

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

**41911 C STREET
TEMECULA, CA 92592**

**August 20, 2020 @ 8:00 a.m.
Teleconferenced
Government Code #54953(b)**

AGENDA- Estimated Time: 3 Hrs.

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

Motions To Excuse:

Visitors

Public Comments:

At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. Request must be submitted in person prior to the start of the meeting. 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. 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. Closed Session Announcement:

5. Consent Calendar:

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

A. **Approval of Minutes**

Recommendation: That the Board approve the minutes of the Regular Board Meeting of July 23, 2020

B. **Approval of Check Registers**

Recommendation: That the Board approves the July 2020 Check Register Nos. 101100, 101200 and 101300.

C. **Approval of Bookkeeper Report**

Recommendation: That the Board receives and files the July Bookkeeper Reports.

6. Action Items

A. Fiscal Year 2020-2021 Approved Budget

Recommendation: The fiscal year 2020-2021 budget has been reviewed and approved by the Board of Trustees at the July 23, 2020 regular board meeting. The Chair needs to sign the docs then have the manager submit the budget to the Riverside County Auditor Controllers office for them to input it into their system.

B. AP-2 AND ADM-3 Forms to be complete by Trustees

Recommendation: That the Trustees sign the documents to receive warrants when necessary. Documents are generated from the auditor controller's office for the Fiscal year 2020-2021.

C. Emergency Order updates

Recommendation: That the Trustees reads and acknowledges the changes to the August 20, 2020 emergency orders for the Cemetery District. If it is agreed upon then a motion to ratify the orders is necessary.

D. General Managers performance

Recommendation: That the Trustees submit to the Chair and Vice chair their written performance and goals for the General Mangers review.

7. Financial Reports:

- A. July 2020 Balance Sheet
- B. July 2020 Profit and Loss
- C. July 2020 Stifel Investments; principle and interest
- D. Reinvestment of Endowment funds -07/30/2020

8. General Managers Reports:

- A. July 2020 Revenues
- B. July 2020 Plot Inventories
- C. July 2020 Depletion
- D. July 2020 Calendar
- E. LAFCO Alternate nominees to resubmit
- F. COVID-19 Safety Policy
- G. Health and Safety Code #9030(c)
- H. Certification obtained from the General Manager for COVID-19
- I. Medical benefits for employees provided by the District.

Public employees are vested in their benefits after they cleared their probation period with the district. The district cannot take away what they were hired with. The district can however

1. Bring on new hires with a different benefit pkg,
2. Claim financial hardship with CalPers.

9. General Counsel Reports

10. Fiscal Year 2019-2020 Subcommittees:

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

11. Future Trustee Agenda Items:

General Contractors
Dry Utilities
RCWD
Transportation
Stewart Title

12. Board Comment:

- A. Trustee Vanderhaak- Report on Brown Act Webinar 08/04/2020

13. Announcements:

Summer Rey Davis made her grand appearance on July 15, 2020 weighing in at 7.8 oz. Family and baby are doing well.

14. Adjournment Time:

1st Motion:

2nd Motion:

All in Favor:

Next Regular Board Meeting – September 17, 2020

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, 8:00 a.m. – 4:30 p.m., Monday through Friday. Or at www.temeculacemetery.org posted August 17, 2020

TEMECULA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

41911 C STREET
TEMECULA, CA 92592

July 23, 2020 @ 8:00 a.m.
Teleconferenced

MINUTES

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

Motions To Excuse: None

Visitors

Public Comments: None

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. CLOSED SESSION ITEMS:

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED INITIATION OF LITIGATION

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

C. Closed Session Announcement: Nothing to Report

5. **Consent Calendar:** Motion was made by Trustee Davis to accept the consent calendar as presented. the motion was seconded by Trustee Qualm 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 June 18, 2020

B. **Approval of Check Registers**

Recommendation: That the Board approves the June 2020 Check Register Nos. 101100, 101200 and 101300.

C. **Approval of Bookkeeper Report**

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

6. Action Items

A. Stifel Re-Investments: Motion was made by Trustee Qualm to correct the typo in the dollar figure provided by Stifel. As read: \$153.0000, as corrected: \$153.000 the motion was seconded by Trustee Davis and passed with a 5/0 vote.

Recommendation: The Trustees should read e-mail memo dated June 19th, 2020. See the reinvestments agreed to by the investment committee.

B. 2nd Draft Budget for Fiscal Year 2020-2021: : Motion was made by Trustee Qualm to receive the draft budget for fiscal year 2020-2021. The motion was seconded by Trustee Dugan and passed with a 5/0 vote.

Recommendation: That the BOT reviews the first draft of the upcoming fiscal year budget. Notes are included with any major changes proposed. Direct the manager as to how you would like to proceed.

C. General Managers review

Recommendation: That the BOT completes the Performance review template and returns it to the Chair by August 03, 2020. She will then meet with the Vice Chair to complete the review based on the Trustees responses.

7. Financial Reports: Motion was made by Trustee Reese to receive and file the June financials. The motion was seconded by Trustee Davis and passed with a 5/0 vote.

- A. June 2020 Balance Sheet
- B. June 2020 Profit and Loss
- C. May 2020 Stifel Investments; principle and interest

8. General Managers Reports: Reviewed and discussed

- A. June 2020 Revenues
- B. May 2020 Plot Inventories
- C. May 2020 Depletion
- D. May 2020 Calendar
- E. Voting receipt with CSDA
- F. Activities for Trustees
- G. Draft-Strategic Plan for 2020-2021

9. General Counsel Reports

- A. Letter reflecting non-resident fee
- B. Non-Resident fees per surrounding cemeteries

10. Fiscal Year 2019-2020 Subcommittees:

Trustees sub-committees for 2020-2021

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

11. Future Trustee Agenda Items:

- General Contractors
- Dry Utilities
- RCWD
- Transportation
- Stewart Title

12. Board Comment:

13. Announcements:

14. Adjournment Time: 9:11 a.m.

1st Motion: Trustee Reese

2nd Motion: Trustee Davis

All in Favor: Passed with a 5/0 vote.

Next Regular Board Meeting – August 20, 2020

Temecula Public Cemetery District

8/12/2020 12:41 PM

Register: 101100 · US Bank Checking

From 07/01/2020 through 07/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/02/2020	071020	CalPers 457 Plan	201100 · Accounts Pay...		1,154.82	X		73,087.53
07/02/2020			101200 · US Bank Pay...	Funds Transfer	8,964.47	X		64,123.06
07/06/2020	7855	SDRMA	201100 · Accounts Pay...		26,871.32	X		37,251.74
07/07/2020	070720	CalPers 457 Plan	201100 · Accounts Pay...		253.96	X		36,997.78
07/08/2020	AJE 139		515100 · Life Insuranc...	Automatic with...	35.64	X		36,962.14
07/11/2020	AJE 140		101200 · US Bank Pay...	Monthly autom...	411.30	X		36,550.84
07/12/2020			523290 · Bank Charges	Service Charge	21.00	X		36,529.84
07/13/2020	0720	Downs Energy	201100 · Accounts Pay...	cl 50803	132.11	X		36,397.73
07/13/2020	7856	American Mini Storage	201100 · Accounts Pay...		116.00	X		36,281.73
07/13/2020	7857	County of Riverside ...	201100 · Accounts Pay...		298.63	X		35,983.10
07/13/2020	7858	CR&R Incorporated	201100 · Accounts Pay...	1196647	265.28	X		35,717.82
07/13/2020	7859	Crowne Hill Consulti...	201100 · Accounts Pay...	13521/13522	361.82	X		35,356.00
07/13/2020	7860	Ewing Irrigation Pro...	201100 · Accounts Pay...	12074090	133.91	X		35,222.09
07/13/2020	7861	Hank's Hardware & ...	201100 · Accounts Pay...	MO3078	189.40	X		35,032.69
07/13/2020	7862	Protection One (corp)	201100 · Accounts Pay...	134469432	305.61	X		34,727.08
07/13/2020	7863	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	546.59	X		34,180.49
07/13/2020	7864	Whited Cemetery Ser...	201100 · Accounts Pay...	IN040321/IN0...	3,260.00	X		30,920.49
07/13/2020	7865	Wildlife Control Ser...	201100 · Accounts Pay...	WL3072	450.00	X		30,470.49
07/17/2020	072420	CalPers 457 Plan	201100 · Accounts Pay...		1,177.18	X		29,293.31
07/17/2020	081020	California Public Em...	201100 · Accounts Pay...	7490021932 ...	3,878.65	X		25,414.66
07/17/2020			101200 · US Bank Pay...	Funds Transfer	8,310.83	X		17,103.83
07/20/2020			101100G · Cash - Gen...	Deposit		X	62,152.00	79,255.83
07/20/2020		Sparkletts	201100 · Accounts Pay...	QuickBooks ge...		X		79,255.83
07/20/2020		Cindi Beaudet	201100 · Accounts Pay...	QuickBooks ge...		X		79,255.83
07/20/2020	7866	Joe Sands.	201100 · Accounts Pay...		135.93	X		79,119.90
07/24/2020	7867	Automated gate servi...	201100 · Accounts Pay...	145473	260.00	X		78,859.90
07/24/2020	7868	County of Riverside I...	201100 · Accounts Pay...	IT 4084	205.26	X		78,654.64
07/24/2020	7869	Digital Deployment I...	201100 · Accounts Pay...	106104	50.00	X		78,604.64
07/24/2020	7870	Linda Glau CPA	201100 · Accounts Pay...		1,260.00	X		77,344.64
07/24/2020	7871	Sparkletts	201100 · Accounts Pay...	5728175 -0614...	104.17			77,240.47
07/24/2020	7872	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	332.36			76,908.11
07/24/2020	7873	Verizon Wireless	201100 · Accounts Pay...	9300518426	241.34	X		76,666.77
07/28/2020			530100 · Miscellaneou...	Deposit		X	91.91	76,758.68
07/30/2020	7874	EcoFert Inc	201100 · Accounts Pay...	4583	490.00			76,268.68
07/30/2020	7875	South County Pest C...	201100 · Accounts Pay...	0244626	46.00			76,222.68
07/30/2020	7876	Lawnscape Systems I...	201100 · Accounts Pay...	411973	1,738.00			74,484.68
07/30/2020	7877	Metlife	201100 · Accounts Pay...	KMO5754030-...	46.72			74,437.96
07/30/2020	080720	CalPers 457 Plan	201100 · Accounts Pay...		1,168.78	X		73,269.18
07/30/2020			101200 · US Bank Pay...	Funds Transfer	9,127.85	X		64,141.33

Temecula Public Cemetery District

8/12/2020 12:42 PM

Register: 101200 · US Bank Payroll
 From 07/01/2020 through 07/31/2020
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/02/2020			101100 · US Bank Che...	Funds Transfer		X	8,964.47	10,999.54
07/10/2020	AJE 131		510040 · Regular Salar...	Green Cash Re...	6,205.32	X		4,794.22
07/10/2020	AJE 131		510040 · Regular Salar...	Green Cash Re...	2,610.09	X		2,184.13
07/10/2020	AJE 131		510040 · Regular Salar...	Monthly charg...	149.06	X		2,035.07
07/11/2020	AJE 140		101100 · US Bank Che...	Monthly autom...		X	411.30	2,446.37
07/15/2020	AJE 141		525030 · Paychex HR ...		445.33	X		2,001.04
07/17/2020			101100 · US Bank Che...	Funds Transfer		X	8,310.83	10,311.87
07/24/2020	AJE 142		510040 · Regular Salar...	Green Cash Re...	5,639.06	X		4,672.81
07/24/2020	AJE 142		510040 · Regular Salar...	Green Cash Re...	2,542.79	X		2,130.02
07/24/2020	AJE 142		510040 · Regular Salar...	Monthly charg...	128.98	X		2,001.04
07/30/2020			101100 · US Bank Che...	Funds Transfer		X	9,127.85	11,128.89

Temecula Public Cemetery District

8/12/2020 12:43 PM

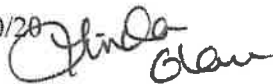
Register: 101300 · US Wash Account

From 07/01/2020 through 07/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2020			-split-	Deposit		X	16,750.00	24,767.78
07/01/2020	5003	County of Riverside ...	-split-		16,550.00	X		8,217.78
07/01/2020	5004	Paquette, Jenne	523250 · Repurchase		300.00	X		7,917.78

Date: 08/10/20



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.
7855-7884

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 7855 SDRMA Dated 07/06/2020 Workers' Comp and Liability Insurance OK
- Check 7865 Whited Cemetery Dated 07/13/2020 Inventory OK

- X Verify all checks to the GM have two signatures.
Check 7878 Dated 08/04/2020 Mileage \$142.98 OK

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

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

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

X Update Endowment Allocation Schedule.

X Update Wash Account Analysis.

X Update Prepaid subledger and validate QB information.

X Read Agenda and Minutes of the previous Board Meeting

Items to note:

Open items:

Continue:

County Budget Process

Temecula Public Cemetery District
July 01, 2020

General Fund Budget
Fund #51435 – Endowment

WHEREAS, the Board of Trustees of the Temecula Public Cemetery District (TPCD) held a regular board meeting at 8:00 a.m. on Thursday, August 20, 2020, at their office located at 41911 C Street, Temecula, CA 92592, and teleconferenced and,

WHEREAS, the Board of Trustees is required to adopt a fiscal year 2020-2021 budget, (7/1/20 – 6/30/21). Attached is an itemized estimation of anticipated revenues and expenditures for the Endowment Fund 51435.

WHEREAS: The TPCD Board of Trustees has approved and adopted the fiscal year 2020-2021 annual budget as attached.

M/S/A

Board resolution signed and approved this 20th day of August, 2020.

Rosie Vanderhaak President

Cindi Beaudet, Secretary

Signed this date: August 20, 2020

**Temecula Public Cemetery District
July 01, 2020**

**General Fund Budget
Fund 51440 – ACO**

WHEREAS, the Board of Trustees of the Temecula Public Cemetery District at its regular Board meeting 8:00 am on Thursday August 20, 2020 at the office located at 41911 C Street, Temecula, Ca 92592 and teleconferenced, and,

WHEREAS, the Board of Trustees is required to adopt a fiscal year budget 2020-2021 July 01, 2020 – June 30, 2021 attached is an itemized estimation of anticipated revenues and expenditures for Accumulative Outlay Fund 51440 and;

WHEREAS; the Temecula Public Cemetery District Board of Trustees has approved and adopted the fiscal year 2020-2021 annual budget as attached.

M/S/A

Board resolution approved and signed this 20th day of August 2020

Rosie Vanderhaak, President

Cindi Beaudet, Secretary

Signed this date: August 20, 2020

Temecula Public Cemetery District
July 01, 2020

General Fund Budget
Fund #51425 – Operations

WHEREAS, the Board of Trustees of the Temecula Public Cemetery District (TPCD) held a regular board meeting at 8:00 am on Thursday, August 20, 2020 at their office located at 41911 C Street, Temecula, CA 92592, and Teleconferenced and;

WHEREAS, the Board of Trustees is required to adopt a fiscal year 2020-2021 budget (7/1/20 – 6/30/21) attached is an itemized estimation of anticipated revenues and expenditures (appropriations) for General Fund #51425, and.

WHEREAS: The TPCD Board of Trustees has approved and adopted the fiscal year 2020-2021 annual budget as attached.

M/S/A

Board resolution signed and approved this 20th day of August 2020

Rosie Vanderhaak, President

Cindi Beaudet, Secretary

Signed this Date: August 20, 2020

**COUNTY OF RIVERSIDE
OFFICE OF AUDITOR-CONTROLLER**

DEBT SERVICE WORKSHEET FOR COMPUTING
ESTIMATED FUND BALANCE AVAILABLE AT JUNE 30, 2020
FOR FINANCING FISCAL YEAR 2020-2021 BUDGET

General	51425
FUND NAME	FUND CODE
* FUND BALANCE AS OF MAY 31, 2020	\$ <u>1,429,232.00</u>
LESS: General Reserve	(\$ <u> -</u>)
FUND BALANCE AVAILABLE AS OF MAY 31, 2020	\$ <u>1,429,232.00</u>
ADD: Estimated Receipts for Balance of Fiscal Year	\$ <u>82,314.00</u>
LESS: Estimated Disbursements for Balance of Fiscal Year	(\$ <u>74,114.00</u>)
** ESTIMATED FUND BALANCE AVAILABLE FOR FINANCING 2020-2021 BUDGET	\$ <u><u>1,437,432.00</u></u>

* Includes:

- 1) Balance available for Disbursements
- 2) Invested Funds
- 3) General Reserve - Fiscal Year 2020-2021

** Note: Enter Estimated Fund Balance Available for Financing Fiscal Year 2020-2021 Budget on corresponding line of District General Budget or District A.C.O. Budget.

**COUNTY OF RIVERSIDE
SPECIAL DISTRICT ACCUMULATIVE CAPITAL OUTLAY BUDGET
FISCAL YEAR 2020-2021**

51440

7129

FUND CODE

DEPT ID

The Board of Directors of Temecula Cemetery District on 08/20/2020 duly passed a resolution fixing the amounts of (A) Appropriations for Operations (B) Appropriation for Contingencies (C) General Reserve and (D) Source of Financing of same to be as follows:

Note: If amounts below do not concur with your district budget, please refer to the chart of accounts on the Auditor-Controller website at: <http://www.auditor-controller.org> for a complete listing of expenditure account codes that fit your needs.

A. Appropriations for Operations

Appropriation 4 - Fixed Assets

Land	540040 \$	<input type="text" value="150000"/>
Improvements -Buildings	542060	<input type="text" value="119500"/>
Equipment - Automotive	546020	<input type="text" value="97000"/>

A4 - Total Appropriation 4 \$ 366500

B. Appropriation 8 - Approp. for Contingencies (Limit 15% of A4)

Appropriation for Contingencies 581000 \$

B1 - Total Appropriation 8 \$ 0

B2 - TOTAL APPROPRIATION REQUIREMENTS (A4+B1) \$ 366500

C. General Reserve

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Balance 6/30/2020)	(Estimated Balance 6/30/2021)	Decrease (Line D1a)	Increase (Line C1)

C1 \$ 0

C2 - TOTAL REQUIREMENTS (B2+C1) \$ 366500

D. Source of Financing

D1a - Available from Cancelled Reserve	\$ <u> </u>
Estimated Fund Balance in Co. Treasury	<u> </u>
Cash in Bank 6/30/2020	<u> </u>
Estimated Revenue (per attached sheet)	<u> </u>

D1 - TOTAL SOURCE OF FINANCING \$ 366500
(D1 MUST EQUAL C2)

Describe Purpose of Fund: _____

President Signature

Secretary Signature

**COUNTY OF RIVERSIDE
SPECIAL DISTRICT GENERAL BUDGET
FY 2020-2021**

Note: If accounts below do not concur with your district budget, please refer to the chart of accounts on the Auditor-Controller website at <http://www.auditorcontroller.org> for a complete listing of expenditure account codes that fit your needs.

51425 7129
FUND CODE **DEPT ID**

The Board of Directors of the Temecula Public Cemetery District on Thursday, August 20, 2020 duly passed a resolution fixing the amounts of (A) Appropriations for Operations (B) Appropriation for Contingencies (C) General Reserve and (D) Source of Financing of same to be as follows:

A. Appropriations for Operations

Appropriation 1 - Salaries & Employee Benefits

Regular Salaries	510040	\$	288,730
Extra Help	510080		
Temporary Salaries	510320		
Retirement - Miscellaneous	513000		16,100
Social Security	513120		23,000
Health Insurance	515080		64,950
Unemployment Insurance	515260		20,600

A1 - Total Appropriation 1 \$ 413,380

Appropriation 2 - Services & Supplies

Administrative Support - Direct	524500	\$	68,750
Administrative Support - Indirect	524520		175,350
Utilities	529540		8,300

A2 - Total Appropriation 2 \$ 252,400

Appropriation 3 - Other Charges

Bonds - Interest	533020	\$	
Depreciation - Building	535540		
Contribution to Other Non-Cnty Ager	536200		

A3 - Total Appropriation 3 \$ 0

Appropriation 4 - Fixed Assets

Land	540040	\$	
Improvements - Building	542060		
Equipment - Automotive	546020		

A4 - Total Appropriation 4 \$ 665780

A5 - TOTAL OF Appropriations 1,2,3,4 \$ 665780

**COUNTY OF RIVERSIDE
SPECIAL DISTRICT GENERAL BUDGET
FY 2020-2021**

B. Appropriation 8 - Approp. for Contingencies (Limit 15% of A5)

Contingencies

581000

\$

B1 - Total Appropriation 8 \$ 0

B2 - TOTAL APPROPRIATION REQUIREMENTS (A5+B1) \$ 665780
(Total of Appropriation 1,2,3,4,8)

C. General Reserve

(Balance 6/30/2020)

(Estimated Balance 6/30/2021)

Decrease
(Line D1a)

Increase
(Line C1)

C1 \$ 260020

C2 - TOTAL REQUIREMENTS (B2+C1) \$ 925800

D. Source of Financing

D1a - Available from Cancelled Reserve

\$

Estimated Fund Balance in Co. Treasury

Cash in Bank 6/30/2020

Estimated Revenue (per attached sheet)

D1 - TOTAL SOURCE OF FINANCING \$ 925800
(D1 MUST EQUAL C2)

President Signature

Secretary Signature

**COUNTY OF RIVERSIDE
SPECIAL DISTRICT ESTIMATED REVENUE
FISCAL YEAR ENDING JUNE 30, 2021**

If accounts below do not comply with your district budget, please refer to the chart of accounts on the Auditor-Controller website at <http://www.auditorcontroller.org> for a complete listing of revenue account codes that fit your needs.

Fund Code 51425-General

Dept ID 7129

DESCRIPTION	REVENUE CODE	ESTIMATED AMOUNT
PROPERTY TAXES, CURRENT SECURED	700020	625300
CONTRACTUAL REVENUE - RDV	781000	
PROPERTY TAXES, CURRENT UNSECURED	701020	15000
PROPERTY TAXES, PRIOR SECURED	702000	
PROPERTY TAXES, PRIOR UNSECURED	703000	
PROPERTY TAXES - CURRENT SUPPLEMENTAL	704000	9000
PROPERTY TAXES - PRIOR SUPPLEMENTAL	705000	3500
CONSTRUCTION LICENSES	722040	
OTHER FORFEITURE AND PENALTIES - (includes library fines)	732140	
INTEREST - INVESTED FUNDS - (includes rents and interests from invested funds)	740020	57000
HOMEOWNERS PROPERTY TAX RELIEF	752800	7000
DISABLED VETERAN'S TAX RELIEF	752840	
PRIOR YEAR REVENUE - STATE	755000	
AID FROM OTHER GOVERNMENT AGENCIES - (includes State and Federal grant monies, such as HUD or Parks Grant)	755180	
SPECIAL ASSESSMENTS - (includes fixed charges entered on the tax roll)	770100	60200
REIMBURSEMENT FOR SERVICES - (includes charges made for the services provided by the District. Does not include revenue from fixed charges added to the tax roll)	777520	148800
OTHER MISC. REVENUE - (includes contributions from individuals, private agencies and other funds) - Please explain below.	781360	
OTHER		

Total Estimated Revenue: \$ 925,800

**COUNTY OF RIVERSIDE
SPECIAL DISTRICT ESTIMATED REVENUE
FISCAL YEAR ENDING JUNE 30, 2021**

If accounts below do not conform with your district budget, please refer to the chart of accounts on the Auditor/Controller website at <http://www.auditor-controller.org> for a complete listing of revenue account codes that fit your needs.

Fund Code 51440-ACO

Dept ID 7129

DESCRIPTION	REVENUE CODE	ESTIMATED AMOUNT
PROPERTY TAXES, CURRENT SECURED	700020	
CONTRACTUAL REVENUE - RDV	781000	
PROPERTY TAXES, CURRENT UNSECURED	701020	
PROPERTY TAXES, PRIOR SECURED	702000	
PROPERTY TAXES, PRIOR UNSECURED	703000	
PROPERTY TAXES - CURRENT SUPPLEMENTAL	704000	
PROPERTY TAXES - PRIOR SUPPLEMENTAL	705000	
CONSTRUCTION LICENSES	722040	
OTHER FORFEITURE AND PENALTIES - (includes library fines)	732140	
INTEREST - INVESTED FUNDS - (includes rents and interests from invested funds)	740020	30000
HOMEOWNERS PROPERTY TAX RELIEF	752800	
DISABLED VETERAN'S TAX RELIEF	752840	
PRIOR YEAR REVENUE - STATE	755000	
AID FROM OTHER GOVERNMENT AGENCIES - (includes State and Federal grant monies, such as HUD or Parks Grant)	755180	
SPECIAL ASSESSMENTS - (includes fixed charges entered on the tax roll)	770100	
REIMBURSEMENT FOR SERVICES - (includes charges made for the services provided by the District. Does not include revenue from fixed charges added to the tax roll)	777520	
OTHER MISC. REVENUE - (includes contributions from individuals, private agencies and other funds) - Please explain below.	781360	
OTHER		

Total Estimated Revenue: \$ 30,000

**COUNTY OF RIVERSIDE
SPECIAL DISTRICT ESTIMATED REVENUE
FISCAL YEAR ENDING JUNE 30, 2021**

If accounts below do not concur with your district budget, please refer to the chart of accounts on the Auditor-Controller website at <http://www.auditrccontroller.org> for a complete listing of revenue account codes that fit your needs.

Fund Code 51435 - E

Dept ID 7129

DESCRIPTION	REVENUE CODE	ESTIMATED AMOUNT
PROPERTY TAXES, CURRENT SECURED	700020	
CONTRACTUAL REVENUE - RDV	781000	
PROPERTY TAXES, CURRENT UNSECURED	701020	
PROPERTY TAXES, PRIOR SECURED	702000	
PROPERTY TAXES, PRIOR UNSECURED	703000	
PROPERTY TAXES - CURRENT SUPPLEMENTAL	704000	
PROPERTY TAXES - PRIOR SUPPLEMENTAL	705000	
CONSTRUCTION LICENSES	722040	
OTHER FORFEITURE AND PENALTIES - (includes library fines)	732140	
INTEREST - INVESTED FUNDS - (includes rents and interests from invested funds)	740020	3000
HOMEOWNERS PROPERTY TAX RELIEF	752800	
DISABLED VETERAN'S TAX RELIEF	752840	
PRIOR YEAR REVENUE - STATE	755000	
AID FROM OTHER GOVERNMENT AGENCIES - (includes State and Federal grant monies, such as HUD or Parks Grant)	755180	
SPECIAL ASSESSMENTS - (includes fixed charges entered on the tax roll)	770100	
REIMBURSEMENT FOR SERVICES - (includes charges made for the services provided by the District. Does not include revenue from fixed charges added to the tax roll)	777520	120000
OTHER MISC. REVENUE - (includes contributions from individuals, private agencies and other funds) - Please explain below.	781360	
OTHER		

Total Estimated Revenue: \$ 123,000

Temecula Public Cemetery District

**Approved
Budget 20-21**

Ordinary Income/Expense

Income

700001 · Property Taxes

700020 · Prop Tax Current Secured	625,300.00
701020 · Prop Tax Current Unsecured	15,000.00
703000 · Prop Tax Prior Unsecured	0.00
704000 · Prop Tax Curr Supplemental	9,000.00
705000 · Prop Tax Prior Supplemental	3,500.00
706000 · Teeter Settlement	10,000.00
707000 · RDV Apportionment	40,000.00
752800 · CA-Homeowners Tax Relief	7,000.00
770100 · Property Tax - SBE	10,000.00
770102 · Other Taxes	200.00

Total 700001 · Property Taxes 720,000.00

740020 · Interest and Dividend Income

740024 · Dividend Income - Stifel	4,000.00
740023 · Interest - Stifel	40,000.00
740020G · Interest on General Fnd at Cnty	13,000.00
740020E · Interest on Endow Fnd at County	3,000.00
740020O · Interest on ACO at County	30,000.00
740021 · Interest - Wells Fargo Advisors	0.00
740022 · Dividend Income - WFA	0.00

Total 740020 · Interest and Dividend Income 90,000.00

770001 · Other Revenue

770100E · Endowment	120,000.00
777030 · Marker Setting	12,000.00
777040 · Open, Close Fees	30,000.00
777520 · Sale of Lots	67,000.00
777530 · Cremation	27,000.00
777600 · Cenotaph	300.00
780160 · Vaults, Flower Vases, etc.	12,000.00
781360 · Other Misc. Revenue	500.00

Total 770001 · Other Revenue 268,800.00

Total Income 1,078,800.00

Expense

510000 · Salaries and Employee Benefits

510040T · Regular Salaries.

510040 · Regular Salaries	235,000.00
510320 · Temporary Salaries	43,680.00
510330 · Year End Bonuses	4,500.00
510330 · Hazard Pay	5,100.00
515100 · Life Insurance Policy	450.00

Total 510040T · Regular Salaries. 288,730.00

513000T · Retirement - Miscellaneous

518000 · Employer Contributions-457 16,100.00

Temecula Public Cemetery District

	Approved Budget 20-21
551000 · Employee Contributions	0.00
Total 513000T · Retirement - Miscellaneous	16,100.00
513120T · Retirement - Social Security	
513120 · Social Security	19,000.00
513140 · Medicare Tax	4,000.00
Total 513120T · Retirement - Social Security	23,000.00
515080T · Health Insurance (eer share)	
515081 · Health Insurance	60,000.00
515082 · Vision Insurance	850.00
515083 · Dental Insurance	4,100.00
Total 515080T · Health Insurance (eer share)	64,950.00
515260T · Unemployment Insurance	
517000 · Workers Comp Insurance	17,000.00
515060 · State Unemployment Ins EDD	1,600.00
513130 · CA SUI	2,000.00
Total 515260T · Unemployment Insurance	20,600.00
Total 510000 · Salaries and Employee Benefits	413,380.00

520000 · Services and Supplies

529540T · Utilities

520320 · Telephone	0.00
520845 · Trash	3,300.00
529500 · Electricity	5,000.00

Total 529540T · Utilities 8,300.00

524520T · Administrative Expenses

518160 · Board Stipend	10,500.00
520115 · Uniforms - Replacement Clothing	3,100.00
520230 · Cellular Phone	3,900.00
520705 · Food	1,100.00
520930 · Insurance - Liability	14,400.00
523100 · Memberships	2,600.00
523290 · Bank Charges	800.00
523621 · Subscriptions	1,500.00
523660 · Computer Service	7,000.00
523700 · Office Supplies	1,200.00
523720 · Photocopies	3,000.00
523760 · Postage/Mailing	1,000.00
523840 · Computer Equip/Software/T1	4,000.00
524530 · Storage Fees	1,500.00

Temecula Public Cemetery District

	<u>Approved Budget 20-21</u>
524540 · Payroll Processing Services	4,200.00
524560 · Auditing	12,000.00
524561 · Accounting	8,500.00
524566 · Temp for efile	9,000.00
524800 · Drug Testing/Pre Employment	200.00
525025 · Legal - General Counsel	30,000.00
525030 · Paychex HR Support	5,400.00
526420 · Advertising	1,800.00
527280 · Awards/Recognition	250.00
527880 · Training/ Staff	2,500.00
528140 · Conferences and Meetings	30,000.00
528980 · Meals	2,000.00
528990 · Semi-Annual Team Dinner	5,000.00
529040 · Private Mileage Reimbursement	2,500.00
529050 · Website	800.00
529550 · Water	1,600.00
Total 524520T · Administrative Expenses	<u>171,350.00</u>
524500T · Operational Expenses.	
521420 · Maint-Field Equipment	10,000.00
522310 · Maint-Building Improvements	2,500.00
522320 · Maint - Grounds	16,500.00
522360 · Maintenance-Extermination	6,000.00
523250 · Repurchase	3,500.00
523800 · Engraving Expense	2,500.00
525320 · Security Guard Services	250.00
525600 · Security	3,700.00
527100 · Fuel	2,800.00
527180 · Operational Supplies	12,500.00
528020 · Inventory	8,500.00
Total 524500T · Operational Expenses.	<u>68,750.00</u>
Total 520000 · Services and Supplies	<u>248,400.00</u>
530000 · Other Charges	
535540T · Depreciation Building	
585000 · Depreciation	0.00
Total 535540T · Depreciation Building	<u>0.00</u>
530100 · Miscellaneous non-operating exp	4,000.00
530100E · Misc Endowment Expense	0.00
Total 530000 · Other Charges	<u>4,000.00</u>
540000 · Capital Assets	
542060T · Cemetery Grounds	
542040 · Buildings, Capital Projects	100,000.00
542060 · Improvements - Building	6,000.00
542065 · Tree Renovaton	7,500.00
542300 · Office Renovation	6,000.00
542060T · Cemetery Grounds Other	0.00
Total 542060T · Cemetery Grounds	<u>119,500.00</u>

Temecula Public Cemetery District

	<u>Approved Budget 20-21</u>
540040T · Land, Purchase of Land	
540042 · Future Cemetery Property	150,000.00
Total 540040T · Land, Purchase of Land	150,000.00
546020T · Equipment, etc	
542070 · Well Motor	75,000.00
546020 · Equipment - Automotive	17,000.00
546240 · Mapping Software	5,000.00
Total 546020T · Equipment, etc	97,000.00
Total 540000 · Capital Assets	366,500.00
551100E · Cont to Other Funds - End	177,000.00
551100G · Cont to Other Funds - Gen	236,020.00
Total Expense	1,445,300.00
Net Ordinary Income	-366,500.00
Other Income/Expense	
Other Income	
731000 · Realized Gain (Loss) on Invest	0.00
731100 · Unrealized Gain (Loss) on Invst	0.00
Total Other Income	0.00
Net Other Income	0.00
Net Income	-366,500.00



AUTHORIZED SIGNATURE LIST

Send to the Chief of the General Accounting Division
OFFICE OF THE AUDITOR-CONTROLLER

SPM FORM

ADM-3

(Policy #103)

August 20 2020

Temecula Public Cemetery District

7129

Effective Date

Department Name

Business Unit

- | | | | |
|----------------------------|--------------------------------------|----------------------------|---------------------------------------|
| <input type="checkbox"/> 1 | Pick-up County Issued Warrants | <input type="checkbox"/> 2 | Wire Transfers |
| <input type="checkbox"/> 3 | Establish Bank Account (AP-5 Form) | <input type="checkbox"/> 4 | Change to Banking Account (AP-6 Form) |
| <input type="checkbox"/> 5 | Establish Revolving Fund (AR-1 Form) | <input type="checkbox"/> 6 | Change to Revolving Fund (AR-1 Form) |

AUTHORIZED TO SIGN	EMPLOYEE NAME	TITLE	FULL SIGNATURE
<i>list all applicable numbers</i>	<i>List Name and Title as shown on County ID Badge - No Nicknames</i>		<i>in BLUE INK only initials will not be accepted</i>
1-6	Dale Qualm	Chair	
1-6	David Reese	Vice Chair	
1-6	Rosie Vanderhaak	Trustee	
1-6	Craig Davis	Trustee	
1-6	Mike Dugan	Trustee	
1-6	Cindi Beaudet	General Manager	

08/20/20

Cindi Beaudet DEPARTMENT HEAD OR SPECIAL DISTRICT DIRECTOR <small>(PRINT OR TYPE)</small>	SIGNATURE <small>(REQUIRED)</small>	DATE
---	--	------

Department Contact Info:

Cindi Beaudet	<u>cindi@temeculacemetery.org</u>	951-541-8736
Name	Email	Phone
Name	Email	Phone



**REQUEST TO ESTABLISH OR UPDATE LIST OF PERSONS
AUTHORIZED TO RECEIVE ISSUED WARRANTS**
OFFICE OF THE AUDITOR-CONTROLLER

**SPM FORM
AP-2**
(Policy #210)

Note: All departments, agencies, and special districts are required to provide the Auditor-Controller's office with a current and updated Authorization List to Receive Issued Warrants Form AP-2 each fiscal year.

Temecula Public Cemetery Dist 7129

8/20/2020

Business Unit			Department Name	Department ID	Effective Date
PRINT INFORMATION					
ADD	REMOVE	KEEP	NAME	TITLE	NORMAL SIGNATURE <i>in blue ink</i> ONLY. <i>(Initials will not be accepted)</i>
		X	1. Dale Qualm	Chair	
		X	2. David Reese	Vice-Chair	
		X	3. Rosie Vanderhaak	Trustee	
		X	4. Craig Davis	Trustee	
		X	5. Mike Dugan	Trustee	
		X	6. Cindi Beaudet	General Manager	
			7.		
			8.		
			9.		
			10.		
			11.		
			12.		
			13.		
			14.		
			15.		
			16.		
			17.		

I hereby authorize the above listed individuals to receive issued warrants on behalf of my department.

**Only those individuals marked as "add" or "keep" are authorized to receive warrants. Any individuals indicated above as "remove" are no longer authorized to receive warrants on behalf of the department effective immediately.*

cindi beaudet

8/20/2020

SIGNATURE OF DEPARTMENT HEAD/DESIGNEE

DATE

Department Contact Info:

Cindi Beaudet

cindi@temeculacemetery.org

951-541-8736

Name

Email

Phone

Name

Email

Phone

**EMERGENCY ORDER OF THE GENERAL MANAGER
OF THE TEMECULA PUBLIC CEMETERY DISTRICT**

August 20, 2020

WHEREAS, international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus named “SARS-CoV-2,” and the disease it causes has been named “Coronavirus Disease 2019,” abbreviated COVID-19, (“COVID-19”); and

WHEREAS, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

WHEREAS, on March 7, 2020, Riverside County Public Health Officer Dr. Cameron Kaiser declared a Local Health Emergency, citing Riverside County’s first locally acquired case of COVID-19; and

WHEREAS, on March 10, 2020, the Riverside County Board of Supervisors ratified the Local Health Emergency and activated the Medical Health Department Operations Center to better coordinate public messaging and planning among community partners as Riverside County officials prepare for the spread of COVID-19; and

WHEREAS, on March 10, 2020, the Riverside County Public Health Officer ordered the cancellation of the Coachella Valley Music and Arts Festival (“Coachella”) and the Stagecoach Country Music Festival (“Stagecoach”) recognizing that both Coachella and Stagecoach are music concerts and gatherings of an international scope, attracting hundreds of thousands of attendees from many countries, including several disproportionately afflicted by the worldwide COVID-19 epidemic; and

WHEREAS, on March 11, 2020, the California Department of Public Health issued guidance that in order to protect public health and slow the rate of transmission of COVID-19, large gatherings of 250 people or more at concerts, conferences, and professional, college, and school sporting events should be postponed or canceled for at least the remainder of the month of March 2020 and that smaller gatherings held in venues such as crowded auditoriums, rooms or other venues that do not allow social distancing of six feet per person should be postponed or canceled; and

WHEREAS, on March 12, 2020, the Governor of the State of California issued Executive Order N-25-20 providing that all residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19 and that authorized local legislative bodies are permitted to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body, during the period in which local public officials impose or recommend measures

to promote social distancing, including but not limited to limitations on public events; and

WHEREAS, on March 12, 2020, the Riverside County Public Health Officer ordered the cancellation of all events within the jurisdiction of the Public Health Officer of the County of Riverside with an expected attendance of at least 250 individuals taking place between March 12, 2020 and April 30, 2020, regardless of venue; and

WHEREAS, on March 13, 2020, the President of the United States of America proclaimed and declared a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak and announced that the federal government would make emergency funding available to assist state and local governments in preventing the spread of and addressing the effects of COVID-19; and

WHEREAS, on March 16, 2020, the Governor issued Executive Order N-28-20 waiving certain requirements related to residential and commercial evictions and foreclosures to allow local jurisdictions more flexibility to prohibit residential and commercial evictions and foreclosures through May 31, 2020; and

WHEREAS, on March 16, 2020, the Riverside County Public Health Officer ordered the prohibition of all gatherings within the jurisdiction of the Public Health Officer of the County of Riverside with an expected presence of at least 10 individuals taking place between March 16, 2020 and April 30, 2020 inclusive, regardless of venue; and

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20 ordering that as to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(0) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of Order N-29-20; and

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-33-20 ordering that to protect public health, that all individuals living in the State of California stay home or at their place of residence (“Shelter in Place”) except as needed to maintain continuity of operations of the federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/critical-infrastructure-sectors>; and

WHEREAS, on March 19, 2020, the Board of Trustees adopted Resolution No 2020-1 proclaiming that a Local State of Emergency now exists throughout the District and ordering that during the existence of said local emergency, the powers, functions, and duties of the emergency organization of the District shall be those prescribed by state law, ordinances, and resolutions of the District; and

WHEREAS, Resolution No 2020-1 further directed and authorized the General Manager and designee and other appropriate staff members and District officials to take all necessary and

appropriate actions to effectuate the purpose of this Resolution subject to any modifications as may be approved by the Board of Trustees from time to time during the State of Emergency; and

WHEREAS, effective May 1, 2020, the Riverside County Health Officer and the County Executive Officer as Director of Emergency Services, adopted an amended order that provides as follows: (1) All persons, including Essential Workers shall wear face coverings, such as scarves (dense fabric, without holes), bandanas, neck gaiter, or other fabric face coverings, that all persons, including Essential Workers are discouraged from using Personal Protective Equipment (PPE), such as N95 masks, for non-medical reasons; (2) Face coverings must be worn in public settings, such as: (a) waiting in line to go inside a store; (b) shopping at a store; (c) picking up food at a restaurant; (d) on public transportation (or waiting for it); (e) in a taxi or rideshare vehicle; (f) seeking healthcare; (g) going into facilities allowed to stay open; and (h) working an essential job that interacts with the public; and (3) children 2 years and older should be encouraged to wear a mask when around others closer than 6 feet, and when they do, they must be supervised by an adult; and

WHEREAS, the amended order further provides that face coverings are NOT required to be worn by people who are at home, in the car alone or with members of their own household, residents with a health condition whose medical doctor has advised against wearing a face covering and can provide documentation, children under the age of 2 years old due to the risk of suffocation or persons who are outdoors, walking, hiking, bicycling or running, provided that they comply with social distancing during these activities, including maintaining at least 6 feet of distance from other people; and

WHEREAS, the amended order also provides that businesses must: (a) require their employees, contractors, owners, and volunteers to wear a face covering at the workplace and when performing work off-site; (b) inform customers about the need to wear a face covering, including posting signs and advising those in line or in the store; (c) take reasonable steps to keep people who are not wearing a face covering from entering their business, and (d) refuse service to anyone not wearing a face covering; and

WHEREAS, on May 9, 2020, the Riverside County Public Health Officer ordered the rescission of the following amended health orders: (1) the April 2, 2020 amended order related to short term lodging facilities; (2) the April 29, 2020 amended order placing restrictions on golf courses; and (3) the April 29, 2020 amended order requiring the use of face coverings and practice of social distancing; and

WHEREAS, by rescinding its health orders, the County of Riverside now aligns itself with the State's Orders as they now exist or may be issued or amended in the future; and

WHEREAS, in order to protect public health and slow the rate of transmission of COVID-19, the General Manager has determined it is necessary to amend the District's emergency orders to further decrease the risk of exposure to COVID-19.

NOW, THEREFORE, I, Cindi Beudet, General Manager of the Temecula Public Cemetery District, do hereby issue the following order to become effective immediately, subject to ratification as soon as practicable by the Board of Trustees:

IT IS HEREBY ORDERED AS FOLLOWS:

THAT the cemetery will be open to the public for general visitation, at their own risk of contracting COVID-19, Monday-Sunday 10:00 a.m.- 4:00 p.m., commencing on the date of this Order; and

THAT the General Manager in consultation with the General Legal Counsel shall prepare and distribute and post a notice in a conspicuous place at the cemetery and on the District's website that persons who attend graveside services or any other gathering at the cemetery grounds shall attend at their own risk; and

THAT the cemetery shall not be used for picnicking or other recreational purposes; and

THAT all visitors shall maintain six feet social distancing (unless living in the same household) and shall not congregate in groups of more than 25 persons at any one time and all visitors must wear protective face coverings at all times while on cemetery grounds; and

THAT the District office shall remain closed to foot traffic and staff will not be available in person to assist visitors while on cemetery grounds, but visitors may approach the office door during hours of operation if immediate assistance is needed provided that any person requesting assistance from staff are wearing a face mask and maintain social distancing, to decrease the risk of exposure to COVID-19; and

THAT services related to the interment of cremains shall be permitted subject to the same provisions related to graveside services; and

THAT graveside service activities shall be restricted as follows:

(a) Persons wishing to view the casket up close, gather around the casket for any reason, and/or touch the casket may do so only before the casket enters onto cemetery grounds.

(b) No more than 25 persons, which includes family members, guests and officiants, may be present during any given graveside service on the cemetery grounds, prior to burial of the casket, subject to maintaining social distancing pursuant to the markings as may be set up by the District at the interment site. ~~but no one shall be permitted to stay and witness the burial of the casket before, during or immediately after the graveside service; and~~

(c) Three hours after the conclusion of a graveside service, provided the casket has been buried (placed in the ground and covered), no more than 25 persons may be permitted to visit the interment site provided that: (i) all visitors shall maintain six feet social distancing (unless living in the same household) and (ii) all visitors wear protective face coverings; and

THAT at no time shall any person present at an interment service be closer than six feet from any District staff to decrease the risk of exposure to COVID-19; and

THAT to the extent feasible, staff members shall remain at least six feet apart from one another during an interment service and they shall wear protective gloves and face masks provided by the District to decrease the risk of exposure to COVID-19; and

THAT all purchases of ~~church~~ interment sites and services shall be made over the phone by appointment only and the only form of payment that will be accepted shall be a credit card, debit card or other electronic payment as may be approved by the General Manager, for the purpose of decreasing the risk of exposure to COVID-19; and

THAT persons 65 or over shall be advised to refrain from being physically present on District property for any reason whatsoever since it has been determined that those 65 years and older are amongst those most vulnerable to COVID-19 and such persons have been advised to self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

THAT persons with serious chronic medical conditions such as heart disease, lung disease and diabetes shall be advised to refrain from being physically present on District property for any reason whatsoever since it has been determined that such persons are amongst those most vulnerable to COVID-19 and have been advised to self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

THAT persons with compromised immune systems shall be advised to refrain from being physically present on District property for any reason whatsoever since it has been determined that such persons are amongst those most vulnerable to COVID-19 and have been advised to self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

THAT persons exhibiting mild to moderate symptoms of COVID-19, such as sneezing, running nose, ~~cough~~ fever, etc. shall be prohibited from being physically present on District property for any reason whatsoever since it has been advised that such persons should self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

THAT the conference room located in the District's Office shall not be used by any member of the public and shall be available for use by the District's groundskeepers for breaks subject to maintaining social distancing; and

THAT the large breakroom located in the District's Office is available for one person at a time to prepare or store meals only; and

THAT if supplies are needed from the conference room, staff shall contact the General Manager for arrangements; and

THAT commencing ~~May 18, 2020, the hours for the groundkeepers, Jarren Skaife and Kyle Means shall change to Monday through Friday 8:00 AM - 4:30 PM; and~~

THAT commencing May 18, 2020, all groundskeepers prior to clocking in for work shall take their temperature and send an image of the recorded temperature shall be sent via text or email to the General Manager for approval to clock in for work; and

THAT lunchbreaks will be staggered starting at 12:00 noon ending at 1:30. When possible if the workload allows, two employees may take their lunch during the same 30 minutes; and

THAT if two employees take their lunch hour at the same time, they shall be required to use separate rooms for their lunch breaks: and

THAT the General Manager has determined that the purpose of adopting and implementing protective measures to mitigate and/or abate the transmission of COVID-19, is to prevent harm to those who may violate any protective measure since any such violations may result in exposure to the COVID-19 which may lead to illness and death to the violator and those in the presence of the violator since there is no effective cure or vaccine available; and

THAT the public shall be warned by a notice placed in a conspicuous manner that when visiting the cemetery they do so at their own risk of contracting COVID-19 and that the District shall assume no liability if visitors or their guests contract COVID-19 while visiting the cemetery; and

THAT a violation of this Order shall also be subject to any and all other remedies, civil, equitable or criminal, afforded to the District under any City, County, State and Federal laws or regulations; and

THAT this Order shall become effective immediately and terminate on ~~July 23, 2020,~~ October 15, 2020 unless terminated earlier or extended by the General Manager or the Board of Trustees; and

THAT any section, subdivision, subsection, sentence, clause, or phrase in this Order, or the application of this Order to any person or circumstances, is for any reason held invalid, the validity of the remainder of this Order, or the application of such provision contained therein to other persons or circumstances, shall not be affected thereby; and

THAT the General Manager hereby declares that she would have adopted this Order and each section, subdivision, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subdivisions, subsections, sentences, clauses, or phrases, or the application thereof to any person or circumstance, be held invalid; and

THAT notwithstanding the foregoing, and in order to prevent inconsistencies, the General Manager or Board of Trustees may suspend the effectiveness of this Order in the event that the President of the United States, the United States Congress, the Governor of the State of California, the California State Legislature or the Public Health Officer of the County of Riverside adopts legislation, a law, a regulation or order that supersedes this Order.

ADOPTED this 20TH day of AUGUST 2020.

Cindi Beaudet, General Manager

APPROVED AS TO FORM:

Steven B. Quintanilla,
General Legal Counsel

**RATIFIED BY THE BOARD OF TRUSTEES AT A REGULAR MEETING OF
THE BOARD OF TRUSTEES ON THIS 20TH DAY OF AUGUST, 2020.**

**Rosie Vanderhaak, Chair
Board of Trustees
Temecula Public Cemetery District**

Manager's Evaluation

EVALUATION OF WORK PERFORMANCE

General Manager

From: July 2019 To: July 2020

The following ranking system should be applied as objectively as possible with each area:

1. **OUTSTANDING:** Excellent performance that far exceeds the job's requirement.
2. **VERY GOOD:** Above average performance that exceeds the job's requirements.
3. **AVERAGE:** Acceptable performance that meets the job's requirements.
4. **BELOW AVERAGE:** Minimally acceptable performance that meets some of the job's requirements.
5. **UNSATISFACTORY:** Unacceptable performance that does not meet the job's requirements.

Manager's Evaluation

PRIMARY FOCUS AREAS:

OPERATIONS:

EXPECTATIONS: Supervise the "day to day" maintenance, construction, interments, sales and other activities necessary for the efficient operation of the District cemetery. This includes all public relation, customer complaint investigation, and inter-governmental agency interface activities. Understand and execute the statutory duties as defined in the District's "Cemetery Operations".

PERFORMANCE:

BUDGET & FINANCIAL:

EXPECTATIONS: Develop for Board approval the annual budget and operate the District within that budget throughout the year. This includes recommending prices as well as being responsible for all expenditures and sales / service activities; track investments, search out and recommend new investments when appropriate. Provide complete budget and financial reports for each monthly board meeting.

PERFORMANCE:

PERSONNEL:

EXPECTATIONS: Supervise all personnel programs including the administration, review and recommend revision of personnel policies and procedures to the BOT. Be responsible for hiring and developing all personnel , successful safety programs, and for conforming to laws related to fair labor practices, discrimination, sexual harassment.

PERFORMANCE:

ADMINISTRATION:

EXPECTATIONS: Provide the Board Meeting agenda and monthly reports as required, and attend all Board meetings unless otherwise excused. Discharge other duties as assigned by the BOT.

PERFORMANCE:

Manager's Evaluation

SUMMARY OF PERFORMANCE

CONTRIBUTIONS BY GENERAL MANAGER FOR DISTRICTS SUCCESS:

EXPECTATIONS: The General Manager must have the knowledge of principles, problems and methods of public administration including organization, personnel and fiscal management. She must understand office management principles, methods and procedures as well as state and local laws and regulations relating to the operation of a local government agency. The General Manager must have an understanding of the design and construction, plans, specifications, estimates, reports, and recommendations relating to proposed beautification of the grounds and construction of buildings and other facilities within the boundaries of the district.

PERFORMANCE:

ADDITIONAL CONTRIBUTIONS BY THE GENERAL MANAGER:

EXPECTATIONS: To what extent does the General Manager contribute to the districts success by reducing barriers to performance, organizing to achieve objectives, and facilitating the performance of others? To what extent does the General Manager analyze problems and reach acceptable, workable solutions and to what extent does the General Manager perform with minimum supervision by the BOT? Does the General Manager participate in organizations or activities outside the District that supports and benefits the operation of the District?

PERFORMANCE:

OVERALL PERFORMANCE APPRAISAL:

SUMMARY OF PERFORMANCE:

DEVELOPMENTAL PLANS:

GENERAL MANAGER'S COMMENTS:

Manager's Evaluation

TRUSTEE CHAIR: _____

GENERAL MANAGER: _____

LEGAL COUNSEL:

DATE: _____

Temecula Public Cemetery District
Balance Sheet
As of July 31, 2020

	Jul 31, 20	Jul 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101100 · US Bank Checking	64,141.33	54,661.38	
101200 · US Bank Payroll	11,128.89	2,187.48	
101300 · US Wash Account	7,917.78	8,923.01	
101100C · Cash -Accumulative Outlay Fund	1,920,277.52	1,955,363.74	
101100E · Cash - Endowment Fund	300,173.79	156,653.36	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	1,307,109.00	1,027,882.75	
Total Checking/Savings	3,610,928.31	3,205,851.72	405,076.59
Accounts Receivable			
201125 · Accounts Receivable	7,200.00	0.00	
Total Accounts Receivable	7,200.00	0.00	
Other Current Assets			
102200 · Stifel Investments			
102210 · Stifel Endowment Care	2,152,967.74	0.00	
102220 · Stifel Endowment Interest	811,408.19	0.00	
Total 102200 · Stifel Investments	2,964,375.93	0.00	2,964,375.93
102000 · Wells Fargo Investments			
102010 · Wells Fargo Endowment Care	0.00	2,098,496.15	
102020 · Wells Fargo Endowment Interest	0.00	722,242.51	
Total 102000 · Wells Fargo Investments	0.00	2,820,738.66	
112011 · Inventory Asset	202,645.50	31,505.50	
100499 · Revenues to Deposit with County	11,625.00	0.00	
116100 · Interest Receivable			
116100P · Interest Receivable - End Prin	9,384.27	11,639.08	
116100I · Interest Receivable - End Int	4,652.58	3,942.87	
Total 116100 · Interest Receivable	14,036.85	15,581.95	
117000 · PrePaid Expenses	30,241.85	32,704.65	
Total Other Current Assets	3,222,925.13	2,900,530.76	
Total Current Assets	6,841,053.44	6,106,382.48	734,670.96
Fixed Assets			
191650 · Intangible Assets	24,470.00	24,470.00	
198950 · Accum Depr - Software	-1,631.33	0.00	
191000 · Future Cemetery Property	2,755,946.59	2,659,896.20	
191100 · Buildings and Improvements	389,105.07	389,105.07	
191400 · Structures and Improvements	363,678.03	363,678.03	
191500 · Equipment	173,382.02	173,382.02	
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	40,969.50	40,969.50	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-136,487.02	-114,009.86	
198400 · Accumulated Depr - Struct/Imp	-220,768.28	-202,896.95	

Temecula Public Cemetery District
Balance Sheet
As of July 31, 2020

	Jul 31, 20	Jul 31, 19	\$ Change
198500 · Accum Depr - Equipment	-170,615.13	-163,008.57	
198800 · Accum Depr- Grnd Imp	-3,198.31	-2,160.78	
198900 · Accum Depr-Pav 15	-36,882.02	-29,704.02	
Total Fixed Assets	3,399,090.14	3,360,841.66	38,248.48
TOTAL ASSETS	10,240,143.58	9,467,224.14	772,919.44
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
201100 · Accounts Payable	2,182.19	6,984.53	
Total Accounts Payable	2,182.19	6,984.53	
Other Current Liabilities			
212200 · Accrued Vacation Pay	6,179.14	14,834.36	
Total Other Current Liabilities	6,179.14	14,834.36	
Total Current Liabilities	8,361.33	21,818.89	
Total Liabilities	8,361.33	21,818.89	-13,457.56
Equity			
ce2 · Net Investment in Capital Asset	3,252,548.00	3,252,548.00	
ce1 · Legally Restricted Balance	2,249,789.00	2,249,789.00	
ce · Beginning Fund Balance	-5,503,526.00	-5,503,526.00	
308100 · General Reserve	1,397,927.00	1,397,927.00	
308135 · Reserve for Endowments	1,878,529.63	1,878,529.63	
325100E · Unreserved Fund Balance - End	415,197.04	415,197.04	
325100G · Unreserved Fund Balance - Gen	-735,558.08	-735,558.08	
325100O · Unreserved Fund Balance - ACo	678,756.59	678,756.59	
350000 · Investment in Capital Assets	3,627,912.57	3,627,912.57	
350001 · Investment In Cap Assets - GASB	-379,361.69	-379,361.69	
390000 · Retained Earnings	3,349,405.04	2,614,594.58	
Net Income	163.15	-51,403.39	51,566.54
Total Equity	10,231,782.25	9,445,405.25	
TOTAL LIABILITIES & EQUITY	10,240,143.58	9,467,224.14	772,919.44

Temecula Public Cemetery District
Profit & Loss Budget Performance
 July 2020

	Jul 20	Annual Budget
Ordinary Income/Expense		
Income		
700001 · Property Taxes		
700020 · Prop Tax Current Secured	0.00	625,300.00
701020 · Prop Tax Current Unsecured	0.00	15,000.00
703000 · Prop Tax Prior Unsecured	0.00	0.00
704000 · Prop Tax Curr Supplemental	0.00	9,000.00
705000 · Prop Tax Prior Supplemental	0.00	3,500.00
706000 · Teeter Settlement	0.00	10,000.00
707000 · RDV Apportionment	0.00	40,000.00
752800 · CA-Homeowners Tax Relief	0.00	7,000.00
770100 · Property Tax - SBE	0.00	10,000.00
770102 · Other Taxes	0.00	200.00
Total 700001 · Property Taxes	0.00	720,000.00
740020 · Interest and Dividend Income		
740024 · Dividend Income - Stifel	603.74	4,000.00
740023 · Interest - Stifel	4,709.55	40,000.00
740020G · Interest on General Fnd at Cnty	0.00	13,000.00
740020E · Interest on Endow Fnd at County	0.00	3,000.00
740020O · Interest on ACO at County	0.00	30,000.00
740021 · Interest - Wells Fargo Advisors	0.00	0.00
740022 · Dividend Income - WFA	0.00	0.00
Total 740020 · Interest and Dividend Income	5,313.29	90,000.00
770001 · Other Revenue		
770100E · Endowment	8,225.00	120,000.00
777030 · Marker Setting	1,200.00	12,000.00
777040 · Open, Close Fees	3,650.00	30,000.00
777520 · Sale of Lots	2,500.00	67,000.00
777530 · Cremation	1,500.00	27,000.00
777600 · Cenotaph	0.00	300.00
780160 · Vaults, Flower Vases, etc.	1,750.00	12,000.00
781360 · Other Misc. Revenue	0.00	500.00
Total 770001 · Other Revenue	18,825.00	268,800.00
Total Income	24,138.29	1,078,800.00
Gross Profit	24,138.29	1,078,800.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
July 2020

	<u>Jul 20</u>	<u>Annual Budget</u>
Expense		
510000 · Salaries and Employee Benefits		
510040T · Regular Salaries.		
510040 · Regular Salaries	8,942.48	235,000.00
510330 · Year End Bonuses	0.00	4,500.00
510335 · Hazard Pay	0.00	5,100.00
515100 · Life Insurance Policy	35.64	450.00
510040T · Regular Salaries. - Other	0.00	0.00
Total 510040T · Regular Salaries.	8,978.12	245,050.00
510320T · Temporary Salaries.		
510320 · Temporary Salaries	0.00	43,680.00
510320T · Temporary Salaries. - Other	0.00	0.00
Total 510320T · Temporary Salaries.	0.00	43,680.00
513000T · Retirement - Miscellaneous		
518000 · Employer Contributions-457	1,292.30	16,100.00
551000 · Employee Contributions	126.98	0.00
Total 513000T · Retirement - Miscellaneous	1,419.28	16,100.00
513120T · Retirement - Social Security		
513120 · Social Security	559.08	19,000.00
513140 · Medicare Tax	130.76	4,000.00
Total 513120T · Retirement - Social Security	689.84	23,000.00
515080T · Health Insurance (eer share)		
515081 · Health Insurance	3,878.65	60,000.00
515082 · Vision Insurance	46.72	850.00
515083 · Dental Insurance	332.36	4,100.00
Total 515080T · Health Insurance (eer share)	4,257.73	64,950.00
515260T · Unemployment Insurance		
517000 · Workers Comp Insurance	1,042.37	17,000.00
515060 · State Unemployment Ins EDD	0.00	1,600.00
513130 · CA SUI	3.07	2,000.00
Total 515260T · Unemployment Insurance	1,045.44	20,600.00
Total 510000 · Salaries and Employee Benefits	16,390.41	413,380.00
520000 · Services and Supplies		
529540T · Utilities		
520320 · Telephone Service	0.00	0.00
520845 · Trash	265.28	3,300.00
529500 · Electricity	0.00	5,000.00
Total 529540T · Utilities	265.28	8,300.00

Temecula Public Cemetery District Profit & Loss Budget Performance July 2020

	Jul 20	Annual Budget
524520T · Administrative Expenses		
518160 · Board Stipend	0.00	10,500.00
520115 · Uniforms - Replacement Clothing	343.33	3,100.00
520230 · Cellular Phone	241.34	3,900.00
520705 · Food	0.00	1,100.00
520930 · Insurance - Liability	1,196.91	14,400.00
523100 · Memberships	120.00	2,600.00
523290 · Bank Charges	21.00	800.00
523621 · Subscriptions	0.00	1,500.00
523660 · Computer Service	2.99	7,000.00
523700 · Office Supplies	0.00	1,200.00
523720 · Photocopies	195.95	3,000.00
523760 · Postage/Mailing	110.00	1,000.00
523840 · Computer Equip/Software/T1	42.34	4,000.00
524520 · County Journal Recording	0.00	0.00
524530 · Storage Fees	116.00	1,500.00
524540 · Payroll Processing Services	278.04	4,200.00
524560 · Auditing	0.00	12,000.00
524561 · Accounting	1,023.75	8,500.00
524566 · Temp for e-File	0.00	9,000.00
524800 · Drug Testing/Pre-Employment	0.00	200.00
525025 · Legal - General Counsel	0.00	30,000.00
525030 · Paychex HR Support	445.33	5,400.00
526420 · Advertising	0.00	1,800.00
527280 · Awards/Recognition	0.00	250.00
527880 · Training/ Staff	0.00	2,500.00
528140 · Conferences and Meetings	0.00	30,000.00
528980 · Meals	0.00	2,000.00
528990 · Semi-Annual Team Dinner	0.00	5,000.00
529040 · Private Mileage Reimbursement	66.88	2,500.00
529050 · Website	50.00	800.00
529550 · Water	52.09	1,600.00
Total 524520T · Administrative Expenses	4,305.95	171,350.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
 July 2020

	<u>Jul 20</u>	<u>Annual Budget</u>
524500T · Operational Expenses.		
521420 · Maint-Field Equipment	0.00	10,000.00
522310 · Maint-Building Improvements	260.00	2,500.00
522320 · Maint - Grounds	2,873.04	16,500.00
522360 · Maintenance-Extermination	496.00	6,000.00
523250 · Repurchase	300.00	3,500.00
523800 · Engraving Expense	0.00	2,500.00
525320 · Security Guard Services	0.00	250.00
525600 · Security	305.61	3,700.00
527100 · Fuel	330.81	2,800.00
527180 · Operational Supplies	1,528.98	12,500.00
528020 · Inventory	0.00	8,500.00
Total 524500T · Operational Expenses.	<u>6,094.44</u>	<u>68,750.00</u>
Total 520000 · Services and Supplies	10,665.67	248,400.00
530000 · Other Charges		
530100 · Miscellaneous non-operating exp	298.71	4,000.00
Total 530000 · Other Charges	<u>298.71</u>	<u>4,000.00</u>
540000 · Capital Assets		
542060T · Cemetery Grounds		
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
Total 542060T · Cemetery Grounds	<u>0.00</u>	<u>119,500.00</u>
540040T · Land, Purchase of Land		
540042 · Future Cemetery Property	0.00	150,000.00
Total 540040T · Land, Purchase of Land	<u>0.00</u>	<u>150,000.00</u>
546020T · Equipment, etc		
542070 · Well Motor	0.00	75,000.00
546020 · Equipment - Automotive	0.00	17,000.00
546240 · Mapping Software	0.00	5,000.00
Total 546020T · Equipment, etc	<u>0.00</u>	<u>97,000.00</u>
Total 540000 · Capital Assets	0.00	366,500.00
551100G · Contrib to Other Funds - Gen	0.00	236,020.00
551100E · Contrib to Other Funds - Endow	0.00	177,000.00
Total Expense	<u>27,354.79</u>	<u>1,445,300.00</u>
Net Ordinary Income	-3,216.50	-366,500.00

Temecula Public Cemetery District
Profit & Loss Budget Performance
July 2020

	<u>Jul 20</u>	<u>Annual Budget</u>
Other Income/Expense		
Other Income		
731000 · Realized Gain (Loss) on Invest	0.00	0.00
731100 · Unrealized Gain (Loss) on Invst	3,379.65	0.00
Total Other Income	<u>3,379.65</u>	<u>0.00</u>
Net Other Income	<u>3,379.65</u>	<u>0.00</u>
Net Income	<u>163.15</u>	<u>-366,500.00</u>

STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D328976 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, 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 checked out Stifel Wealth Tracker? Our free, secure app makes it easy to view your full financial picture, track your spending, and much more. For details, visit stifel.com/tracker or download the app on your mobile device.

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.

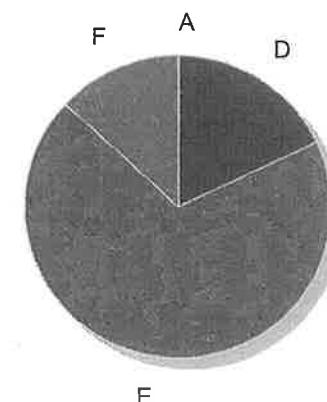
PORTFOLIO SUMMARY	July 31	June 30
Net Cash Equivalents **	2,105.86	223.52
Net Portfolio Assets held at Stifel	2,150,861.88	2,151,000.32
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$2,152,967.74	\$2,151,223.84
YOUR CHANGE IN PORTFOLIO VALUE	July 31	June 30
Net Cash Flow (Inflows/Outflows) ²	-2,326.03	-3,619.81
Securities Transferred In/Out		
Income and Distributions	2,518.18	3,782.51
Change in Securities Value	1,551.75	145.48
Net Change in Portfolio Value	\$1,743.90	\$308.18

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

² Does not include cost or proceeds for buy or sell transactions.

YOUR ASSET SUMMARY

	Value on	Percentage o
	July 31, 2020 (\$)	your account
A Net Cash Equivalents**	2,105.86	0.10%
D Fixed Income-Muni	384,660.00	17.87%
E Fixed Income-Other	1,482,666.04	68.87%
F Mutual Funds	283,535.84	13.17%
Total Assets	\$2,152,967.74	100.00%



STIFEL PRESTIGE® ACCOUNT STATEMENT

1 1 1 D328977 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, 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 checked out Stifel Wealth Tracker? Our free, secure app makes it easy to view your full financial picture, track your spending, and much more. For details, visit stifel.com/tracker or download the app on your mobile device.

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.

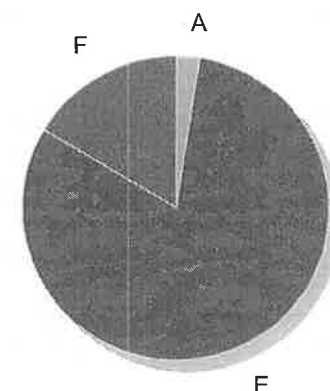
PORTFOLIO SUMMARY	July 31	June 30
Net Cash Equivalents **	19,596.64	17,270.47
Net Portfolio Assets held at Stifel	791,811.55	789,794.97
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	\$811,408.19	\$807,065.44
YOUR CHANGE IN PORTFOLIO VALUE	July 31	June 30
Net Cash Flow (Inflows/Outflows) ²	2,326.03	3,619.81
Securities Transferred In/Out		
Income and Distributions	188.82	1,839.11
Change in Securities Value	1,827.90	141.00
Net Change in Portfolio Value	\$4,342.75	\$5,599.92

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

² Does not include cost or proceeds for buy or sell transactions.
You have securities maturing and/or options expiring.

YOUR ASSET SUMMARY

	Value on July 31, 2020 (\$)	Percentage of your account
A Net Cash Equivalents**	19,596.64	2.42%
E Fixed Income-Other	657,905.75	81.08%
F Mutual Funds	133,905.80	16.50%
Total Assets	\$811,408.19	100.00%



Cindi Beaudet

From: Wheeler, Sandra <sandra.wheeler@stifel.com>
Sent: Monday, July 27, 2020 2:30 PM
To: Cindi Beaudet; davisfamilyinsurance@gmail.com; Michael Dugan
Subject: Investment Committee Conference Call 07/30

Greetings All,

There is a \$125,000 CD maturing this Thursday the 30th in the Endowment Principal account.

Please let me know what time works with your schedule on Thursday to discuss reinvestment options.

Times for consideration:

7/30 – 10:00 a.m. / 11:30 a.m./ 1:00 p.m.

If one of these times does not work for all, please provide a time on Thursday that works with all your schedules.

Thank you,
Sandra

Sandra Wheeler

Vice President/Investments

(805) 903-1065 direct | (877) 816-1231 toll-free
(805) 783-2691 fax | sandra.wheeler@stifel.com

STIFEL

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Offer Sheet
July 30, 2020
03:55:29 PM EDT

Qty (000)	Cusip	Rating / FDIC #	Issue	Type State	Coupon	Maturity	Price	YTW YTM	DTW DTM	Accrued Interest	Principal	Net Amount
125	3137EADB2	Aaa/AA+	Federal Home Ln Mtg Corp - Fhlmc	Agency	2.375%	01/13/2022	\$103.263	0.122% 0.122%	1.43 1.43	\$148.44	\$129,078.22	\$129,226.66
125	88224PMA4	34383	Texas Cap Bk N A Dallas Tex	CD	0.200%	02/07/2022	\$100.000	0.200% 0.200%	1.50 1.50	\$0.00	\$125,000.00	\$125,000.00
125	88224PLY3	34383	Texas Cap Bk N A Dallas Tex	CD	0.300%	02/07/2023	\$100.000	0.300% 0.300%	2.49 2.49	\$0.00	\$125,000.00	\$125,000.00
125	79766DST7	A1/A	San Francisco Calif City & Cnty Arpts Commn Intl Arpt Rev	Muni CA	1.867%	05/01/2023	\$101.958	1.140% 1.140%	2.66 2.66	\$596.40	\$127,447.50	\$128,043.90
<i>purchased 120k - remaining in money market</i>												
125	3135G0U43	Aaa/AA+	Federal National Mortgage Association	Agency	2.875%	09/12/2023	\$108.286	0.204% 0.204%	2.97 2.97	\$1,387.59	\$135,357.50	\$136,745.09
125	3134GWCB	Aaa/-	Federal Home Ln Mtg Corp	Agency	0.450%	07/22/2024	\$100.075	(c) 0.412% 0.431%	1.96 3.94	\$14.06	\$125,093.75	\$125,107.81
125	549104RU3	253	Luana Savings Bank Luana a	CD	0.350%	08/14/2024	\$100.000	0.350% 0.350%	3.97 3.97	\$0.00	\$125,000.00	\$125,000.00
125	25483VXA7	A2/A+	District Columbia Rev - National Public Radio	Muni DC	1.817%	04/01/2025	\$102.245	1.319% 1.319%	4.46 4.46	\$151.42	\$127,806.25	\$127,957.67
125	549104RV1	253	Luana Savings Bank Luana la	CD	0.450%	08/14/2025	\$100.000	0.450% 0.450%	4.94 4.94	\$0.00	\$125,000.00	\$125,000.00



Offer Sheet
July 30, 2020
03:55:29 PM EDT

Additional information available upon request.
Securities identified herein are subject to availability and changes in price/yield.

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The securities, instruments, or strategies discussed in this material may involve significant risk. You should conduct a thorough review of this material and other disclosures and information available to you with respect to the securities, instruments, or strategies, and the merits and risks of each investment, including without limitation, its legal, tax, and accounting aspects, before making investment decisions. You should not construe the contents of this material as legal, tax, or accounting advice.

Zero coupon securities and municipal securities have unique tax consequences that should be considered before making investment decisions. Tax consequences of these securities may differ between non-taxable (e.g., retirement) accounts and taxable accounts. As with any transaction having tax implications, investors should consult with their tax advisor before making investment decisions designed to generate tax benefits.

Securities identified herein may contain early redemption features, such as a call at issuer's option, which may change the characteristics of the security. If securities are sold prior to maturity, you may receive more or less than your initial investment. When investing in bonds, it is important to note that as interest rates rise, bond prices fall.

Yield and average life information shown for Collateralized Mortgage Obligations are based on prepayment assumptions that may or may not be met. Changes in payments may significantly affect yield and average life. Contact your Financial Advisor for information on CMOs and how they react to different market conditions.

Credit Ratings are provided by Moody's Investor Services and Standard & Poor's. High yield fixed income securities, or fixed income securities that do not have credit ratings from the nationally recognized statistical rating organizations may be subject to greater fluctuations in price and greater risk of loss of income and principal.

Insurance, if specified, relates to the timely payment of principal and interest, and does not guarantee market value or protect against fluctuations in prices resulting from general market volatility. No representation is made as to the insurer's ability to meet its financial commitments.

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One Financial Plaza | 501 North Broadway, St. Louis, Missouri 63102 | (314) 342-2000

STIFEL

Fixed Income Offer Sheet

Prepared For

Valued Client

July 30, 2020

Prepared By

Sandra Wheeler

Phone: (805)903-1065

Email: sandra.wheeler@stifel.com

A1 Monthly Revenues
July 2020-June 2021

<u>FYE 06/30/21</u>	<u>July</u>
Single	1,000.00
Single End	1,500.00
Single/Dual	3,000.00
S/D End	4,000.00
Dual	-
Dual End	-
Collum	-
Collum End	-
cenotaph	-
Ground Crem	-
G Crem End	-
O/C -B	3,350.00
O/C/-C	300.00
Vault	585.00
Crem Vase	-
Grave Vase	86.00
Set Fee	1,200.00
Niche	-
Non-Res	1,500.00
Disinter	-
Graveside	-
Engraving	225.00
2nd End	1,000.00
Handling	-
Taxes	58.70
Labor	1,020.30
Total	<u>18,825.00</u>

A2Cemetery Property
Fiscal Year 2020-2021 (2)

FYE 06/30/21

	<u>Jul</u>
Dual Lower -GM	259
Dual Upper -GP	351
Dual/ Single	57
Sale Backs-Single Singles	127
Dual Manager	29
Sale Backs-Duals	
Grd Crem	25
Hexagon Wall	
Tier 1	
Tier 2	
Tier 3	
Tier 4	
Tier 5	3
Tier F-1	27
Tier F-2	29
Tier F-3	29
Tier F-4	29
Tier F-5	10
Cenotaph	48
Ossuary	334
Cremation Benches	3

JULY 2020 Burial Depletion Sales

Pre-Need

Single Lots	
Dual Lots	
Wall	
Cremation Ground	
Ossuary	
Hexagon	

At Need

Single Lots	1
Dual Lots	2
Wall	
Cremation Ground	
Ossuary	
Hexagon	

July 2020

July 2020							August 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1 3:00pm OA Partner Emergency Managers/Personnel with Cities, Tribal Government Partners)	2	3 Closed 4th of July	4
5	6 Linda-Bookkeeper 8:00am Theodore Burial	7	8 3:00pm OA Partner Emergency Managers/Personnel with Cities, Tribal Government Partners)	9 Goldfarb Burial	10	11
12	13	14 Smith Burial	15 Baby Summer 7lbs 8oz :-) 3:00pm OA Partner Emergency Managers/Personnel	16	17 Emperadore Burial	18
19	20 Fitzpatrick	21	22 3:00pm OA Partner Emergency Managers/Personnel with Cities, Tribal Government Partners)	23 Bjelland Burial Board Meeting	24 Webinar	25
26	27 Webinar	28 Linda Bookkeeper	29 3:00pm OA Partner Emergency Managers/Personnel with Cities, Tribal Government Partners)	30 1:00pm Temecula Cemetery District IC (Conference Call - Cindi will initiate the call) - Wheeler,	31 Jarren last day with district Quintanar Burial White Burial	Aug 1



July 14, 2020

via Electronic Mail

To: Presiding Officers (c/o Clerks) and General Managers of Independent Special Districts in Riverside County

Re: Results of 2020 Special District Selection Committee Elections

As you are aware, over the past several months we have been conducting ballot proceedings on behalf of the Special District Selection Committee. The Committee was charged with making appointments to the Local Agency Formation Commission (LAFCO). The purpose of this notice is to announce the results of the election pursuant to Government Code Section 56332(f)(6).

This year's election was held by electronic mail balloting for purposes of filling the expiring terms for the Regular Special District Commissioner for Eastern County, and the Alternate At-Large Special District Commissioner.

Thirty-one (31) ballots were returned, exceeding the quorum requirement of twenty-nine (29) ballots required for quorum. The 50% plus one threshold of first place votes was seventeen (17) based on the 31 ballots cast. The threshold of 50% plus one first place votes for ballots cast was met for the Regular Commissioner. However, the threshold was not met for the Alternate Commissioner. After applying the ranked voting process adopted by the Special District Selection Committee in 2016, the Alternate Commissioner position still failed to achieve the 50% plus one threshold for ballots cast. Therefore, the nomination and balloting process for the Alternate At Large Commissioner will have to start over. We expect to commence that process within the next two weeks.

The winning candidate for the Regular Special District Commissioner for Eastern County is shown below in bold, with all votes cast for each candidate.

LAFCO Special District Member (Eastern County):

<u>Candidate</u>	<u>First Place Votes</u>
Nancy Wright (Mission Springs Water District)	20
Debra Canero (Valley Sanitary District)	7
Karen Borja (Desert Healthcare District)	3

The candidates for the Alternate At-Large Special District Commissioner are shown below, with all First-Place votes for each candidate after applying the ranked voting criteria.

Results of 2020 Special District Selection Committee Elections

July 14, 2020

Page Two

LAFCO Alternate Special District Member (At-Large)

<u>Candidate</u>	<u>First Place Votes</u>
Arthur Schorr (Desert Healthcare District)	5
Dale Qualm (Temecula Public Cemetery)	1
Scott Sear (Valley Sanitary District)	2
Steve A. Pastor (Lake Hemet Municipal Water District)	11
Robert Stockton (Western Municipal Water District)	15
Danny J. Martin (Rancho California Water District)	4
Karen Alexander (Northwest Mosquito & Vector Control District)	2

Should you have any questions, please do not hesitate to contact me.

Sincerely,



Gary Thompson
Executive Officer

A. *COVID-19 General Safety Policies and Rules*

- Any employee/visitor showing symptoms of COVID-19 will be asked to leave the office and return home.
- All meetings with clients and all work that can be done remotely should be done so. The Cemetery has a ZOOM account and meetings should be arranged through it.
- Those who can work remotely will be allowed to do so.
- Those who must come in will be asked to stay in their offices. (if it is considered an office position) If they must interact with others, they shall increase their personal space to 10 feet if possible.
- Employees will be encouraged to stagger breaks and lunches, we encourage employees to take lunches individually in their offices or spaces provided. Employees are required to wipe down and sanitize their area when they are done.
- All employees will always be required to wear masks covering their mouths and nose while in the office or on the grounds, except while eating, or drinking. Even if they are in their own office and no one is in the office, facemasks are required to be within hands reach.

Please note the wearing of the mask is the protection of each other and each other's family. It is a safety issue that the Cemetery takes very seriously and the only way you are allowed in and can stay at the Office is by wearing a mask. An employee who fails to wear a mask will be subject to discipline up to and including termination.

- The Cemetery will have extra masks for you and your family. If you need please ask the General Manager.
- We are limiting the common area to reduce the risk of common surfaces and transfers. We realize for many this will be an inconvenience, but we are committed to you and your family's safety. Therefore, there will be no community coffee pot or water cooler. Your lunches should be double bagged and stored in the company refrigerator.
- There are common surfaces that we must touch, copy and fax machine. The Cemetery will provide alcohol-based wipes and/or spray to clean before and after use.
- Employees are required to wear latex gloves when operating these and other common areas (Cemetery will supply the latex gloves).

- Employees should limit the use of co-workers' equipment. The Cemetery will provide alcohol-based wipes and/or spray to clean before and after use.
- Employees are encouraged to minimize ride-sharing
- Further all business travel is not allowed and discouraged especially if it involves flying or travelling to current hot spots.

HRWebAdvisor

PROFESSIONAL CERTIFICATION

**COVID-19 SAFETY MANAGER CERTIFICATION
CALIFORNIA ENDORSEMENT**

Cindi Beaudet

Human Resources Safety-Certified Manager

Aug 3, 2022

VALID UNTIL

Career Learning
901 S Mopac Express
Barton Oaks Plaza, 5 Suite 140
Austin, Texas 78746
800.944.7668



**President & CEO
GABRIELLE SHESHUNOFF**

HRWebAdvisor

PROFESSIONAL CERTIFICATION

COVID-19 SAFETY MANAGER CERTIFICATION

Cindi Beaudet

Human Resources Safety-Certified Manager

Aug 3, 2022

VALID UNTIL

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CERTIFICATE OF ATTENDANCE

This certificate is presented to: Cindi Beaudet

For successfully completing:

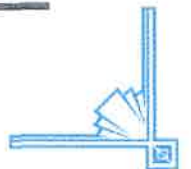
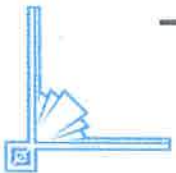
COVID-19: Masks And Personal Protective Equipment: An Employer's
Responsibility And Liability 526070 | 20-YM5YV)

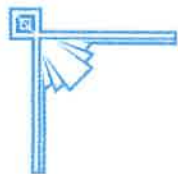
July 24, 2020

DATE

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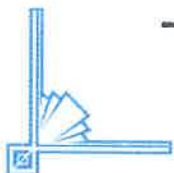
COVID-19 and OSHA Requirements (521457 | 20-UTXD2)

July 27, 2020

DATE

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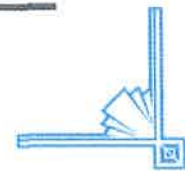
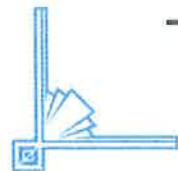
COVID-19, Testing, and Temperatures: How to Make Things Safer as Employees Return to Work (526069 | 20-CUKXY)

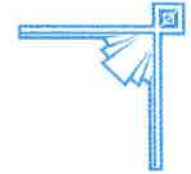
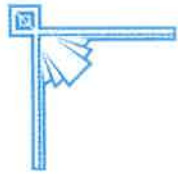
July 30, 2020

DATE

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**President & CEO
GABRIELLE SHESHUNOFF**





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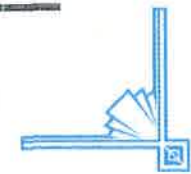
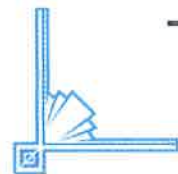
COVID-19 And CAL/OSHA: What HR Managers In California Need To Know (527454 | 21-M95CF)

August 04, 2020

DATE

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800.944.7668

**President & CEO
GABRIELLE SHESHUNOFF**



CalPERS 2021 Regional Health Premiums (Actives and Annuitants)

Effective Date: January 1, 2021

Region 3

Los Angeles, Riverside, San Bernardino

Basic Monthly Premiums (B)

Plan	Subscriber	Plan Code	Party Rate	Subscriber & 1 Dependent	Plan Code	Party Rate	Subscriber & 2+ Dependents	Plan Code	Party Rate
Anthem Blue Cross Select	\$639.10	508	1	\$1,278.20	508	2	\$1,661.66	508	3
Anthem Blue Cross Traditional	984.21	511	1	1,968.42	511	2	2,558.95	511	3
Blue Shield Access+	834.88	527	1	1,669.76	527	2	2,170.69	527	3
Blue Shield Trio*	660.49	452	1	1,320.98	452	2	1,717.27	452	3
Health Net Salud y Más	412.88	532	1	825.76	532	2	1,073.49	532	3
Health Net SmartCare	691.48	530	1	1,382.96	530	2	1,797.85	530	3
Kaiser Permanente	669.84	535	1	1,339.68	535	2	1,741.58	535	3
PERS Choice	761.23	550	1	1,522.46	550	2	1,979.20	550	3
PERS Select	459.94	559	1	919.88	559	2	1,195.84	559	3
PERSCare	1,036.07	568	1	2,072.14	568	2	2,693.78	568	3
Peace Officers Research Assoc of CA	725.00	594	1	1,450.00	594	2	1,894.00	594	3
UnitedHealthcare SignatureValue Alliance	720.89	578	1	1,441.78	578	2	1,874.31	578	3

Supplement/Managed Medicare Monthly Premiums (M)

Plan	Subscriber	Plan Code	Party Rate	Subscriber & 1 Dependent	Plan Code	Party Rate	Subscriber & 2+ Dependents	Plan Code	Party Rate
Anthem Blue Cross Select and Medicare Preferred	\$383.37	039	4	\$766.74	039	5	\$1,150.11	039	6
Anthem Blue Cross Select and Medicare Preferred Dental/Vision ¹	383.37	075	4	766.74	075	5	1,150.11	075	6
Anthem Blue Cross Medicare Preferred	383.37	517	4	766.74	517	5	1,150.11	517	6
Anthem Blue Cross Medicare Preferred Dental/Vision ¹	383.37	514	4	766.74	514	5	1,150.11	514	6
Kaiser Permanente Senior Advantage	324.48	538	4	648.96	538	5	973.44	538	6
Kaiser Permanente Senior Advantage plus Dental ²	324.48	544	4	648.96	544	5	973.44	544	6
PERS Choice Medicare Supplement	349.97	553	4	699.94	553	5	1,049.91	553	6
PERS Select Medicare Supplement	349.97	562	4	699.94	562	5	1,049.91	562	6
PERSCare Medicare Supplement	381.25	571	4	762.50	571	5	1,143.75	571	6
Peace Officers Research Assoc of CA Medicare Supplement	513.00	597	4	1,022.00	597	5	1,635.00	597	6
UnitedHealthcare Group Medicare Advantage	311.56	581	4	623.12	581	5	934.68	581	6
UnitedHealthcare Group Medicare Advantage PPO Dental/Vision ³	311.56	587	4	623.12	587	5	934.68	587	6

*Dental and Vision coverage is an additional \$38.00 per member per month premium. You will be billed directly for this amount.

¹Dental and Vision coverage is an additional \$38.00 per member per month premium. You will be billed directly for this amount.²Dental benefit is an additional \$15.05 per member per month premium. You will be billed directly for this amount.³Dental and Vision coverage is an additional \$25.55 per member per month premium. You will be billed directly for this amount.

Golden Risk Management Authority
Ralph M. Brown Act – Virtual Training
August 4, 2020
Presenter: Robert W. Hunt

Summary:

This two + hour virtual training covered the background & history of the Brown Act, definition and conduct in meetings, agenda & notices, closed session and violations & enforcement.

- The Act is designed to ensure the public is informed, about the views, discussions and actions of their governing board.
- The people do not yield sovereignty: Act Openly/Deliberate Openly
- All votes & abstentions on each action item should be publicly reported by name.

Teleconferenced Meetings

This was a very interesting discussion and timely with all the ZOOM meetings necessary due to COVID. Bob Hunt mentioned that rules are being made up as we go along with the pandemic.

One Agency's Agenda Language on their agenda:

Pursuant to N-25-20 issued by Governor Gavin Newsom, this (agency) meeting will be CLOSED to the public to prevent the transmission of the COVID-19 virus. Members of the public may attend and participate in the meeting telephonically by following the instructions below. Members of the public wishing to address the (Governing Body) on any item(s) not on the agenda may do so at this time by stating your name and address. Then please wait until you are recognized by the Chair of the Board. No formal action will be taken unless the matter is placed on a future agenda. Each caller will be limited to three (3) minutes.

Dial In Number:

Access Number:

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings in order to maximize transparency and provide public access to their meetings.

Overall the virtual training was very well done. Handouts were emailed to participants prior to the training and the actual Zoom meeting was professional, good sound quality and the PowerPoint was displayed on the screen as Bob Hunt went through his presentation. Questions were allowed throughout the presentation. Participants filled in a sign-in sheet and emailed back to Golden State. Certificate of completion to follow.

Rosie Vanderhaak

Board Chair – Temecula Public Cemetery District

August 10, 2020