## **Business Objectives:**

- Expand the business to preserve the financial stability of the cemetery in perpetuity
- Continue to meet the goals that are in our vision and mission statements
- Provide the necessary resources to accomplish the goals of the vision and mission statements
- Continue to review Investments for acceptable performance
- Explore other avenues that will create a revenue stream
- Work with the local wineries for presence during memorial tributes-52 acres
- Marquee signage recognizing current, local events- for the 52 acres

## **Key Strategies:**

- Expand visibility opportunities
- Continue with Board/ Staff education
- Seek continued revenue sources
- Pursue strategic alliances with like associations, CAPC, CSDA, PCA, SDRMA, LAFCO, ICCFA

## **Major Goals:**

- Employ technically/emotionally qualified staff as deemed necessary
- Landscape perimeters of proposed cemetery property
- Design and develop Lemon Hills Dr
- Develop fund for donations
- Development of first Phase of the 26 acres
- Water grants
- Create a press release for the new cemetery recognizing the ability to donate or be remembered in a will



# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

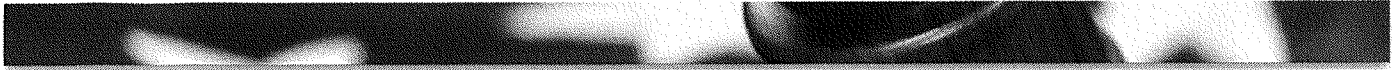
### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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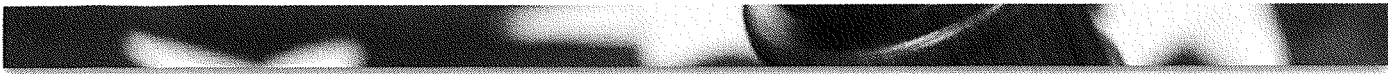
### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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## INTRODUCTION

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The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

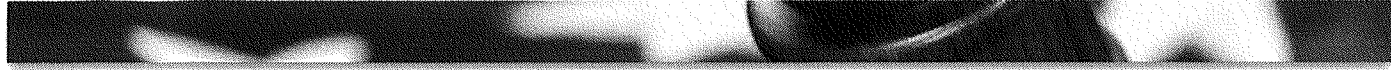
### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

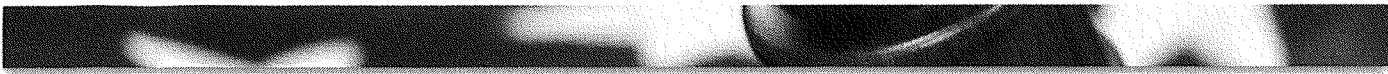
The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

**First**, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

**Second**, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

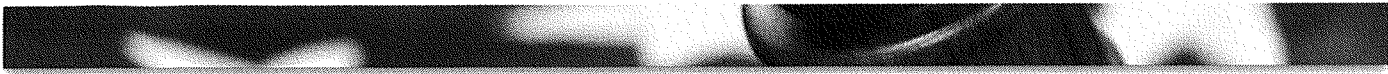
There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.





**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

### Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

### Counting Votes

The matter of counting votes starts simple, but can become complicated.

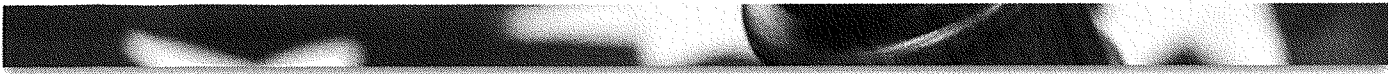
Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?*

*Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

## The Motion to Reconsider

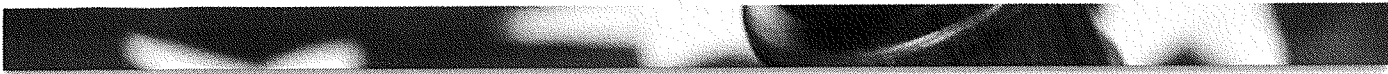
There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.



## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.




1400 K Street, Sacramento, CA 95814  
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## ENDOWMENT FUND DOLLAR PROJECTIONS

6/30/2021

Type of Plot	Number Remaining	Cost	Amount to the General Fund	Dollars to the General Fund by remaining sales	Amount the Endowment Fund	Dollars to the Endowment Fund by remaining sales
Upper Duals	336	6,000.00	4,000.00	1,344,000.00	1,000.00	336,000.00
Duals-Lower	254	6,500.00	4,500.00	1,143,000.00	1,000.00	254,000.00
Duals sold as singles	48	4,000.00	3,000.00	144,000.00	1,000.00	48,000.00
Duals Managers Choice	27	3,000.00	2,000.00	54,000.00	1,000.00	27,000.00
Columbarium - Tier 1	26	2,300.00	1,300.00	33,800.00	1,000.00	26,000.00
Columbarium - Tier 2	27	2,200.00	1,200.00	32,400.00	1,000.00	27,000.00
Columbarium - Tier 3	27	2,100.00	1,100.00	29,700.00	1,000.00	27,000.00
Columbarium - Tier 4	29	2,000.00	1,000.00	29,000.00	1,000.00	29,000.00
Columbarium - Tier 5	10	1,900.00	900.00	9,000.00	900.00	9,000.00
Hexagon	-	-	-	-	-	-
Singles - Bottom of Cemetery	0	-	-	-	-	-
Singles	110	4,000.00	3,000.00	330,000.00	1,000.00	110,000.00
Cremation Lots - No East Corner of Cemetery	20	2,100.00	1,100.00	22,000.00	1,000.00	20,000.00
Cremation Benches	10	800.00	800.00	8,000.00	1,000.00	10,000.00
Ossuary	336	800.00	500.00	168,000.00	300.00	100,800.00
				<b>3,346,900.00</b>		
Total Endowment revenue when remaining lots are sold:						1,023,800.00
Current Endowment Balance (Interest)						898,249.53
Total Endowment Balance \$						1,922,049.53
Potential Annual Endowment Income at 4% \$						76,881.98
<b>Monthly Amount Generated For Operations \$</b>						<b>6,406.83</b>

### Historical Sales (Fiscal Year Ending June 30th)

HISTORICAL Sales by category

Year	Upper Dual	Singles	Dual Manager	Columbarium	Dual/Single	Cremation Lots	Lower Dual
2015-2016							
2016-2017							
2017-2018							
2018-2019							
2019-2020	11	16	6	2	4	5	3
2020-2021	19	19	1	9	8	4	3

### Projected Future Sales (Fiscal Year Ending June 30th)

Lots Remaining to Sell (from above)	336	110	27	119	48	20	254
Estimated Sales Each Year:							
2021-2022	18	20	3	12	8	4	3
2022-2023	17		3	10	6	4	5
2023-2024	17	15	3	10	6	4	6
2024-2025	17	15	3	10	6	4	7
2025-2026	17	15	3	10	6	4	7
2026-2027	17	15	3	10	6	SOLD OUT	8
					6		9
<b>REMAINING</b>	<b>233</b>	<b>15</b>	<b>16</b>	<b>57</b>	<b>4</b>		<b>203</b>