

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

**41911 C STREET  
TEMECULA, CALIFORNIA 92592**

**October 18, 2018**

**8:00 a.m.**

**AGENDA**

**1. Call To Order :**

**2. Pledge of Allegiance: Led by Trustee Dugan**

**3. Roll Call**

Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan  
General Manager, Cindi Beaudet (Legal Counsel, Steve Quintanilla – available by  
phone)

**Motions To Excuse:**

**Visitors:**

**Public Comments:**

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

4. **CLOSED SESSION ITEMS; None**

5. **Consent Calendar**

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

A. **Approval of Minutes**

*Recommendation:* That the Board approve the minutes of the Regular Board Meeting of September 20, 2018.

B. **Approval of Check Registers**

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

C. **Approval of Bookkeeper Report**

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

## 6. Action Items

### A. Conference Reports:

CSDA- 09-24-2018 INDIAN WELLS, CA

CAPC 10-04-2018 LAKE TAHOE, CA

*Recommendation:* That the BOT and foreman each give a summary of their reports.

## 7. Financial Report

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

## 8. General Managers Reports

- A. September 2018 Revenues
- B. September 2018 Plot Inventories
- C. September Depletion
- D. September Calendar
- E. Resolution 2018-14 to move \$318,046.12 from endowment fund 51435 held at Riverside county Auditors to Wells Fargo Inc has been completed.
- F. Resolution 2018-15 to move \$290,377.00 from general fund 51425 into ACO fund 51435 has been completed.
- G. Resolutions 2018-11, 2018-12 and 2018-13 regarding sending the Fiscal Year 2018-2019 budgets to the county have been completed.
- H. Tree estimates, this was not a budgeted item for this year but is a "must do" job before winter to protect the district from possible liabilities.

## **9. Foreman Reports**

- A. Landscape

## **10. General Counsel Reports**

## **11. Fiscal Year 2018-2019 Subcommittee's**

- A. 52 acre Cemetery Property (Dugan, Qualm)
- B. Landscape Plan (Vanderhaak, Reese)
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Vanderhaak, Dugan)
- E. Conference Liaison (Vanderhaak, Qualm)
- F. Policies (Dugan, Reese)
- ✓ **Trustee Dugan to review with BOT approved policy # 1010, Investment of District Funds**
- G. General Price List (Vanderhaak, Davis)

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

## **13. Board Comment:**

## **14. Announcements:**

- CSDA Board Secretary, October 22-24, 2018 South Lake Tahoe, Michelle Hesselgesser will attend.
- Christmas Dinner December 22, 2018@ Lukes on Front @ 4:00 pm

**15. Adjournment Time:**

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

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

Next Regular Board Meeting – November 15, 2018 @ 8:00 a.m.

In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Secretary at (951) 699-1630. Notification 72-hours prior to the meeting will generally enable District staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

All supporting documentation is available for public review at the Temecula Public Cemetery District Office located at 41911 C Street, Temecula, California during regular business hours, 7:00 a.m. – 4:30 p.m., Monday through Friday. Request agendas at [info@temeculacemetery.org](mailto:info@temeculacemetery.org) Posted October 15, 2018



TEMECULA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING

41911 C STREET  
TEMECULA, CALIFORNIA 92592

September 20, 2018

8:00 a.m.

MINUTES

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

2. Pledge of Allegiance: **Led by Trustee Qualm**

3. Roll Call

Chair Vanderhaak, Trustee Qualm, Trustee Davis, Trustee Reese, Trustee Dugan  
General Manager, Cindi Beaudet (Legal Counsel, Steve Quintanilla – available by  
phone) **All Present**

Motions To Excuse: **None**

Visitors: **None**

Public Comments: **Opened at 8:01 a.m., closed at 8:05 A.M.**

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

#### 4. CLOSED SESSION ITEMS;

Pending Litigation – Pursuant to California Government Code Section 54956.9

Temecula Public Cemetery District vs. Alberto Salazar, et al.

Superior Court of The State Of California

County of Riverside, Temecula Branch

Case No. MCC1800818

#### **Nothing to Report**

5. Consent Calendar: Motion was made by Trustee Davis to accept the consent calendar as presented, seconded by Trustee Reese and passed 5/0.

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

#### A. Approval of Minutes

*Recommendation:* That the Board approve the minutes of the Regular Board Meeting of August 16, 2018.

#### B. Approval of Check Registers



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

**C. Approval of Bookkeeper Report**

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

**6. Action Items**

**A. County Budget: Motion was made by Trustee Dugan to approve the resolution numbers 2018-11- General Fund, 2018-12- Endowment Fund, and 2018-13- ACO Fund. Seconded by Trustee Reese and passed 5/0.**

**Trustee Vanderhaak, Trustee Qualm and Trustee Davis**

*Recommendation:* That the BOT reviews the approved F.Y. 2018-2019 budget and records a resolution as such. Manager will then forward the budget package which includes the General Fund, ACO Fund and Endowment Fund.

**B. Endowment Allocation; Motion was made by Trustee Qualm to move \$318,046.12 from the Endowment Fund held at the Auditor Controllers into the Wells Fargo account Resolution Number 2018-14-, seconded by Trustee Davis and passed 5-0.**

**Trustee Vanderhaak, Trustee Dugan and Trustee Reese**

*Recommendation:* That the BOT discusses if they want to move the monies from the Riverside County Auditor Controllers fund or into Wells Fargo or leave it as is.

7. **Financial Report: Motion was made by Trustee Reese to move \$290,377.00 from General Fund into the ACO fund, seconded by Trustee Qualm and passed 5/0. Resolution Number 2018-15**

**Trustee Vanderhaak, Trustee Dugan, Trustee Davis**

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

**Motion was made by Trustee Davis to receive and file the August Financials, seconded by Trustee Reese and passed 5/0.**

## **8. General Managers Reports**

- A. August 2018 Revenues
- B. August 2018 Plot Inventories
- C. August Depletion
- D. August Calendar
- E. Local Area Meeting cancelled
- F. District of Transparency approved
- G. District of Distinction approved
- H. Internet provider

## **9. Foreman Reports**

## **10. General Counsel Reports**

## **11. Fiscal Year 2018-2019 Subcommittee's**

- A. 52 acre Cemetery Property (Dugan, Qualm)
- B. Landscape Plan (Vanderhaak, Reese)
- C. Cenotaph/ Ossuary (Reese, Davis)
- D. Investment (Vanderhaak, Dugan)
- E. Conference Liaison (Vanderhaak, Qualm)
- F. Policies (Dugan, Reese)
  - ✓ **Trustee Dugan to review with BOT approved policy # 1005, Compensation and Reimbursement for Trustees**
- G. General Price List (Vanderhaak, Davis)

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

## **13. Board Comment:**

## **14. Announcements:**

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

## **15. Adjournment Time: 9:25 a.m.**

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

**2<sup>nd</sup> Motion Trustee Davis**

**Passed 5/0.**

Next Regular Board Meeting – October 18, 2018 @ 8:00 a.m.



Temecula Public Cemetery District

10/10/2018 1:52 PM

Register: 101100 · US Bank Checking  
 From 09/01/2018 through 09/30/2018  
 Sorted by: Date, Type, Number/Ref

*General Fund*

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/01/2018		Downs Energy	527100 · Fuel		136.07	X		50,114.87
09/04/2018			116137 · Miscellaneou...	Deposit		X	2.70	50,117.57
09/04/2018	7186	California Public Em...	201100 · Accounts Pay...	7490021932 ...	4,440.24	X		45,677.33
09/04/2018	7187	CalPers 457 Plan	201100 · Accounts Pay...	08/02/2018*08...	827.92	X		44,849.41
09/04/2018			101200 · US Bank Pay...	Funds Transfer	9,226.16	X		35,623.25
09/05/2018	7188	Cindi Beaudet	201100 · Accounts Pay...		113.62			35,509.63
09/05/2018	7189	Joe Sands.	201100 · Accounts Pay...		67.17	X		35,442.46
09/05/2018	7190	Michelle Hesselgeser	201100 · Accounts Pay...		3.81	X		35,438.65
09/05/2018	7191	CalPers 457 Plan	201100 · Accounts Pay...	08/16/2018*08...	835.82	X		34,602.83
09/06/2018	7192	CalPers 457 Plan	201100 · Accounts Pay...	04/12/2018*04...	5.84			34,596.99
09/08/2018	AJE481		515100 · Life Insuranc...	Automatic with...	35.64	X		34,561.35
09/11/2018	AJE482		101200 · US Bank Pay...	Monthly autom...	411.30	X		34,150.05
09/12/2018			523290 · Bank Charges	Service Charge	35.00	X		34,115.05
09/17/2018			101200 · US Bank Pay...	Funds Transfer	8,604.73	X		25,510.32
09/18/2018	7193	CR&R Incorporated	201100 · Accounts Pay...	1067772	258.12	X		25,252.20
09/18/2018	7194	Crowne Hill Consulti...	201100 · Accounts Pay...	11179-11126-1...	258.89	X		24,993.31
09/18/2018	7195	EcoFert Inc	201100 · Accounts Pay...	2862	465.00	X		24,528.31
09/18/2018	7196	Nutrien Ag Solutions	201100 · Accounts Pay...	IN37236018	109.16	X		24,419.15
09/18/2018	7197	Protection One (corp)	201100 · Accounts Pay...	124444347	296.74	X		24,122.41
09/18/2018	7198	Prudential Overall Su...	201100 · Accounts Pay...	08/23/2018-08/...	109.38			24,013.03
09/18/2018	7199	SDRMA	201100 · Accounts Pay...	Workers Comp...	611.35	X		23,401.68
09/18/2018	7200	Southern California ...	201100 · Accounts Pay...	2-03-325-4707	514.62	X		22,887.06
09/18/2018	7201	Sparkletts	201100 · Accounts Pay...		187.79	X		22,699.27
09/18/2018	7202	Sprint (formerly Next...	201100 · Accounts Pay...	498449924-161	119.04	X		22,580.23
09/18/2018	7203	Standard Insurance C...	201100 · Accounts Pay...	160-513170-00...	514.56	X		22,065.67
09/18/2018	7204	Sun City Granite	201100 · Accounts Pay...	10083-10082	190.00	X		21,875.67
09/18/2018	7205	Wildlife Control Ser...	201100 · Accounts Pay...	WL2797	450.00	X		21,425.67
09/18/2018	7206	Javier Cueto	523250 · Repurchase	Sectiion 44- lot...	400.00			21,025.67
09/18/2018	7207	Prudential Overall Su...	201100 · Accounts Pay...	130816743-13...	92.33			20,933.34
09/19/2018	elec 457	CalPers 457 Plan	201100 · Accounts Pay...	04/12/2018*04...	826.60	X		20,106.74
09/20/2018	7208	Josefina Escalante	201100 · Accounts Pay...	01 and 02	130.00			19,976.74
09/20/2018	7209	Linda Glau CPA	201100 · Accounts Pay...		665.00	X		19,311.74
09/24/2018			101100G · Cash - Gen...	Deposit		X	53,806.07	73,117.81
09/24/2018	7210	Agape Construction	201100 · Accounts Pay...		19,500.00		<i>Niche Wall</i>	53,617.81
09/30/2018		Downs Energy	527100 · Fuel		143.35			53,474.46
09/30/2018	7211	Cindi Beaudet	201100 · Accounts Pay...		284.76			53,189.70
09/30/2018	7212	Michael Herbach Pro...	201100 · Accounts Pay...		300.00			52,889.70

Temecula Public Cemetery District

10/10/2018 1:53 PM

Register: 101200 · US Bank Payroll  
 From 09/01/2018 through 09/30/2018  
 Sorted by: Date, Type, Number/Ref

Payroll

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
09/04/2018			101100 · US Bank Che...	Funds Transfer		X	9,226.16	9,562.45
09/07/2018	AJE476		510040 · Regular Salar...	Green Cash Re...	6,597.65	X		2,964.80
09/07/2018	AJE476		510040 · Regular Salar...	Green Cash Re...	2,479.62	X		485.18
09/07/2018	AJE476		510040 · Regular Salar...	Monthly charg...	148.89	X		336.29
09/11/2018	AJE482		101100 · US Bank Che...	Monthly autom...		X	411.30	747.59
09/15/2018	AJE483		525030 · Paychex HR ...		414.15	X		333.44
09/17/2018			101100 · US Bank Che...	Funds Transfer		X	8,604.73	8,938.17
09/21/2018	AJE484		510040 · Regular Salar...	Green Cash Re...	6,126.21	X		2,811.96
09/21/2018	AJE484		510040 · Regular Salar...	Green Cash Re...	2,344.15	X		467.81
09/21/2018	AJE484		510040 · Regular Salar...	Monthly charg...	134.37	X		333.44

Temecula Public Cemetery District

10/10/2018 1:53 PM

Register: 101300 · US Wash Account

From 09/01/2018 through 09/30/2018

Sorted by: Date, Type, Number/Ref

Wash

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
09/04/2018	2212	County of Riverside ...	-split-		18,115.00	X		19,010.98
09/05/2018				Deposit		X		19,010.98
09/30/2018			-split-	Deposit		X	6,500.00	25,510.98





Date: 10/04/2018



On-Site Tasks Performed:

- X Reconcile three US Bank Cash Accounts
- X Reconcile four County Cash Accounts

X Journal activity and Reconcile two Wells Fargo Advisors Accounts using WFA Balancing spreadsheet.

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

X Verify check sequence is intact.

7193-7229

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.

- #7229 10/03/18 US Bank Credit Card \$2788.73 OK
- #7216 10/02/18 Cal Pers Medical Insurance \$6445.24 OK
- #7213 10/02/18 Dennis Cooper Associates \$9270.00 OK
- #7210 09/24/18 Agape Construction \$19,500.00 OK

X Verify all checks to the GM have two signatures.

#7211 09/30/18 Mileage \$284.76 OK

X Balance Voucher to County

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

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

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

X Update Endowment Allocation Schedule.

X Update Prepaid subledger and validate QB information.

X Read Agenda and Minutes of the previous Board Meeting.

Items to note:

Check # 7214 dated 10/0/218 to Agriscape, Inc. for \$58.19 was written manually. We will confirm payee and amount next month when check has cleared.

Open items:



Joe Sands

**California Association of Public Cemeteries Annual**

**Education Seminar and Area Meeting**

**Thursday, October 4-6, 2018**

**South Lake Tahoe, California**

On Thursday, October 4, 2018 I picked Chair Rosie Vanderhaak and her friend Robin up around 4:30am to leave for Lake Tahoe. We made it to Victorville around 6 and grabbed some breakfast and gas before getting back on the road. The tire pressure light came on soon after we left so we stopped and put the correct amount of air in the tires which fixed the issue. We arrived in Bishop, California around 10 and stopped at Schats for lunch. We got back on the road around 11 after getting gas. No issues the rest of the way up to Tahoe. We arrived at the Lake Tahoe Resort around 2.

**October 5, 2018 8:15am**

**Featured Cemetery**

**Riverview Cemetery District**

**Presented by: Mike Shelton, Trustee 26yrs**

**CAPC Board Member for 5yrs**

Riverview Cemetery District is a special district of Imperial County in Brawley, California. Imperial County is the youngest county in the state of California. Riverview Cemetery District was formed in 1909. It currently has 39 acres developed and 13 acres not developed. They average around 175 burials a year and are at 55% cremation. Riverview Cemetery allows 3 cremated remains and 1 casket to be placed in 1 single lot. Due to the amount of Japanese farmers in the area, there is a portion of the cemetery set aside for them. The Cemetery has been in the process of removing trees due to the amount, and stability of the trees. Currently, they have removed 100 trees. The Cemetery district gets its water from the Colorado river, which they pay an annual fee for.

General Manager: Diane Avila

Trustees: Mike Shelton, Pat Dorsey, Robert Prior

Office: Jael Quinones, Rachel Wise

Foreman: Jesus Diaz



## SUMMARY OF CSDA CONFERENCE PROGRAMS

David Reese

Sept. 24<sup>th</sup> – Sept. 27<sup>th</sup> Renaissance Hotel, Indian Wells CA

### **Keynote Speaker**

**Connie Podesta** was the opening speaker for the event. Her discussion was fast paced and funny, and dealt with how best to deal with different personality types. She classified personality types into 4 different shapes: Squares, Triangles, Circles, Squiggles. The more angles the shape has, the defined the person likes things. Squares and triangles like things scheduled, defined, neat and orderly. Circles like things to just happen and are more likely to just go with the flow of things. Squiggles are all over the board.

Her presentation was timely for us as we begin the process of building the new cemetery and dealing with the public. A large part of her presentation dealt with selling to the various shapes. Squares like people who are early, have lists, and just want facts. Circles are more likely to want to talk over things, probably away from their office, and go over the feel of things. If we go to the county with plans, it is best to go as squares, with our facts, plans and answers in hand.

### **DEVICES, DATA, AND PRIVACY**

**Thomas Dover and Jill Jaffe**

**Nossman LLP**

Regulations regarding how, what, when, and where we collect information are changing on a nearly daily basis. This conference dealt with how we, as a public district, protect our data from hackers and ransom ware being installed on our computer systems. Most common scenarios for hackers involve either an accidental keystroke opening an email link, or a disgruntled employee allowing a hack to begin.

In terms of regulations we need to comply with there were 2 mentioned. First, PCI compliance with our credit card machine, and secondly, making sure what we store in a cloud device meets FEDRAM requirements.

The speakers went on to mention creating a personal device policy for employees, as well as a social media policy. People using their PERSONAL phones to do district businesses raise a number of security questions. Personal devices are the most likely spot that would allow for any attack on our systems.

One area we need to review is our data security in relation to the requirements of the California Consumer Privacy Act. I asked what we need to do since the data we would collect has to do with

information on death certificates. Our “consumer” is completely different from a water district client or a public services district consumer.

I will review our current policies with Mike and present areas that we may need to address and give direction to the general manager on.

**SETTING THE STAGE FOR SUCCESS: HOW TO PREPARE FOR CAPITAL IMPROVEMENT FINANCING.  
CSDA Finance Corporation. Multiple presenters**

This presentation discussed the options we have as districts for getting the money we need to improve our facilities or buy equipment. We will need to know the pitfalls to avoid “hangers-on “and bad advisors that end up costing tens of thousands of dollars.

The speakers discussed 2 different ways to gain the money we need. First, doing a bond issue for the money we need. Second was the type of loan similar to a mortgage. I feel it best to see the costs of both before deciding on which is best for us. It may be that what we have as collateral ( a cemetery) may not fit the collateral guidelines for a bank.

Bonds may save us on the payment, but they have higher costs to establish, and require a number of hoops we would have to jump through. Loans have similar issues, but the costs are potentially less overall.

We have to be vigilant no matter which way we acquire financing that we are not spending money on fees, unnecessary “advisors” and do due diligence on anyone PRIOR to granting any contract.

**GIFTS AND GIFTS OF TRAVEL: NAVAGATING THROUGH THE JUNGLE OF FPPC RULES AND REGULATIONS.  
STEVEN G. CHURCHWELL, CHURCHWELL WHITE LLP**

The FPPC or fair political practices act is the set of regulations that determine what a gift is, and what is required by the receiver of that gift in terms of reporting the amounts on state and federal tax forms.

My take away from this speaker: NO. If you want an easy, stress, free life while we begin the process of building the new facility, say NO.

NO protects us from conflict of interest charges, reporting errors, and losing the ability-for a CALENDER YEAR from the violation date- of voting on the issue you receive a “gift” on. We all know someone who can benefit from doing work on the new cemetery. The best way to protect those people, as well as ourselves and the district, is politely decline if someone offers to buy dinner, pick up a happy hour check etc.

The limits are low- \$50 for a one time gift and \$470 for an annual limit. The annual limit is a cumulative figure. Anything over and above those amounts MUST BE REPORTED and becomes part of the public record.

**KEYNOTE SPEAKER, WEDNESDAY, September 26<sup>TH</sup>**

**Derreck Kayongo, Founder Global Soap Project.**

Derreck was an involving speaker who told of us how he escaped life in revolutionary Uganda, a refugee camp, and came to start the Global Soap Project that recycles hotel soaps which would be discarded, into usable soaps for third world countries to fight diseases. His message of stopping assigning blame and start taking responsibility was well received by the crowd. He also encouraged us to find ways to empower others.

**NIGHTMARE ON BOARD NIGHT- BROWN ACT, RULES OF ORDER, AND MEETING STANDARDS.**

**Jeffrey Hoskinson, Lindsay Thorson Atkinson, Adelson, Loya, Ruud and Romo APC**

I am including the slides as part of this document to help us make sure we are in compliance with the requirements of the Brown act. As with other meetings I have been to where the Brown act comes up, instantly everyone describes either a possible scenario or something they have encountered in the district they work in. While this can be informative, it keeps the speakers from actually getting to the information they brought to discuss.

One interesting new twist on the Brown act and meetings : If there is a text message or email exchange between a quorum of board members, that discusses district business, takes place across a defined time period, say an hour or two, then it could be seen as an actual meeting.

**BE A CYBER-SLEUTH: CURRENT FRAUD TRENDS AND PREVENTING CYBERCRIMES IN SPECIAL DISTRICTS**

**John Hostetler, Clifton, Larson, Allen LLP**

The class discussed new trends in hacking, cybercrimes and how to prevent them in our districts. Cybercrimes are unfortunately becoming a crime of when not if. It is a matter of time before we are either hit or an attempt is made on our systems. Connected devices- ANY CONNECTED DEVICE - can be a gateway for a hacker. More importantly, the hacks are going after smaller businesses, because they know smaller business does not have the ability or funds to afford sophisticated systems designed to block the attacks. All this results in billions of dollars being spent to repair the damages.

Hackers have shut down utilities, closed hospitals, and cost business owners billions in losses. Facebook recently had a breach of 50 MILLION files. According to the speaker, it is not a crime of "if" it happens, it is a "when it happens " type of crime.

Common form of getting into a system: Business compromised emails: Example:



OFFICE OF THE TREASURER-TAX COLLECTOR  
RIVERSIDE COUNTY, CALIFORNIA

To: General Managers, County of Riverside Special Districts  
From: Jon Christensen, Treasurer, Tax collector Riverside county  
Subject: W2 forms for employee and board members

Under the new CPPA, it is required that you forward via email, the W2 forms for active board members and employees for the purposes of full transparency. Please comply by Friday October 5, 2018

Thank you,

Bill Smith

The main take away was get a disaster recovery plan for our CYBER world as well as our REAL world.

**FROM MANAGING RISK TO MANAGING REPUTATION**  
**Jerry Azvedo, Hermocillo-Azvedo Strategic Communications**

The speakers pointed out many interesting things, most important that emergencies involving companies reputation or credibility break into 2 classes: Sudden and Smoldering.

70% of all issues companies deal with in crisis mode have been smoldering. With the spending we are about to do, it becomes more vital than ever we are unified and consistent in our dealings with the public. We must admit and accept that we as a board do not know what, when, or how people will react. The best way to cover ourselves is to have one voice, with a single message that keeps OUR STORY as primary.

The speakers had a number of good points to make about how we communicate our message to the public. Most were focused on the idea of a district in a crisis response mode:

- 1) It is vital we control the story being told and the presentation of our side of the story
- 2) Facts can be both good and bad. Good if they are verified and true. Bad if they can be verified but wrong. In this day and age where people are angry about everything, not getting the EXACT INFO out can be as bad not having any facts.

My main take away point was the same as other speakers I have heard on this issue. We must have a single repeatable message that we give to anyone asking about the expansion. It is vital we control what is said, whether it is about costs for construction or the eminent domain issue with Salazar.



## **CSDA Legislative review**

While thousands of bills go to the Governor for signature, the ones most impactful for us all deal with property tax issues. 3 types of legislation are of real interest:

**RE-DEVELOPMENT AGENCIES vers. 2.0** : There are bills out there that are looking to bring back redevelopment agencies, for the purpose of creating affordable housing. The funding would come from our property tax.

**PROP 5**: This would allow people to sell an existing home, with an extremely low property tax base, and then buy a home with a much higher tax base- and KEEP THE LOWER TAX RATE. The net effect is to lower the property taxes collected in any given area.

## **SURPLUS LAND**

This would require any District with what is deemed to be “surplus” land to be forced to offer it up on a first refusal basis for affordable housing, parks, or other civic project.

Take away from this session was that CSDA is vital in blocking legislation that could potentially hurt districts. When just blocking legislation is not an option they work with the state governments to create exemptions for special districts so we are protected and can do the things we are charged to do.

Affordable housing will continue to be an issue in California. CSDA is there to help make sure it does not come at the cost of our ability to provide the community services.



**Temecula Public Cemetery District**  
**Balance Sheet**  
As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
101100 · US Bank Checking	52,889.70	66,482.49	
101200 · US Bank Payroll	333.44	674.35	
101300 · US Wash Account	25,510.98	20,551.60	
101100C · Cash -Accumulative Outlay Fund	1,620,082.83	1,573,871.24	
101100E · Cash - Endowment Fund	318,944.25	120,460.08	
1011004 · Cash - Retirement	180.00	180.00	
101100G · Cash - General	1,072,785.24	765,234.53	
<b>Total Checking/Savings</b>	<b>3,090,726.44</b>	<b>2,547,454.29</b>	<b>543,272.15</b>
<b>Other Current Assets</b>			
116200 · Insurance Reimbursement Rec	0.00	7,499.35	
<b>102000 · Wells Fargo Investments</b>			
102010 · Wells Fargo Endowment Care	1,726,679.38	1,761,935.88	
102020 · Wells Fargo Endowment Interest	659,335.85	631,474.55	
<b>Total 102000 · Wells Fargo Investments</b>	<b>2,386,015.23</b>	<b>2,393,410.43</b>	<b>-7,395.20</b>
112011 · Inventory Asset	33,999.00	36,755.00	
102100 · Taxes Receivable	10,231.21	10,418.07	
100499 · Revenues to Deposit with County	19,775.00	23,385.00	
<b>116100 · Interest Receivable</b>			
116100P · Interest Receivable - End Prin	7,167.30	6,363.85	
116100I · Interest Receivable - End Int	2,722.35	1,989.47	
<b>Total 116100 · Interest Receivable</b>	<b>9,889.65</b>	<b>8,353.32</b>	
116137 · Miscellaneous Receivable	2.70	511.95	
117000 · PrePaid Expenses	22,907.86	20,507.70	
<b>Total Other Current Assets</b>	<b>2,482,820.65</b>	<b>2,500,840.82</b>	<b>-18,020.17</b>
<b>Total Current Assets</b>	<b>5,573,547.09</b>	<b>5,048,295.11</b>	<b>525,251.98</b>
<b>Fixed Assets</b>			
191650 · Intangible Assets	8,970.00	8,970.00	
191000 · Future Cemetery Property	2,603,146.20	2,590,692.29	
191100 · Buildings and Improvements	285,226.07	265,726.07	
191400 · Structures and Improvements	382,158.03	382,158.03	
191500 · Equipment	178,031.48	178,031.48	
191600 · Construction in Process	11,206.50	0.00	

**Temecula Public Cemetery District**  
**Balance Sheet**  
 As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change
191700 · Non-Depreciable Assets	77,561.02	77,561.02	
191800 · Grounds Improvements	9,190.00	9,190.00	
191900 · Paving 2015	143,560.00	143,560.00	
198100 · Accumulated Depreciation - Bldg	-100,577.10	-87,179.99	
198400 · Accumulated Depr - Struct/Imp	-195,727.62	-177,687.85	
198500 · Accum Depr - Equipment	-158,862.47	-147,102.12	
198800 · Accum Depr- Grnd Imp	-1,608.25	-1,148.75	
198900 · Accum Depr-Pav 15	-22,526.02	-15,348.02	
<b>Total Fixed Assets</b>	<b>3,219,747.84</b>	<b>3,227,422.16</b>	<b>-7,674.32</b>
<b>TOTAL ASSETS</b>	<b>8,793,294.93</b>	<b>8,275,717.27</b>	<b>517,577.66</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
201100 · Accounts Payable	11,855.43	43,432.30	
<b>Total Accounts Payable</b>	<b>11,855.43</b>	<b>43,432.30</b>	
<b>Other Current Liabilities</b>			
212200 · Accrued Vacation Pay	10,950.70	12,155.92	
<b>Total Other Current Liabilities</b>	<b>10,950.70</b>	<b>12,155.92</b>	
<b>Total Current Liabilities</b>	<b>22,806.13</b>	<b>55,588.22</b>	<b>-32,782.09</b>
<b>Total Liabilities</b>	<b>22,806.13</b>	<b>55,588.22</b>	<b>-32,782.09</b>
<b>Equity</b>			
308100 · General Reserve	180.00	180.00	
308135 · Reserve for Endowments	1,706,833.63	1,706,833.63	
325100E · Unreserved Fund Balance - End	605,632.04	605,632.04	
325100G · Unreserved Fund Balance - Gen	662,188.92	662,188.92	
325100O · Unreserved Fund Balance - ACo	993,886.59	993,886.59	
350000 · Investment in Capital Assets	3,627,912.57	3,627,912.57	
350001 · Investment In Cap Assets - GASB	-379,361.69	-379,361.69	
390000 · Retained Earnings	1,522,582.75	1,010,845.86	
Net Income	30,633.99	-7,988.87	
<b>Total Equity</b>	<b>8,770,488.80</b>	<b>8,220,129.05</b>	<b>550,359.75</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,793,294.93</b>	<b>8,275,717.27</b>	<b>517,577.66</b>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 September 2018

Jul - Sep 18 YTD Budget Annual Budget

Ordinary Income/Expense

Income

700001 · Property Taxes

700020 · Prop Tax Current Secured	24,148.10	0.00	583,000.00
701020 · Prop Tax Current Unsecured	0.00	0.00	23,000.00
703000 · Prop Tax Prior Unsecured	0.00	0.00	1,000.00
704000 · Prop Tax Curr Supplemental	0.00	0.00	3,500.00
705000 · Prop Tax Prior Supplemental	0.00	0.00	500.00
706000 · Teeter Settlement	0.00	0.00	10,000.00
752800 · CA-Homeowners Tax Relief	0.00	0.00	4,500.00
770100 · Property Tax - SBE	0.00	0.00	4,500.00

<b>Total 700001 · Property Taxes</b>	<b>24,148.10</b>	<b>0.00</b>	<b>630,000.00</b>
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740020 · Interest and Dividend Income

740020G · Interest on General Fnd at Cnty	3,725.51	2,500.00	10,000.00
740020E · Interest on Endow Fnd at County	898.13	125.00	500.00
740020O · Interest on ACO at County	5,545.90	2,400.00	9,000.00
740021 · Interest - Wells Fargo Advisors	11,163.98	8,751.00	35,000.00
740022 · Dividend Income - WFA	2,091.61	1,374.00	5,500.00

<b>Total 740020 · Interest and Dividend Income</b>	<b>23,425.13</b>	<b>15,150.00</b>	<b>60,000.00</b>
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770001 · Other Revenue

770100E · Endowment	40,350.00	37,500.00	150,000.00
777030 · Marker Setting	2,610.00	2,499.00	10,000.00
777040 · Open, Close Fees	7,550.00	9,000.00	36,000.00
777520 · Sale of Lots	15,125.00	15,000.00	60,000.00
777530 · Cremation	4,600.00	2,751.00	11,000.00
777600 · Cenotaph	0.00	126.00	500.00
780160 · Vaults, Flower Vases, etc.	2,675.00	2,751.00	11,000.00
781360 · Other Misc. Revenue	25,205.66	51.00	200.00

<b>Total 770001 · Other Revenue</b>	<b>98,115.66</b>	<b>69,678.00</b>	<b>278,700.00</b>
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<b>Total Income</b>	<b>145,688.89</b>	<b>84,828.00</b>	<b>968,700.00</b>
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**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 September 2018

Expense	<u>Jul - Sep 18 YTD Budget Annual Budget</u>		
<b>510000 · Salaries and Employee Benefits</b>			
<b>510040T · Regular Salaries.</b>			
510040 · Regular Salaries	44,526.01	57,501.00	230,000.00
510330 · Year End Bonuses	0.00	1,251.00	5,000.00
515100 · Life Insurance Policy	106.92	114.00	450.00
518080 · Auto Allowance	0.00	0.00	0.00
<b>Total 510040T · Regular Salaries.</b>	<b>44,632.93</b>	<b>58,866.00</b>	<b>235,450.00</b>
<b>513000T · Retirement - Miscellaneous</b>			
518000 · Employer Contributions-457	2,908.23	3,750.00	15,000.00
651000 · Employoo Contributions	421.42	0.00	0.00
<b>Total 513000T · Retirement - Miscellaneous</b>	<b>3,329.65</b>	<b>3,750.00</b>	<b>15,000.00</b>
<b>513120T · Retirement - Social Security</b>			
513120 · Social Security	2,825.70	3,750.00	15,000.00
513140 · Medicare Tax	660.89	876.00	3,500.00
<b>Total 513120T · Retirement - Social Security</b>	<b>3,486.59</b>	<b>4,626.00</b>	<b>18,500.00</b>
<b>515080T · Health Insurance (eer share)</b>			
515081 · Health Insurance	15,994.05	15,501.00	62,000.00
515082 · Vision Insurance	205.43	276.00	1,100.00
515083 · Dental Insurance	1,239.84	1,101.00	4,400.00
<b>Total 515080T · Health Insurance (eer share)</b>	<b>17,439.32</b>	<b>16,878.00</b>	<b>67,500.00</b>
<b>515260T · Unemployment Insurance</b>			
517000 · Workers Comp Insurance	4,053.55	3,999.00	16,000.00
515060 · State Unemployment Ins EDD	0.00	249.00	1,000.00
513130 · CA SUI	106.95	750.00	3,000.00
<b>Total 515260T · Unemployment Insurance</b>	<b>4,160.50</b>	<b>4,998.00</b>	<b>20,000.00</b>
<b>Total 510000 · Salaries and Employee Benefits</b>	<b>73,048.99</b>	<b>89,118.00</b>	<b>356,450.00</b>
<b>520000 · Services and Supplies</b>			
<b>529540T · Utilities</b>			
520320 · Telephone Service	95.28	849.00	3,400.00
520845 · Trash	774.36	825.00	3,300.00
529500 · Electricity	1,167.16	1,251.00	5,000.00
<b>Total 529540T · Utilities</b>	<b>2,036.80</b>	<b>2,925.00</b>	<b>11,700.00</b>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 September 2018

Jul - Sep 18 YTD Budget Annual Budget

524520T · Administrative Expenses

518160 · Board Stipend	900.00	3,750.00	15,000.00
520115 · Uniforms - Replacement Clothing	812.34	450.00	1,800.00
520230 · Cellular Phone	942.52	1,125.00	4,500.00
520240 · Answering Service	443.30	699.00	2,800.00
520705 · Food	124.70	300.00	1,200.00
520930 · Insurance - Liability	2,298.99	2,301.00	9,200.00
523100 · Memberships	475.00	549.00	2,200.00
523290 · Bank Charges	77.00	87.00	350.00
523621 · Subscriptions	0.00	99.00	400.00
523660 · Computer Service	923.45	1,875.00	7,500.00
523700 · Office Supplies	0.00	651.00	2,600.00
523720 · Photocopies	525.89	675.00	2,700.00
523760 · Postage/Mailing	100.00	276.00	1,100.00
523840 · Computer Equip/Software/T1	1,380.04	999.00	4,000.00
524520 · County Journal Recording	197.37	600.00	2,400.00
524530 · Storage Fees	0.00	0.00	0.00
524540 · Payroll Processing Services	873.04	951.00	3,800.00
524560 · Auditing	0.00	3,000.00	12,000.00
524561 · Accounting	2,755.00	1,851.00	7,400.00
524566 · Temp for e-File	0.00	2,499.00	10,000.00
524800 · Drug Testing/Pre-Employment	0.00	150.00	600.00
525025 · Legal - General Counsel	0.00	12,501.00	50,000.00
525030 · Paychex HR Support	1,242.45	1,251.00	5,000.00
526420 · Advertising	0.00	375.00	1,500.00
527280 · Awards/Recognition	0.00	225.00	900.00
527880 · Training/ Staff	247.50	876.00	3,500.00
528140 · Conferences and Meetings	4,048.17	10,500.00	42,000.00
528980 · Meals	327.93	501.00	2,000.00
528990 · Semi-Annual Team Dinner	0.00	900.00	3,600.00
529040 · Private Mileage Reimbursement	545.61	624.00	2,500.00
529050 · Website	150.00	249.00	1,000.00
529550 · Water	322.83	399.00	1,600.00
<b>Total 524520T · Administrative Expenses</b>	<b>19,713.13</b>	<b>51,288.00</b>	<b>205,150.00</b>

**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 September 2018

	<u>Jul - Sep 18 YTD Budget Annual Budget</u>		
<b>524500T · Operational Expenses.</b>			
521420 · Maint-Field Equipment	1,941.84	2,499.00	10,000.00
522310 · Maint-Building Improvements	119.81	624.00	2,500.00
522320 · Maint - Grounds	1,096.14	3,501.00	14,000.00
522360 · Maintenance-Extermination	1,396.00	1,500.00	6,000.00
523250 · Repurchase	400.00	876.00	3,500.00
523800 · Engraving Expense	380.00	375.00	1,500.00
525320 · Security Guard Services	0.00	63.00	250.00
525600 · Security	1,178.94	900.00	3,600.00
527100 · Fuel	747.84	624.00	2,500.00
527180 · Operational Supplies	3,418.14	3,501.00	14,000.00
528020 · Inventory	1,416.38	2,499.00	10,000.00
<b>Total 524500T · Operational Expenses.</b>	<b>12,095.09</b>	<b>16,962.00</b>	<b>67,850.00</b>
<b>Total 520000 · Services and Supplies</b>	<b>33,845.02</b>	<b>71,175.00</b>	<b>284,700.00</b>
<b>530000 · Other Charges</b>			
530100 · Miscellaneous non-operating exp	837.59	999.00	4,000.00
<b>Total 530000 · Other Charges</b>	<b>837.59</b>	<b>999.00</b>	<b>4,000.00</b>
<b>540000 · Capital Assets</b>			
<b>542060T · Cemetery Grounds</b>			
542040 · - Buildings, Capital Projects	0.00	33,750.00	135,000.00
542060 · Improvements -Building	0.00	1,500.00	6,000.00
542065 · Tree Renovaton	0.00	1,251.00	5,000.00
542075 · Grounds Improvements	0.00	1,500.00	6,000.00
548300 · Office Renovation	0.00	1,500.00	6,000.00
<b>Total 542060T · Cemetery Grounds</b>	<b>0.00</b>	<b>39,501.00</b>	<b>158,000.00</b>
<b>540040T · Land, Purchase of Land</b>			
540042 · Future Cemetery Property	0.00	50,001.00	200,000.00
<b>Total 540040T · Land, Purchase of Land</b>	<b>0.00</b>	<b>50,001.00</b>	<b>200,000.00</b>
<b>546020T · Equipment, etc</b>			
542070 · Well Motor	0.00	18,750.00	75,000.00
546020 · Equipment - Automitive	0.00	4,251.00	17,000.00
546240 · Mapping Software	2,510.00	1,749.00	7,000.00
<b>Total 546020T · Equipment, etc</b>	<b>2,510.00</b>	<b>24,750.00</b>	<b>99,000.00</b>
<b>Total 540000 · Capital Assets</b>	<b>2,510.00</b>	<b>114,252.00</b>	<b>457,000.00</b>



**Temecula Public Cemetery District**  
**Profit & Loss Budget Performance**  
 September 2018

	<u>Jul - Sep 18 YTD Budget Annual Budget</u>		
551100G · Contrib to Other Funds - Gen	0.00	43,389.00	173,550.00
551100E · Contrib to Other Funds - Endow	0.00	37,500.00	150,000.00
<b>Total Expense</b>	<b>110,241.60</b>	<b>356,433.00</b>	<b>1,425,700.00</b>
<b>Net Ordinary Income</b>	<b>35,447.29</b>	<b>-271,605.00</b>	<b>-457,000.00</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
731000 · Realized Gain (Loss) on Invest	0.00	0.00	0.00
731100 · Unrealized Gain (Loss) on Invst	-4,813.30	0.00	0.00
<b>Total Other Income</b>	<b>-4,813.30</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>-4,813.30</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>30,633.99</b>	<b>-271,605.00</b>	<b>-457,000.00</b>



**SNAPSHOT**

TEMECULA PUBLIC CEMETERY DIST  
ENDOWMENT PRINCIPAL

SEPTEMBER 1, 2018 - SEPTEMBER 30, 2018  
ACCOUNT NUMBER: 5397-7799

**Progress summary**

	THIS PERIOD	THIS YEAR
<b>Opening value</b>	<b>\$1,733,819.56</b>	<b>\$1,752,918.43</b>
Cash deposited	0.00	0.00
Securities deposited	0.00	0.00
Cash withdrawn	-3,807.98	-25,153.83
Securities withdrawn	0.00	0.00
Change in value	-3,332.20	-1,085.22

**Closing value**      **\$1,726,679.38**      **\$1,726,679.38**

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

**Portfolio summary**

ASSET TYPE	PREVIOUS VALUE ON AUG 31	%	CURRENT VALUE ON SEP 30	%	ESTIMATED ANN. INCOME
<b>ASSETS</b>					
Cash and sweep balances	13,927.67	0.80	12,703.21	0.74	32
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	1,474,882.33	85.07	1,470,035.90	85.14	32,444
Mutual funds	245,009.56	14.13	243,940.27	14.13	5,114
<b>Asset value</b>	<b>\$1,733,819.56</b>	<b>100%</b>	<b>\$1,726,679.38</b>	<b>100%</b>	<b>\$37,590</b>

**SNAPSHOT**

TEMECULA PUBLIC CEMETERY DIST  
 ENDOWMENT INTEREST

SEPTEMBER 1, 2018 - SEPTEMBER 30, 2018  
 ACCOUNT NUMBER: 5559-0516

**Progress summary**

	THIS PERIOD	THIS YEAR
<b>Opening value</b>	<b>\$656,506.90</b>	<b>\$634,182.54</b>
Cash deposited	3,807.98	25,153.83
Securities deposited	0.00	0.00
Cash withdrawn	0.00	0.00
Securities withdrawn	0.00	0.00
Change in value	-979.03	-0.52
<b>Closing value</b>	<b>\$659,335.85</b>	<b>\$659,335.85</b>

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**Portfolio summary**

ASSET TYPE	PREVIOUS VALUE ON AUG 31	%	CURRENT VALUE ON SEP 30	%	ESTIMATED ANN. INCOME
<b>ASSETS</b>					
Cash and sweep balances	50,020.12	7.62	54,051.57	8.20	135
Stocks, options & ETFs	0.00	0.00	0.00	0.00	0
Fixed income securities	492,820.95	75.07	492,209.10	74.65	11,677
Mutual funds	113,665.83	17.31	113,075.18	17.15	2,387
<b>Asset value</b>	<b>\$656,506.90</b>	<b>100%</b>	<b>\$659,335.85</b>	<b>100%</b>	<b>\$14,199</b>

Monthly Revenues  
July 2018-June 2019

<u>FYE 06/30/19</u>	<u>July</u>	<u>August</u>	<u>September</u>
Single	2,000.00	2,000.00	1,000.00
Single End	1,500.00	1,500.00	1,500.00
Single/Dual	-	-	-
S/D End	-	-	-
Dual	6,500.00	3,000.00	5,500.00
Dual End	11,500.00	5,000.00	7,500.00
Collum	500.00	700.00	-
Collum End	1,200.00	1,500.00	-
cenotaph	-	-	-
Ground Crem	-	-	600.00
G Crem End	-	-	3,900.00
O/C-B	2,600.00	1,100.00	1,850.00
O/C-C	300.00	600.00	800.00
Vault	182.00	-	182.00
Crem Vase	246.08	246.08	-
Grave Vase	64.50	43.00	107.50
Set Fee	750.00	350.00	1,200.00
Niche	-	25.00	-
Non-Res	1,500.00	-	1,500.00
Disinter	-	-	-
Graveside	2,000.00	1,500.00	-
Engraving	225.00	225.00	-
2nd End	-	50.00	-
Handling	250.00	-	-
Taxes	41.24	25.63	25.32
Labor	521.18	250.29	610.18
<b>Total</b>	<b>31,880.00</b>	<b>18,115.00</b>	<b>26,275.00</b>



Cemetery Property  
Fiscal Year 2018-2019

	<b>18-19</b>		
<b>FYE 06/30/19</b>	Jul	Aug	Sep
Dual Lower	263	263	262
Dual Upper	376	374	372
Dual/ Single	61	61	
Singles	153	152	151
Dual Manager	34	34	34
Grd Crem	34	34	31
Hexagon Wall	1	0	0
Tier 1	0	0	0
Tier 2	0	0	0
Tier 3	5	5	5
Tier 4	16	15	15
Tier 5	17	17	17
Cenotaph	48	48	48
Ossuary	334	334	334
Cremation Benches	9	9	9





# September 2018

September 2018

October 2018

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 26	27	28	29	30	31	Sep 1
2	3	4	5	6	7	8
		11:00am 11:30am Kicak Burial			12:00pm 1:00pm Beltran burial	
9	10	11	12	13	14	15
	Jarren out for Birthday 3:30pm 4:00pm Gregory Burial	Nancy Edwards 9:00			12:00pm 12:30pm Bendel Burial	
16	17	18	19	20	21	22
					Jarren on vacation	
			11:00am 12:30pm Backstrom Burial			
23	24	25	26	27	28	29
		Jarren on vacation			Michelle OUT	
			CSDA Annual Conference (Indian Wells, CA)			
30	Oct 1	2	3	4	5	6

8/26 - 31

9/2 - 7

9/9 - 14

9/16 - 21

9/23 - 28

9/30 - 10/5



# SEPTEMBER 2018 Burial Depletion Sales

## Pre-Need

Single Lots	
Dual Lots	3
Wall	
Cremation Ground	3

## At Need

Single Lots	2
Dual Lots	2
Wall	
Cremation Ground	1



**Resolution #2018-14**

Before the Governing Board of the Temecula Public Cemetery District

Dated September 20, 2018

IN THE MATTER OF

**TRANSFERRING FUNDS**

**FROM: RIVERSIDE COUNTY TREASURY**

4080 Lemon Street  
Riverside, CA 92501-1326

**TO: WELLS FARGO ADVISORS, LLC**

1160 Marsh Street, Suite 200  
San Luis Obispo, CA 93401

**INVESTMENT ACCOUNT**

**WHEREAS**, the Temecula Public Cemetery District, herein after referred to as "DISTRICT"; desires to transfer designated retained earnings located in an endowment fund.

To: Wells Fargo Advisors, LLC to be placed in an interest bearing investment account for Temecula Public Cemetery District.

**NOW THEREFORE BE IT RESOLVED** that the following transfers be authorized, for and on behalf of the District.

**TRANSFER: \$315,955.00** Endowment Care Principle Fund # 51435

TO: Wells Fargo Advisory LLC Account # 5397-7799 Endowment Care Principle

**TRANSFER: \$2091.12** Endowment Care Interest Fund # 51435

TO: Wells Fargo Advisory LLC Account # 5559-0516 Endowment Care Interest

**WHEREFORE**, this resolution was passed and adopted on the 20<sup>th</sup> day of September 2018 by the following vote:

Chair: Rosie Vanderhaak

Vice Chair: Dale Qualm

Trustees: David Reese, Craig Davis, Michael Dugan

Ayes: 5

Noes: 0

Absent: 0

Abstain: 0

**Certificate of Secretary**

I, Cindi Beaudet, secretary of the Board of Directors of the Temecula Public Cemetery District hereby certify that the above is a true and correct copy of our investment resolution #2018-14 passed and adopted by the Board of Directors of the Temecula Public Cemetery District on the 20th day of September 20, 2018 at their duly noted regular Board meeting.

---

Cindi Beaudet, Secretary of the Board

September 20, 2018

**Resolution #2018-15**

Before the Governing Board of the Temecula Public Cemetery District

Dated September 20, 2018

IN THE MATTER OF

**TRANSFERRING MONEY**

**FROM: RIVERSIDE COUNTY TREASURY**

4080 Lemon Street  
Riverside, CA 92501-1326

**TO: Temecula Cemetery District**

**WHEREAS**, the Temecula Public Cemetery District, herein after referred to as "DISTRICT"; desires to transfer cash located at the Riverside County Auditor Controllers office held in General fund 51425.

To: Our deignated ACO Fund 51440

**NOW THEREFORE BE IT RESOLVED** that the following transfers be authorized, for and on behalf of the District.

**TRANSFER: \$290,377.00** out of our General Fund # 51425

TO: Be transferred into our designated ACO Fund 51440

**WHEREFORE**, this resolution was passed and adopted on the 20<sup>th</sup> day of September 2018 by the following vote:

Chair: Rosie Vanderhaak

Vice Chair: Dale Qualm

Trustees: David Reese, Craig Davis, Michael Dugan

Ayes: 5

Noes: 0

Absent: 0

Abstain: 0

**Certificate of Secretary**

I, Cindi Beaudet, secretary of the Board of Directors of the Temecula Public Cemetery District hereby certify that the above is a true and correct copy of our investment resolution #2018-15 passed and adopted by the Board of Directors of the Temecula Public Cemetery District on the 20th day of September 20, 2018 at their duly noted regular Board meeting.

---

Cindi Beaudet, Secretary of the Board

September 20, 2018



Temecula Public Cemetery District

September 20, 2018

Resolution # 2018-11

General Fund Budget 2018-2019

Fund 51425 – General

WHEREAS, the Board of Trustees of the Temecula Public Cemetery District at its Special Board meeting 8:00 am on Thursday September 20, 2018 at the office located at 41911 C Street, Temecula, Ca 92592 and;

WHEREAS, the Board of Trustees is required to adopt a fiscal year budget July 01, 2018 – June 30, 2019 itemized estimation of anticipated revenues and expenditures for General Fund 51425 and;

WHEREAS, the Temecula Public Cemetery District Board of Trustees has approved and adopted the fiscal year 2018-2019 annual budget as attached.

Ayes: 5

Noes: 0

Absent: 0

M/S/A 5/0

Board resolution approved and signed this 20<sup>th</sup> day of September 2018

Rosie Vanderhaak, President

---

Dale Qualm, Treasurer

---

Cindi Beaudet, Secretary

Temecula Public Cemetery District

September 20, 2018

Resolution # 2018-12

General Fund Budget 2018-2019

Fund 51440 – ACO

WHEREAS, the Board of Trustees of the Temecula Public Cemetery District at its Special Board meeting 8:00 am on Thursday, September 20, 2018 at the office located at 41911 C Street, Temecula, Ca 92592 and;

WHEREAS, the Board of Trustees is required to adopt a fiscal year budget July 01, 2018 – June 30, 2019 itemized estimation of anticipated revenues and expenditures for ACO Fund 51440 and;

WHEREAS, the Temecula Public Cemetery District Board of Trustees has approved and adopted the fiscal year 2018-2019 annual budget as attached.

Ayes: 5

Noes: 0

Absent: 0

M/S/A 5/0

Board resolution approved and signed this 20<sup>th</sup> day of September 2018

Rosie Vanderhaak, President

---

Dale Qualm, Treasurer

---

Cindi Beaudet, Secretary

---

Temecula Public Cemetery District

September 20, 2018

Resolution # 2018-13

General Fund Budget 2018-2019

Fund 51435 – Endowment

WHEREAS, the Board of Trustees of the Temecula Public Cemetery District at its Special Board meeting 8:00 am on Thursday September 20, 2018 at the office located at 41911 C Street, Temecula, Ca 92592 and;

WHEREAS, the Board of Trustees is required to adopt a fiscal year budget July 01, 2018 – June 30, 2019 itemized estimation of anticipated revenues and expenditures for Endowment Fund 51435 and;

WHEREAS, the Temecula Public Cemetery District Board of Trustees has approved and adopted the fiscal year 2018-2019 annual budget as attached.

Ayes: 5

Noes :0

Absent :0

M/S/A 5/0

Board resolution approved and signed this 20<sup>th</sup> day of September 2018

Rosie Vanderhaak, President

---

Dale Qualm, Treasurer

---

Cindi Beaudet, Secretary





*We Know Trees!*

P.O. Box 1066, Chino, CA 91708-1066

## TREE SERVICE PROPOSAL AND CONTRACT

9/28/2018

Location

Contract Number: 20410

Temecula Public Cemetery  
Attn: Cindi  
41911 C. Street  
Temecula, Ca 92592

41911 C. Street  
Temecula, Ca 92592

Phone: 951-541-8736  
Fax:  
E-mail: cindi@temeculacemetery.org

Tree Pros Inc., agrees to perform services at

### Temecula Public Cemetery

Thank you for inviting Tree Pros Inc. to present a tree management proposal for your site. Tree Pros Inc. is committed to specific needs of your property with your service expectations in mind.

Please review the following:

Note:

TYPE OF TREE WORK	LOCATION	QTY	SIZE	TREE TYPE	UNIT	Total
Remove/Stump Grind		1		Willow	350.00	350.00
Remove/Stump Grind		3		Aleppo Pine	3,200.00	9,600.00

**Total**

**\$9,950.00**

All work performed by Tree Pros, Inc. shall be completed in a safe manner as established by CAL-OSHA and ANSI Z133.1-2012. Tree pruning will conform to the ANSI A300 Tree Pruning Standard. Tree Pros, Inc. will not be responsible for any underground utilities and irrigation lines that are damaged during tree services and/or stump grinding. Newly planted trees will be replaced if they fail/die from disease or pest infestation up to 30 days from planting. It is the customer's responsibility to water/provide the proper irrigation. The additional terms and conditions can be found on the attached "Scope of Work" sheet.

Should our proposal meet with your approval, please sign and fax back to me at (909) 606-2107, or if you should have any questions you can call me at (909) 548-0033. Our proposals are valid for 60 days. Proposals need to be approved, signed and returned to Tree Pros Inc. within the 60 day term.

The Authorized Party shall pay Tree Pros Inc. after service has been performed for the sum of the total. Please note our terms are Due Upon Receipt.

Approved by: \_\_\_\_\_

Date \_\_\_\_\_

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

Again, thank you for the opportunity to submit this proposal.

Sincerely,

George Olekszak  
Vice President of Tree Pros Inc.

## TERMS AND CONDITIONS FOR CONTRACT TREE MAINTENANCE

It is agreed by and between Tree Pros, Inc. and the authorizing party that the following provisions are made as part of this contract:

### SCOPE OF WORK

Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ASNI A300 Tree Pruning Standards.

### TIME AND MATERIALS

Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job and two 15-minute breaks per shift (Not including lunch).

### SCHEDULING

Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates, but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays.

### INSURANCE, PAYMENT AND ATTORNEY FEES

**Insurance**-Contractor agrees to provide Workers' compensation, Unemployment Insurance, and any other insurance required by law. Certificates of coverage are available upon request.

**Payment**-Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a Collection Agency will be charged all attorney and collection fees allowed by law.

**Attorney fees**-In the event of any dispute, suit or other action be brought between the parties of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

### CANCELLATION

Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the crews arrival, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

### TREE OWNERSHIP

The authorizing party warrants that all trees listed are located on the customer's property, and, if not, that the authorizing part has been given permission from the owner to allow Tree Pros, Inc. to perform the specific work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Tree Pros, Inc. for any damages, or costs incurred from the result thereof.

### Pesticide Applications

Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

### TREE REMOVAL

The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

### STUMP REMOVAL

Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to or at the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.) These chips are excellent landscape mulch.

### TREE PLANTING

Newly planted trees will be replaced if they fail and/or die from disease or pest infestation, up to thirty (30) days from planting. It is the customer's responsibility to water and/or provide the proper irrigation to the tree(s).

### FIREWOOD

Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

### CLEANUP

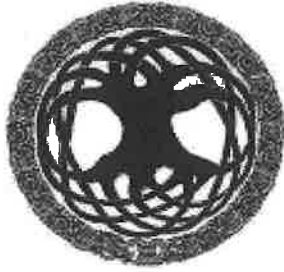
Removal of wood, brush, clippings and raking of the affected area by the specific work will be removed at the time of service. If tree services are scheduled to last more than one (1) working day, some debris may be left onsite and removed by the completion of the job. Lose or broken branches that fall after the completion of tree services will not be considered part of the original contract or clean up. Time and Material fees may apply for returned visits.

### LAWN REPAIR

We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

### AMENDMENT AND AGREEMENT

This Agreement may be modified or amended, in whole or in part, **ONLY** by mutual written agreement of the parties, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This Agreement supersedes any prior written or oral agreements between the parties.



ARBORQUEST TREE SERVICE, INC  
 P.O. BOX 892800  
 TEMECULA, CA 92589  
 (951) 926-6059  
 (951) 926-2159 FAX  
 arborquestinc@gmail.com

# Estimate

LICENSE #717715 D49
------------------------

Name/Address
Temecula Public Cemetery 41911 C Street Temecula, CA 92592

Date
10/03/18
Estimate No.
Project

Item	Description	Quantity	Cost	Total
Tree Trimming	Remove (1) Locust to the ground only, no stump		150.00	150.00
Tree Trimming	Grind (1) stump		150.00	150.00
Tree Trimming	Remove (3) Large Aleppo Pine trees to the ground only, no stumps		8,500.00	8,500.00
Tree Trimming	Grind (3) stumps		900.00	900.00
	(Includes hauling of debris, disposal fees)			

**ARBORQUEST TREE SERVICE, INC IS NOT RESPONSIBLE FOR ANY UNDERGROUND IRRIGATION OR UTILITIES THAT ARE DAMAGED DUE TO WORK PERFORMED UNDER THIS ESTIMATE UNLESS OTHERWISE NOTED.**

	Total	\$9,700.00
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[Public Works](#)

## Public Works Contractor (PWC) Registration Search

Enter at least **one** search criteria to display registered public works contractor(s) matching your selections.  
**Note: Search results will display all of the public works contractor registrations, both current and expired.**  
**Make sure the proper registration fiscal year is selected when performing a search.**

Registration Fiscal Year:

PWC Registration Number:

Contractor Legal Name:

License Number:

County:

x

**1000016301 Contractor Details**

[Contractor Registration](#) | 
 [Legal Entity Information](#) | 
 [Workers' Compensation](#)

This is a listing of PWC registrations p

<b>Legal Name</b>	ARBORQUEST TREE SERVICE, INC.	<b>Legal Entity Type</b>	CORPORATION
<b>Trade Name</b>			
<b>License Number(s)</b>	CSLB :717715		
<b>Mailing Address</b>	P.O. BOX 892800 TEMECULA, CA 92589		
<b>Physical Address</b>	37865 AVENIDA ARMADA WINCHESTER, CA 92596		
<b>Email Address</b>	ARBORQUESTINC@GMAIL.COM		

**Search Results**

One registered contractor found. 1

**Details** Legal Name

[View](#) ARBORQUEST TREE SERVICE, INC.

**About DIR**

- |   |  |  |
|---|--|--|
| <a href="#">Who we are</a>                              | <a href="#">Jobs at DIR</a>  | <a href="#">Acceso al idioma</a>           |
| <a href="#">DIR Divisions, Boards &amp; Commissions</a> | <a href="#">Licensing, registrations, certifications &amp; permits</a> | <a href="#">Frequently Asked Questions</a> |
| <a href="#">Contact DIR</a>                             | <a href="#">Required Notifications</a>                                 | <a href="#">Site Map</a>                   |
|   | <a href="#">Public Records Requests</a>                                |  |



Legal Name	Registration Number	County	City	License Type/Number(s)	Current Status	Registration Date	Expiration Date
ARBORQUEST TREE SERVICE, INC.	1000016301	RIVERSIDE	TEMECULA	CSLB:717715	Active	06/22/2018	06/30/2019



TEMECULA PUBLIC CEMETERY DISTRICT  
POLICY MANUAL

**POLICY TITLE:** Investment of District Funds  
**POLICY NUMBER:** 1010

WHEREAS; the legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code Sections 53600.6 (CGC 53600.6 and 53630.1); and

WHEREAS; the legislative body of a local agency may invest monies of the local agency in accordance with the provisions of California Health and Safety Code 9066 et seq. and the California Government Code Sections 5921, 53600 and 53635 et seq.; and

WHEREAS; the Board of Trustees of the Temecula Public Cemetery District shall annually review, update and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the legislative body at a public meeting; (CGC 53646(a)) now

THEREFORE; it shall be the policy of the Temecula Public Cemetery District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and concurrently conforming to all statutes governing the investment of Temecula Public Cemetery District funds.

**1010.1 SCOPE**

This investment policy applies to selected financial assets of the Temecula Public Cemetery District. These funds are accounted for in the annual district budget and include:

Fund 51435 – Endowment Care (and Interest)

**1010.2 PRUDENCE**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the “prudent investor” standard (CGC 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **1010.3 OBJECTIVES**

As specified in CGC 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

**Safety:** The Temecula Public Cemetery District policy is to safeguard the principal invested and any earned or unearned income. Recognizing that risk is inherent in investing, maximizing earnings shall be secondary to preserving the principal. However, this priority of principal before return would not preclude using or collateralizing the principal, providing the Fund so allows, and debt service is not foreseen as an obstacle to the day-to-day fiscal operations of the District.

**Liquidity:** It shall be the policy of the Temecula Public Cemetery District to ladder maturities of securities and cash reserves in order to capitalize on opportunities and to facilitate debt service, cash flow needs and cash requirements in an emergency.

**Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

### **1010.4 DELEGATION OF AUTHORITY**

Authority to manage the investment program is derived from H&S 9066 and 9067 and California Government Code Sections 53600, et seq. Management responsibility for the investment program is the Board of Trustees for the Temecula Public Cemetery District (the Board). However, the Board at its discretion may delegate to an Investment Committee (Committee) consisting of two Board Members and the General Manager the authority to invest, reinvest, purchase, acquire, exchange and sell investments in accordance with the policy herein. The Committee shall make timely reports of their actions to the Board at its regular scheduled meetings, at which time the Board shall confirm or deny the action taken by the Committee. Under the provisions of California Government Code 53600.3, the Board of Trustees is a trustee and a fiduciary subject to the prudent investor standard.

### **1010.5 ETHICS AND CONFLICTS OF INTEREST**

Trustees and employees involved in the investment process shall refrain from personal business activity that conflicts with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

## 1010.6 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

For broker/dealers of government securities and other investments, the Temecula Public Cemetery District shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Board Secretary shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Temecula Public District's account with that firm has reviewed the Temecula Public Cemetery District's Investment Policy, and applicable sections of California statutes including, but not limited to, Health and Safety Code 9065, 9066 and 9067, CGC 53600 et.seq. That the individual understands the policy; and, intends to present investment recommendations and transactions to the Temecula Public Cemetery District that are appropriate under the terms and conditions of the Investment Policy.

## 1010.7 AUTHORIZED AND SUITABLE INVESTMENTS

The Temecula Public Cemetery District is empowered by the Health and Safety Code 9002 et seq. and by the California Government Code 53601 and 53635 et seq. To invest in the following:

- A. United States Treasury Bills, Notes & Bonds.
- B. Registered state warrants or treasury notes or bonds issued by the State of California.
- C. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California.
- D. Obligations issued by Agencies or instrumentality of the U.S. Government.
- E. Bankers Acceptances with a term not to exceed 270 days. Not more than 40% of surplus funds can be invested in Bankers Acceptances and no more than 30% of surplus funds can be invested in the Bankers Acceptances of any single commercial bank.
- F. Prime Commercial Paper of U.S. Corporations with assets greater than \$500 million with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service or Standard & Poor's Corp. Commercial Paper cannot exceed 15% of total surplus funds, provided that if the average maturity of all Commercial Paper does not exceed 31 days, up to 30% of surplus funds can be invested in Commercial Paper.
- G. Negotiable Certificates of Deposit issued by federally or state chartered banks or associations. Not more than 30% of surplus funds can be invested in certificates of deposit per fund.
- H. Repurchase/Reverse Repurchase Agreements of any securities authorized by this Section. Securities purchased under these agreements shall be no less than 102% of market value. (See special limits in CGC 53601.i.)
- I. Medium term notes (not to exceed five years) of U.S. Corporations rated "A" or better by Moody's or S&P. Not more than 30% of surplus funds can be invested in medium term notes.
- J. Shares of beneficial interest issued by diversified management companies (Money Market Mutual Funds) investing in the securities and obligations authorized by this Section. Such funds must carry the highest rating of at least two of the three largest

national rating agencies. Not more than 20% of surplus funds can be invested in Money Market Mutual Funds.

- K. Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.
- L. Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.
- M. Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable-backed bond of a maximum maturity of five years. Securities in this category must be rated AA or better by a nationally recognized rating service. Not more than 30% of surplus funds may be invested in this category of securities.
- N. The Temecula Public Cemetery District is also authorized to invest in shares in a California Common law trust (California Asset Management Program or "CAMP") established pursuant to Title 1, Division 7, and Chapter 5 of the Government Code of the State of California. The trust invests exclusively in investments permitted by Section 53635 of Title 5, Division 2, Chapter 4 of the Government Code of the State of California, as it may be amended. Also, reference is hereby made to CGC 53601 and 53631.5 for a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. CGC 53601 is attached and included by reference in this investment policy.
- O. **Prohibited Investments:** Under the provisions of CGC 53601.6 the Temecula Public Cemetery District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools, or any investment that may result in a zero interest accrual if held to maturity.
- P. However, such Prohibited Investments shall not be construed to eliminate Income Funds, Electronic Traded Funds (ETF's) or Real Estate Investment Trusts (REIT's).

#### 1010.8 COLLATERALIZATION

The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC 53601(i) (2). U.S. Treasury Obligations must collateralize all certificates of deposit and collateral must be held by third party trustee and valued on a monthly basis.

#### 1010.9 SAFEKEEPING AND CUSTODY

All security transactions entered into by the Temecula Public Cemetery District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the Temecula Public Cemetery District by book entry, physical delivery or by third party custodial agreement as required by CGC 53601.

**1010.10 DIVERSIFICATION**

It is the policy of the Temecula Public Cemetery District to diversify its investment portfolio invested assets will be diversified by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically.

**1010.11 REPORTING**

In accordance with CGC 53646(b) (1), the General Manager shall submit to each member of the Board of Trustees a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for Temecula Public Cemetery District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC 5364 (e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, copies of the latest statements from such institutions may replace the foregoing report elements. The report must also include a certification that:

- (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and,
- (2) the Temecula Public Cemetery District will meet its expenditure obligations for the next six months as required by CGC 53646(b)(2) and (3) respectively.

The General Manager shall also maintain a complete and timely record of all investment transactions and a report of such transactions shall be prepared and submitted monthly to the governing body as required by Government Code Section 53607.

**1010.12 INVESTMENT POLICY ADOPTION**

The Investment Policy shall be adopted by resolution of the Temecula Public Cemetery District. Moreover, the Policy shall be reviewed on an annual basis and the Board of Trustees must approve modifications there to.

A      **ADOPTED AND APPROVED**

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

Title:    Chairman of the Board of Trustees

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

Attachment:    California Government Code Section 53600, et seq. effective 1-1-1997.

