

PALM SPRINGS CEMETERY DISTRICT

**AGENDA
REGULAR MEETING
OF THE
BOARD OF TRUSTEES**

Thursday, May 10, 2018, at 2:00 p.m.

31-705 Da Vall Drive, Cathedral City, California

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact District Manager Kathleen Jurasky by telephone at (760) 328-3316 forty-eight hours prior to the meeting. Such timely notification will enable the District to make reasonable arrangements to ensure accessibility to this meeting. [CFR 35.102-35.104, ADA title 11].

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

During this part of the meeting, the public is invited to address the Board of Trustees on any matter **not on the Agenda** or any item on the **Consent Agenda** by stepping to the lectern and giving his or her name and city of residence for the record. Unless additional time is authorized by the Board of Trustees, remarks on Agenda items shall be limited to 3 minutes. **If you wish to speak on an agenda item, please wait to be recognized by the Presiding Officer when that Agenda item is opened for public comments.**

4. CONFIRMATION OF AGENDA

During this part of the meeting, the Board of Trustees may announce any items being pulled from the Agenda or continued to another date.

Items not appearing on the Agenda may be added to the Agenda as "Urgency items" provided two-thirds of the Trustees present determine there is a need to take immediate action on the item and the need to take immediate action came to the attention of the Board of Trustees after the posting of the Agenda.

5. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine in nature and will be enacted by one roll call vote. There will be no separate discussion of these items unless a Trustee or member of the public requests that a specific item is removed from the Consent Calendar for separate discussion and/or action.

a. Approval of April 12, 2018, Regular Meeting Minutes

b. Approval of April Expenditures

General Fund		\$	92,043.41
Apr Reimburse Voucher 1606	\$ 48,866.22		
Apr Reimburse Voucher 1607	\$ 41,614.08		
Accumulative Capital Outlay		\$	364.00
Apr Reimburse Voucher	\$.00		
Pet Memorial Park Cemetery		\$.00

Total April 30, 2018 Expenditures Checks & Visa/Debit Card
21922-21974 and Direct Deposits (Payroll) \$ 92043.41

c. Financial Reports as of April 30, 2018 (F-1 thru F-5A)

6. ADMINISTRATIVE CALENDAR

- a. District Investment General Overview & Update – Neal Wilson, C & N Financial
- b. Review for Discussion and Approval Coachell Valley Water District Water Production Metering Agreement

7. LEGISLATIVE CALENDAR

- a. Resolution 8-2018, Adopting Paid Leave Policies

8. TRUSTEE SIGNATURES

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. District Manager

13. FUTURE AGENDA ITEMS

- a. Discussion in 2018/2019 – Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums
- b. Postcard Survey Mailing to the Community to Determine Pre-Planning Needs
- c. Strategic Planning Study Session
- d. Marketing

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE

15. CLOSED SESSION ANNOUNCEMENT

16. OPEN SESSION

17. ADJOURNMENT

THIS NOTICE OF AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M., MONDAY, APRIL 9, 2018

Kathleen Jurasky, District Manager

**PALM SPRINGS CEMETERY DISTRICT
MINUTES
REGULAR BOARD OF TRUSTEE MEETINGS**

DATE: April 12, 2018

TIME: 2:00 P.M.

PLACE: 31-705 Da Vall Drive, Cathedral City, California 92234

1. CALL TO ORDER The meeting was called to order by Chairperson Pye at 2:00 P.M.

2. ROLL CALL

Present: Jan Pye, Chairperson
Lenny Pepper, Vice Chairperson
William G. Kleindienst, Secretary
Lynn T. Mallotto, Treasurer
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager
Steven Quintanilla, Quintanilla & Associates

Attorney Quintanilla introduction - Visitor: Lisa Weaver-Nowak, Quintanilla & Associates

3. PUBLIC COMMENTS – None

4. CONFIRMATION OF AGENDA Motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve the Agenda as presented. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.

5. CONSENT CALENDAR Motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve the Consent Calendar as presented. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.

6. ADMINISTRATIVE CALENDAR **a. District Investment General Overview – Neal Wilson, C & N Financial**
Neal Wilson reported that he changed the presentation format of the reports as requested by Trustee Kleindienst to show the amounts, where invested and the maturity dates. For better understanding and clarification he explained “A” and secondary bond ratings, and how they work. He stated that all District’s investments are within the FDIC protected limits.

He further reported on the staggered maturity dates and the rate of returns on the CD investments. Following a discussion, the investment report was received and filed.

b. CSDA Legislative Days – May 22-23, 2018 in Sacramento, CA Following a discussion motion was made Trustee Pye, seconded by Trustee Mallotto to approve District Manager Jurasky attending the CSDA Legislative Days in Sacramento, CA. Motion is to include all necessary expenses. Motion carried roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.

- 7. LEGISLATIVE CALENDAR a. Resolution 5-2018, Adopting a Religious Interment Customs and Practices Policy** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Alcumbrac approve Resolution 5-2018, Adopting a Religious Interment Customs and Practices Policy. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.
- b. Resolution 6-2018, Adopting an Anti-Fraud Policy** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Mallotto approve Resolution 6-2018, Adopting an Anti-Fraud Policy. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.
- c. Resolution 7-2018, Adopting Employee Professional Conduct Policies** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Alcumbrac approve Resolution 7-2018, Adopting Employee Professional Conduct Policies. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.
- d. Resolution 8-2018, Adopting Paid Leave Policies** Following a discussion this item was Deferred to a future agenda.
- e. Resolution 9-2018, Adopting Unpaid Leave Policies** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Mallotto approve Resolution 9-2018, Adopting Unpaid Leave Policies. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.
- f. Resolution 10-2018, Adopting Military Leave Policies** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Alcumbrac approve Resolution 10-2018, Adopting Military Leave Policies. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.
- g. Resolution 11-2018, Adopting Family Care and Medical Leave and Pregnancy Disability Leave Policies** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Mallotto the approve Resolution 11-2018, Adopting Family Care and Medical Leave and Pregnancy Disability Leave Policies. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.
- h. Resolution 12-2018, Adopting Certain Employee Protection Policies** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Mallotto approve Resolution 12-2018, Adopting Certain Employee Protection Policies. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.
- i. Resolution 13-2018, Adopting Family Care and Medical Leave and Pregnancy Disability Leave Policies**
Duplicate: See item 7g Resolution 11-2018
- j. Resolution 14-2018, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve Resolution 14-2018 transferring \$27,665.86 from PreNeed Fund, 51265 to the General Fund, 51270 and \$10,710.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.
- k. Resolution 15-2018, Directing the District Manager to Submit an Application for the Special District Leadership Foundation District of Distinction Accreditation** District Manager Jurasky advised the Board that this application is for District of Distinction reaccreditation. Following discussion, a motion was made by Trustee Pepper, seconded by Trustee Kleindienst approve Resolution 15-2018, Directing the District Manager to Submit an Application for the Special District Leadership Foundation District of Distinction Accreditation. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.

8. **TRUSTEE SIGNATURES** All documents were signed by Trustees

Trustee Pepper left the meeting at 3:12 pm

9. **BOARD DEVELOPMENT** – None

10. **PUBLIC HEARING CALENDAR** – None

11. **COMMITTEES** – None

12. **REPORTS** a. **Trustee Report** – Trustee Pye asked District Manager Jurasky if Supervisor had responded to the letter from the District regarding board appointment and staggering terms, District Manager Jurasky stated that she had not. Following a discussion, District Manager was directed to inform Trustees Alcumbrac and Pepper as soon as a response is received.

b. **District Manager Report** – None

13. **FUTURE AGENDA ITEMS** a. **Discussion in 2018/2019 Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums** No action taken

b. **Postcard Survey Mailing to the Community to Determine Pre-Planning Needs** No action taken

c. **Strategic Planning Study Session** No action taken

d. **Marketing** No action taken

14. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – None

15. **CLOSED SESSION ANNOUNCEMENTS** – None

16. **OPEN SESSION** – None

17. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:18 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, May 10, 2018.

DATE: _____

William G. Kleindienst, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Apr 1, 2018 to Apr 30, 2018

Date	Check #	Line Description	Debit Amount	Credit Amount
4/2/18	21922	APRIL 2018 PSCD EMPLOYEE HEALTH INSURANCE EX APRIL 2018 PSCD RETIREE HEALTH INSURANCE EXPE APRIL 2018 EMPLOYEE PORTION OF HEALTH INSURA P.E.R.S.	4,849.08 1,146.90 930.69	6,926.67
4/2/18	21923	APRIL 2018 PSCD EMPLOYEE DENTAL INSURANCE EX STANDARD INSURANCE COMPANY RB	378.08	378.08
4/2/18	21924	APRIL 2018 PSCD EMPLOYEE LIFE INSURANCE EXPEN STANDARD INSURANCE COMPANY RQ	62.40	62.40
4/2/18	21925	APRIL 2018 PSCD EMPLOYEE VISION INSURANCE EXP METLIFE GROUP BENEFITS	56.54	56.54
4/2/18	21926	K JURASKY EXTRA HEALTH INSURANCE FOR PAY PE COLONIAL LIFE	305.67	305.67
4/2/18	21927	MAR 2018 PSCD EMPLOYEE RETIREMENT EXPENSE MAR 2018 EMPLOYEE 403B PAYABLE OPPENHEIMER FUNDS SERVICES	786.46 2,769.24	3,555.70
4/2/18	21928	E ARCHLA MAR 2018 PSCD EMPLOYEE RETIREMENT FRANKLIN - TEMPLETON	305.48	305.48
4/2/18	21929	S BROWN MAR 2018 PSCD EMPLOYEE RETIREMENT E FRANKLIN - TEMPLETON	321.88	321.88
4/2/18	21930	J REYNA MAR 2018 PSCD EMPLOYEE RETIREMENT E FRANKLIN - TEMPLETON	451.50	451.50
4/2/18	21931	S VICKREY MAR 2018 PSCD EMPLOYEE RETIREMENT FRANKLIN - TEMPLETON	323.23	323.23
4/2/18	21932	REPURCHASE BURIAL RIGHT SECTION B-34 #57 (RECE BRUCE KASSLER	595.00	595.00
4/2/18	21933	REPURCHASE BURIAL RIGHT SECTION B-34 #58 (RECE YVONNE KASSLER	595.00	595.00
4/2/18	21934	GROUND SUPERVISOR & OFFICE CELL PHONES for pe SPRINT	81.18	81.18
4/2/18	21935	TRASH SERVICE FOR APRIL 2018 BURRTEC WASTE & RECYCLING SVCS	346.09	346.09
4/2/18	21936	INVOICE 024223 - MONTHLY SERVICE FOR AMERICAS ELOY'S POOL SERVICE & REPAIRS	40.00	40.00
4/2/18	21937	INVOICE 1803-004 MARCH WELL MAINTENANCE SOUTH WEST PUMP & DRILLING	150.00	150.00
4/2/18	21938	INVOICE IN034710 - (3) #5 ROUGH BOX (5) #5 LINERS DELIVERY FEE INVOICE IN034782 (6) #5 LINERS (3) # 5 ROUGH BOX DELIVERY FEE INVOICE IN 034825 (6) #5 LINERS	534.00 655.00 126.00 786.00 534.00 126.00 786.00	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Apr 1, 2018 to Apr 30, 2018

Date	Check #	Line Description	Debit Amount	Credit Amount
		(1) #0 LINER	120.00	
		(2) #5 ROUGH BOX	356.00	
		DELIVERY FEE	126.00	
		WHITED CEMETERY SERVICE		4,149.00
4/2/18	21939	INVOICE 4539 - LANDSCAPE MAINTENANCE SERVICE KIRKPATRICK LANDSCAPING SERVICES INC	19,748.00	19,748.00
4/2/18	21940	INVOICE 2397 - AMAZING AMP BT EMPOWER SOUND LLC	364.00	364.00
4/5/18	21941	SALES TAX 01/01/2018 - 03/31/2018 SR EHC 023-629271 CALIFORNIA DEPT OF TAX & FEE ADMINISTRA	997.00	997.00
4/5/18	21942	INVOICE 11822 WEB HOSTING FOR 2ND QUARTER 2018 PALMER INTERNET	135.00	135.00
4/5/18	21943	**VOID**VOID**		
4/5/18	21944	INVOICE P08907 - TRACTOR BULBS POWERPLAN OIB (RDO EQUIPMENT)	24.06	24.06
4/5/18	21945	INVOICE 2030164217 TIRES FOR CANOPY PARKHOUSE TIRE, INC.	52.68	52.68
4/5/18	21946	INVOICE 1804133 SECURITY PATROL 04-01 THRU 04-30- MAXWELL SECURITY SERVICES	725.00	725.00
4/9/18	21947	INVOICE 3587916 - COURIER SERVICE 03/07/2018 INVOICE 3593968 - COURIER SERVICE 03/29/2018 GOLDEN STATE OVERNIGHT	15.25 15.25	30.50
4/9/18	21948	YELLOW PAGES ADVERTISING DEX YP	180.40	180.40
4/9/18	21949	INVOICE INV00095685 - OFFICE INVOICE INV00095688 - WELL #2 SKY RIVER COMMUNICATIONS INC	138.00 138.00	276.00
4/9/18	21950	INVOICE 5962372 MONTHLY BILL FOR MARCH WESTERN EXTERMINATOR	73.50	73.50
4/9/18	21951	INVOICE 54692 - (12) GOLD URN VAULTS (12) WHITE URN VAULTS FREIGHT ASCO PACIFIC, INC.	700.80 700.80 97.20	1,498.80
4/9/18	21952	INVOICE 77363056 - JANITORIAL SUPPLIES WAXIE SANITARY SUPPLY	266.62	266.62
4/9/18	21953	JANITORIAL SERVICES - MARCH 2018 JAMILETH MOYA	350.00	350.00
4/9/18	21954	INVOICE 1804-007 - APRIL WELL MAINTENANCE SOUTH WEST PUMP & DRILLING	150.00	150.00
4/9/18	21955	WMC USAGE	205.77	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Apr 1, 2018 to Apr 30, 2018

Date	Check #	Line Description	Debit Amount	Credit Amount
		DESERT WATER AGENCY		205.77
4/9/18	21956	ACCOUNT 332245-850914 - WELL REPLENISHMENT COACHELLA VALLEY WATER DIST	1,509.90	1,509.90
4/12/18	21957	INVOICE 485082 - REPAIRS - BATTERIES MANAGER CA DESERT GOLF CAR CO	1,029.84	1,029.84
4/12/18	21958	INVOICE IT0000001831 - DATA VPN FOR 03/01/2018 to 03/ INVOICE IT0000001823 - PS FINANCIALS FOR 03/01/2018 RIVERSIDE COUNTY INFORMATION TECHNOLOGY	9.10 62.20	71.30
4/12/18	21959	ACCOUNT 559831-884770 - FIRE PROTECTION ACCOUNT 559833-884768 - ADMIN BUILDING ACCOUNT 180819-512108 COACHELLA VALLEY WATER DIST	75.90 24.22 16.96	117.08
4/23/18	21960	MONTHLY OFFICE PHONE SERVICE FRONTIER COMMUNICATIONS	421.01	421.01
4/23/18	21961	LEGAL SERVICES FROM 12/1/2017 TO 12/31/2017 QUINTANILLA & ASSOCIATES	1,322.00	1,322.00
4/23/18	21962	INVOICE 08D0032777377 - BOTTLE WATER & OTHER S READY REFRESH BY NESTLE	127.09	127.09
4/23/18	21963	INVOICE IN034983 - (12) #5 BELL LINERS DELIVERY WHITED CEMETERY SERVICE	1,572.00 126.00	1,698.00
4/23/18	21964	INVOICE 208088320 - FERTILIZER SIMPLOT PARTNERS	2,727.45	2,727.45
4/24/18	21965	INVOICE 4714 - SUNDAY 4/08/18 BURIAL KIRKPATRICK LANDSCAPING SERVICES INC	522.00	522.00
4/24/18	21966	INVOICE 5116309 - IRRIGATION SYSTEM REPAIR SUPP EWING IRRIGATION PRODUCTS, INC	75.87	75.87
4/24/18	21967	INVOICE IN490082 - WATER COOLER FOR PERIOD 04/1 INVOICE IN491954 - COPIER MAINTENANCE FOR PERI AIS	32.63 60.79	93.42
4/24/18	21968	INVOICE 3614094 - COURIER SERVICE 04/13/2018 GOLDEN STATE OVERNIGHT	15.22	15.22
4/24/18	21969	ACCOUNT 3-001-6901-55 WELL #2 FOR 03/14/18 TO 04/13/ ACCOUNT 3-003-6360-97 WMC FOR 03/14/18 TO 04/13/18 ACCOUNT 3-011-5009-75 DAVALL GATE FOR 03/14/18 TO ACCOUNT 3-016-9582-84 WELL #4 FOR 03/09/18 TO 04/10/ ACCOUNT 3-040-5194-97 ADMIN BUILDING FOR 03/13/18 SOUTHERN CALIF EDISON CO	353.91 26.13 37.19 2,154.54 746.75	3,318.52
4/30/18	21970	APRIL 2018 PSCD EMPLOYEE RETIREMENT EXPENSE APRIL 2018 EMPLOYEE 403B PAYABLE OPPENHEIMER FUNDS SERVICES	1,121.74 1,846.16	2,967.90
4/30/18	21971	ARCHILA, E - APRIL 2018 PSCD EMPLOYEE RETIREME	196.00	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Apr 1, 2018 to Apr 30, 2018

Date	Check #	Line Description	Debit Amount	Credit Amount
		FRANKLIN - TEMPLETON		196.00
4/30/18	21972	BROWN, S - APRIL 2018 PSCD EMPLOYEE RETIREMEN FRANKLIN - TEMPLETON	215.42	215.42
4/30/18	21973	REYNA, J - APRIL 2018 PSCD EMPLOYEE RETIREMENT FRANKLIN - TEMPLETON	279.73	279.73
4/30/18	21974	VICKREY, S - APRIL 2018 PSCD EMPLOYEE RETIREME FRANKLIN - TEMPLETON	215.99	215.99
4/26/18	DEBIT JR	EL RANCHITO - STAFF SAFETY MEETING LUNCH COMPANY DEBIT CARD	72.46	72.46
4/4/18	DEBIT KJ	USPS - MAILING FORM 700's COMPANY DEBIT CARD	7.83	7.83
4/5/18	DEBIT KJ	AT & T - DISTRICT MANAGER MONTHLY CELL PHON COMPANY DEBIT CARD	145.96	145.96
4/6/18	DEBIT KJ	OFFICE DEPOT - COPIES OF RESOLUTIONS COMPANY DEBIT CARD	40.90	40.90
4/7/18	DEBIT KJ	ICLOUD: 200 GB STORAGE PLAN COMPANY DEBIT CARD	2.99	2.99
4/12/18	DEBIT KJ	SOUTHWEST AIRLINES - CSDA LEGISLATIVE DAYS M COMPANY DEBIT CARD	246.96	246.96
4/12/18	DEBIT KJ	CSDA - LEGISLATIVE DAYS - MAY 22-23, 2018 COMPANY DEBIT CARD	275.00	275.00
4/16/18	DEBIT KJ	ESCENA LOUNGE- BREAKFAST MEETING WITH K JUR COMPANY DEBIT CARD	35.60	35.60
4/18/18	DEBIT KJ	STAPLES-OFFICE SUPPLIES COMPANY DEBIT CARD	293.48	293.48
4/19/18	DEBIT KJ	STAPLES - OFFICE SUPPLIES COMPANY DEBIT CARD	82.63	82.63
4/20/18	DEBIT KJ	AMERICAN AIRLINES - ICCFA Conference in Las Vegas 4/ COMPANY DEBIT CARD	60.00	60.00
4/20/18	DEBIT KJ	TTT CAB TAXI - ICCFA Conference in Las Vegas 4/17/18 to COMPANY DEBIT CARD	24.39	24.39
4/20/18	DEBIT KJ	BLANCO TACOS - ICCFA Conference in Las Vegas 4/17/18 t COMPANY DEBIT CARD	25.72	25.72
4/23/18	DEBIT KJ	STARBUCKS - ICCFA Conference in Las Vegas 4/17/18 to 4/ COMPANY DEBIT CARD	14.56	14.56
4/23/18	DEBIT KJ	INTERNATIONAL CEMETERY - ICCFA Conference in Las COMPANY DEBIT CARD	20.00	20.00
4/23/18	DEBIT KJ	LUX-FRONT DESK - ICCFA Conference in Las Vegas 4/17/1 COMPANY DEBIT CARD	625.09	625.09

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal - General Fund
For the Period From Apr 1, 2018 to Apr 30, 2018

Date	Check #	Line Description	Debit Amount	Credit Amount
4/13/18	EDD_TAX	SIT P/R 03/29/2018 TO 04/11/2018 PAID 04/13/2018 SDI P/R 03/29/2018 TO 04/11/2018 PAID 04/13/2018 EMPLOYMENT DEVELOPMENT DEPT	552.85 182.49	735.34
4/27/18	EDD_TAX	SIT P/R 04/12/2018 TO 04/25/2018 PAID 04/27/2018 SDI P/R 04/12/2018 TO 04/25/2018 PAID 04/27/2018 EMPLOYMENT DEVELOPMENT DEPT	313.49 114.74	428.23
4/27/18	EDD_TAX	SUI P/R 04/12/2018 TO 04/25/2018 PAID 04/27/2018 EMPLOYMENT DEVELOPMENT DEPT	55.67	55.67
4/13/18	EXPRESS	FIT P/R 03/29/2018 TO 04/11/2018 PAID 04/13/2018 SOCIAL SECURITY P/R 03/29/2018 TO 04/11/2018 PAID 04 MEDICARE P/R 03/29/2018 TO 04/11/2018 PAID 04/13/2018 BANK OF AMERICA	1,601.44 2,263.02 529.26	4,393.72
4/27/18	EXPRESS	FIT P/R 04/12/2018 TO 04/25/2018 PAID 04/27/2018 SOCIAL SECURITY P/R 04/12/2018 TO 04/25/2018 PAID 04 MEDICARE P/R 04/12/2018 TO 04/25/2018 PAID 04/27/2018 BANK OF AMERICA	727.31 1,422.76 332.72	2,482.79
4/13/18	FEES	P/R 03/29/2018 TO 04/11/2018 PAID 04/13/2018 CBIZ PAYROLL	103.46	103.46
4/27/18	FEES	P/R 04/12/2018 TO 04/25/2018 PAID 04/27/2018 CBIZ PAYROLL	91.04	91.04
	Total		70,908.31	70,908.31

PALM SPRINGS CEMETERY DISTRICT
Payroll Disbursement Journal-General Fund
For the Period From April 1, 2018 to April 30, 2018

Date	Reference	Employee	Amount
4/13/18	4165	KATHLEEN JURASKY	2,140.61
4/13/18	4166	KATHLEEN JURASKY	3,344.33
4/13/18	4167	KATHLEEN JURASKY	2,712.72
4/13/18	4168	JUAN F. REYNA	1,562.85
4/13/18	4169	JUAN F. REYNA	121.33
4/13/18	4170	STEPHANIE C. BROWN	1,232.38
4/13/18	4171	SCOTT W. VICKREY	1,230.16
4/13/18	4172	EDGAR F. ARCHILLA	1,226.91
4/27/18	4178	KATHLEEN JURASKY	2,140.63
4/27/18	4179	KATHLEEN JURASKY	400.00
4/27/18	4180	JUAN F. REYNA	1,106.35
4/27/18	4181	STEPHANIE C. BROWN	1,216.75
4/27/18	4182	SCOTT W. VICKREY	750.71
4/27/18	4183	EDGAR F. ARCHILLA	1,226.91
4/27/18	4184	JANE ALCUMBRAC	164.05
4/27/18	4185	WILLIAM G. KLEINDIENST	164.05
4/27/18	4186	LYNN T. MALLOTTO	164.05
4/27/18	4187	LENNY PEPPER	66.26
4/27/18	4188	JAN M. PYE	164.05
4/1/18 thru 4/30/18			<u>21,135.10</u>

GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP APRIL 2018

April Cash Disbursement Journal (Includes ACO listed below)	70,908.31
April Payroll Disbursement Journal	21,135.10
TOTAL PSCD DISBURSEMENTS	<u>92,043.41</u>
TOTAL GENERAL FUND EXPENDITURES	<u>91,679.41</u>
April Payment Voucher # 1606	48,866.22
April Payment Voucher # 1607	<u>41,614.08</u>
	90,480.30
TOTAL ACO EXPENDITURES	<u>364.00</u>
Happie Entertainment-Sound System	364.00
To be reimbursed on May ACO Payment Voucher	
PET CEMETERY DRAWDOWNS	<u>0.00</u>
Loan Amount:	25,000.00
Current Balance Remaining:	15,000.00
TOTAL April 2018 DISBURSEMENTS	<u>92,043.41</u>

**PALM SPRINGS CEMETERY DISTRICT
SITE SALES & INTERMENTS
APRIL 2018**

SALES

	Prior Months		April		2018 YTD Totals		2017 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
	Adult, C	42	0	4	0	46	0	65
Adult, A&B	57	0	11	0	68	0	75	0
Premium	84	0	13	0	97	0	56	0
Children	2	0	1	0	3	0	1	0
Cremation	19	0	2	0	21	0	4	1
Niche	20	0	8	0	28	0	29	0
TOTALS	224	0	39	0	263	0	230	1

LOT REPURCHASES

	Prior Months		April		2018 YTD Totals		2017 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
	Adult	4	0	2	0	6	0	8
Cremation	2	0	0	0	2	0	0	0
Niche	1	0	1	0	2	0	0	0
TOTALS	7	0	3	0	10	0	8	0

TOTAL INTERMENTS

	Prior Months		April		2018 YTD Totals		2017 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
	Adult	141	1	11	0	152	1	140
Children	2	0	1	0	3	0	1	0
Cremation	30	4	2	0	32	4	24	7
Niche	16	0	1	0	17	0	16	0
TOTALS	189	5	15	0	204	5	181	8

SATURDAY INTERMENTS

	Prior Months		April		2018 YTD Totals		2017 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
	Adult	7	0	0	0	7	0	8
Child	0	0	0	0	0	0	0	0
Cremation	2	2	0	0	2	2	7	2
Niche	1	0	0	0	1	0	1	0
TOTALS	10	2	0	0	10	2	16	2

SUNDAY INTERMENTS

	Prior Months		April		2018 YTD Totals		2017 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
	Adult	7	0	1	0	8	0	3
Child	0	0	0	0	0	0	0	0
Cremation	2	0	0	0	2	0	0	1
Niche	1	0	0	0	1	0	0	0
TOTALS	10	0	1	0	11	0	3	1

**PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE TEN MONTHS ENDING APRIL 30, 2018**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	33,380.00	22,965.00	10,415.00	252,265.00	203,385.00	48,880.00
MISC SPECIAL SET-UP	0.00	225.00	(225.00)	2,000.00	2,500.00	(500.00)
RETURNED CHECK BANK CHARGE	0.00	0.00	0.00	50.00	0.00	50.00
INTEREST RECEIVED	1.26	1.29	(0.03)	125.07	11.89	113.18
LAND LEASE	5,265.79	5,137.36	128.43	52,657.90	51,373.60	1,284.30
CREDIT CARD CONVEN FEE	236.91	146.98	89.93	3,432.39	2,972.12	460.27
SAT INTERMENT SURCHARGE	500.00	1,900.00	(1,400.00)	11,950.00	13,800.00	(1,850.00)
SUN INTERMENT SURCHARGE	1,025.00	0.00	1,025.00	8,375.00	2,775.00	5,600.00
WITNESS GRAVE CLOSING	950.00	1,300.00	(350.00)	8,800.00	8,300.00	500.00
TAX COLLECTIONS	14,752.84	14,680.62	72.22	186,528.67	174,007.38	12,521.29
VAULTS	1,100.00	975.00	125.00	7,950.00	9,685.00	(1,735.00)
CREMATION VAULTS	720.00	200.00	520.00	3,535.00	2,635.00	900.00
LINERS	2,680.00	1,800.00	880.00	19,005.00	13,815.00	5,190.00
GRAVE VASES	1,005.00	500.00	505.00	6,913.75	5,407.05	1,506.70
ENR SURCHARGE	6,165.00	2,745.00	3,420.00	37,665.00	29,810.00	7,855.00
LOT TRANSFERS	0.00	500.00	(500.00)	900.00	2,240.00	(1,340.00)
COUNTY INTEREST INCOME	47.71	16.94	30.77	492.65	222.69	269.96
HANDLING FEE	10,835.00	7,705.00	3,130.00	77,964.24	65,966.46	11,997.78
PRENEED CONTRACT SERVICE CHG	1,300.00	800.00	500.00	9,600.00	6,300.00	3,300.00
VASE/HDSTN SET & CLEAN	4,360.00	2,765.00	1,595.00	37,865.00	35,110.00	2,755.00
TOTAL REVENUE	84,324.51	64,363.19	19,961.32	728,074.67	630,316.19	97,758.48
EXPENSES						
REGULAR SALARIES	28,983.98	19,907.87	9,076.11	245,946.32	255,283.00	(9,336.68)
BOT BOARD MEETINGS	897.95	718.36	179.59	10,775.40	9,958.29	817.11
BOT CONFERENCES	0.00	0.00	0.00	358.81	2,933.29	(2,574.48)
BOT TRAVEL & EXPENSES	0.00	0.00	0.00	0.00	3,253.54	(3,253.54)
RETIREMENT/PENSION	4,217.43	1,166.91	3,050.52	17,093.78	15,063.94	2,029.84
FICA	1,842.88	1,269.01	573.87	15,808.90	16,238.48	(429.58)
MEDICARE	431.00	296.78	134.22	3,697.25	3,797.71	(100.46)
EMPLOYEE GROUP INSURANCE	5,346.10	0.00	5,346.10	55,042.85	69,084.22	(14,041.37)
RETIREE GROUP INSURANCE	1,146.90	0.00	1,146.90	11,190.80	0.00	11,190.80
UNEMPLOYMENT INSURANCE	55.67	44.54	11.13	2,838.07	3,160.72	(322.65)
WORKERS COMP INSURANCE	705.42	609.98	95.44	6,880.62	5,054.59	1,826.03
OTHER FINANCING USES	0.00	0.00	0.00	4,889.33	0.00	4,889.33
ELECTRICITY	3,318.52	3,505.40	(186.88)	45,693.12	37,621.77	8,071.35
TELEPHONE	648.15	655.05	(6.90)	6,400.66	6,208.93	191.73
WATER	1,832.75	1,592.81	239.94	27,990.17	26,923.26	1,066.91
COMMUNITY OUTREACH	35.60	206.90	(171.30)	2,489.50	1,147.83	1,341.67
VISA-MASTER CHG FEES	890.71	497.59	393.12	6,263.46	5,568.06	695.40
COUNTY SERVICE CHARGE	71.30	95.58	(24.28)	852.54	1,115.74	(263.20)
EDUCATION	0.00	0.00	0.00	65.00	0.00	65.00
GENERAL INSURANCE	1,372.75	1,533.83	(161.08)	13,727.50	13,349.31	378.19
LEGAL	1,322.00	280.00	1,042.00	7,272.00	4,410.00	2,862.00
LOT REPURCHASE	1,190.00	1,625.00	(435.00)	9,215.00	4,080.00	5,135.00
OFFICE EXPENSE	1,112.72	932.60	180.12	15,206.93	14,475.26	731.67
TRAVEL & CONVENTION	1,291.72	0.00	1,291.72	5,463.36	8,875.49	(3,412.13)
UNIFORMS & SAFETY EQUIPMENT	0.00	73.43	(73.43)	1,119.88	73.43	1,046.45
MTG EXP & SUPPLIES	0.00	0.00	0.00	0.00	233.35	(233.35)
CONTRIBUTIONS	0.00	0.00	0.00	200.00	450.00	(250.00)
AUDIT	0.00	0.00	0.00	7,480.00	6,120.00	1,360.00
ADVERTISING/PUBLICITY	315.40	241.10	74.30	3,010.20	7,275.22	(4,265.02)
MEMBERSHIP & DUES	0.00	0.00	0.00	4,137.39	4,685.03	(547.64)
AUTO TRUCK EXPENSE	0.00	0.00	0.00	979.38	729.98	249.40
LARGE EQUIPMENT REPAIRS	1,053.90	0.00	1,053.90	1,548.16	365.68	1,182.48
EQUIPMENT REPAIRS	0.00	0.00	0.00	289.86	0.00	289.86
IRRIGATION SYSTEM REPAIRS	75.87	0.00	75.87	1,648.71	1,770.22	(121.51)
FERTILIZER AND SEED	2,727.45	0.00	2,727.45	9,830.86	7,209.79	2,621.07
GASOLINE, OIL, TIRES	52.68	0.00	52.68	2,949.83	3,871.00	(921.17)
PLANT & BUILDING	1,376.21	1,209.23	166.98	15,740.66	16,625.01	(884.35)
TOOLS & SUPPLIES	(71.01)	38.74	(109.75)	1,120.11	2,916.63	(1,796.52)
GRAVE LINERS & VAULTS	7,345.80	1,507.00	5,838.80	26,537.48	20,194.56	6,342.92
GRAVE VASES	0.00	725.77	(725.77)	2,807.82	2,838.83	(31.01)
CONTRACT TREE/GARDEN MAINTNCE	19,748.00	19,748.00	0.00	177,214.42	177,626.15	(411.73)
CONTRACT BURIALS	522.00	0.00	522.00	6,786.00	4,524.00	2,262.00
SECURITY CAMERA EXPENSE	138.00	138.00	0.00	1,380.00	1,559.85	(179.85)
DMP GROUNDS SECURITY	725.00	725.00	0.00	7,250.00	7,250.00	0.00
TOTAL EXPENSES	(90,722.85)	(59,344.48)	(31,378.37)	(787,192.13)	(773,922.16)	(13,269.97)
NET CHANGE FROM OPERATIONS	(6,398.34)	5,018.71	(11,417.05)	(59,117.46)	(143,605.97)	84,488.51
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	850.00	0.00	850.00	2,456,325.00	40,000.00	2,416,325.00
REVENUE TRANSFER OUT	0.00	0.00	0.00	2,425,000.00	0.00	2,425,000.00
TOTAL OTHER REVENUE & EXPENSE	850.00	0.00	850.00	31,325.00	40,000.00	(8,675.00)
NET CHANGE	(5,548.34)	5,018.71	(10,567.05)	(27,792.46)	(103,605.97)	75,813.51

**PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE TEN MONTHS ENDING APRIL 30, 2018**

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
REVENUE						
OPEN AND CLOSE	33,380.00	25,735.00	7,645.00	252,265.00	308,820.00	(56,555.00)
MISC SPECIAL SET-UP	0.00	133.34	(133.34)	2,000.00	1,600.00	400.00
RETURNED CHECK BANK CHARGE	0.00	4.17	(4.17)	50.00	50.00	0.00
INTEREST RECEIVED	1.26	1.67	(0.41)	125.07	20.00	105.07
LAND LEASE	5,265.79	5,265.92	(0.13)	52,657.90	63,191.00	(10,533.10)
CREDIT CARD CONVEN FEE	236.91	516.67	(279.76)	3,432.39	6,200.00	(2,767.61)
SAT INTERMENT SURCHARGE	500.00	1,302.09	(802.09)	11,950.00	15,625.00	(3,675.00)
SUN INTERMENT SURCHARGE	1,025.00	1,091.67	(66.67)	8,375.00	13,100.00	(4,725.00)
WITNESS GRAVE CLOSING	950.00	970.84	(20.84)	8,800.00	11,650.00	(2,850.00)
TAX COLLECTIONS	14,752.84	25,247.59	(10,494.75)	186,528.67	302,971.00	(116,442.33)
VAULTS	1,100.00	1,563.75	(463.75)	7,950.00	18,765.00	(10,815.00)
CREMATION VAULTS	720.00	0.00	720.00	3,535.00	0.00	3,535.00
LINERS	2,680.00	1,702.92	977.08	19,005.00	20,435.00	(1,430.00)
GRAVE VASES	1,005.00	848.75	156.25	6,913.75	10,185.00	(3,271.25)
MEMORIAL WALL INCOME	0.00	16.67	(16.67)	0.00	200.00	(200.00)
ENR SURCHARGE	6,165.00	3,748.34	2,416.66	37,665.00	44,980.00	(7,315.00)
LOT TRANSFERS	0.00	291.67	(291.67)	900.00	3,500.00	(2,600.00)
COUNTY INTEREST INCOME	47.71	14.34	33.37	492.65	172.00	320.65
HANDLING FEE	10,835.00	8,292.50	2,542.50	77,964.24	99,510.00	(21,545.76)
PRENEED CONTRACT SERVICE CHG	1,300.00	875.00	425.00	9,600.00	10,500.00	(900.00)
VASE/HDSTN SET & CLEAN	4,360.00	3,861.67	498.33	37,865.00	46,340.00	(8,475.00)
NICHE SHUTTER CLEAN-REPAINT	0.00	8.34	(8.34)	0.00	100.00	(100.00)
TOTAL REVENUE	84,324.51	81,492.91	2,831.60	728,074.67	977,914.00	(249,839.33)
EXPENSES						
REGULAR SALARIES	28,983.98	25,761.75	3,222.23	245,946.32	309,141.00	(63,194.68)
BOT BOARD MEETINGS	897.95	1,122.42	(224.47)	10,775.40	13,469.00	(2,693.60)
BOT CONFERENCES	0.00	333.34	(333.34)	358.81	4,000.00	(3,641.19)
BOT TRAVEL & EXPENSES	0.00	375.00	(375.00)	0.00	4,500.00	(4,500.00)
TEMPORARY HELP	0.00	333.34	(333.34)	0.00	4,000.00	(4,000.00)
RETIREMENT/PENSION	4,217.43	1,722.92	2,494.51	17,093.78	20,675.00	(3,581.22)
FICA	1,842.88	1,646.34	196.54	15,808.90	19,756.00	(3,947.10)
MEDICARE	431.00	347.75	83.25	3,697.25	4,173.00	(475.75)
EMPLOYEE GROUP INSURANCE	5,346.10	6,327.34	(981.24)	55,042.85	75,928.00	(20,885.15)
RETIREE GROUP INSURANCE	1,146.90	0.00	1,146.90	11,190.80	0.00	11,190.80
UNEMPLOYMENT INSURANCE	55.67	282.92	(227.25)	2,838.07	3,395.00	(556.93)
WORKERS COMP INSURANCE	705.42	733.84	(28.42)	6,880.62	8,806.00	(1,925.38)
OTHER FINANCING USES	0.00	0.00	0.00	4,889.33	0.00	4,889.33
ELECTRICITY	3,318.52	5,618.75	(2,300.23)	45,693.12	67,425.00	(21,731.88)
TELEPHONE	648.15	600.00	48.15	6,400.66	7,200.00	(799.34)
WATER	1,832.75	3,137.59	(1,304.84)	27,990.17	37,651.00	(9,660.83)
COMMUNITY OUTREACH	35.60	250.00	(214.40)	2,489.50	3,000.00	(510.50)
VISA-MASTER CHG FEES	890.71	633.34	257.37	6,263.46	7,600.00	(1,336.54)
RETURNED CHECK	0.00	4.17	(4.17)	0.00	50.00	(50.00)
COUNTY SERVICE CHARGE	71.30	25.00	46.30	852.54	300.00	552.54
EDUCATION	0.00	50.00	(50.00)	65.00	600.00	(535.00)
GENERAL INSURANCE	1,372.75	1,250.00	122.75	13,727.50	15,000.00	(1,272.50)
LEGAL	1,322.00	291.67	1,030.33	7,272.00	3,500.00	3,772.00
LOT REPURCHASE	1,190.00	541.67	648.33	9,215.00	6,500.00	2,715.00
OFFICE EXPENSE	1,112.72	1,333.34	(220.62)	15,206.93	16,000.00	(793.07)
TRAVEL & CONVENTION	1,291.72	916.67	375.05	5,463.36	11,000.00	(5,536.64)
UNIFORMS & SAFETY EQUIPMENT	0.00	58.34	(58.34)	1,119.88	700.00	419.88
MTG EXP & SUPPLIES	0.00	25.00	(25.00)	0.00	300.00	(300.00)
CONTRIBUTIONS	0.00	41.67	(41.67)	200.00	500.00	(300.00)
AUDIT	0.00	1,125.00	(1,125.00)	7,480.00	13,500.00	(6,020.00)
ADVERTISING/PUBLICITY	315.40	833.34	(517.94)	3,010.20	10,000.00	(6,989.80)
MEMBERSHIP & DUES	0.00	383.34	(383.34)	4,137.39	4,600.00	(462.61)
AUTO TRUCK EXPENSE	0.00	291.67	(291.67)	979.38	3,500.00	(2,520.62)
LARGE EQUIPMENT REPAIRS	1,053.90	166.67	887.23	1,548.16	2,000.00	(451.84)
EQUIPMENT REPAIRS	0.00	41.67	(41.67)	289.86	500.00	(210.14)
IRRIGATION SYSTEM REPAIRS	75.87	833.34	(757.47)	1,648.71	10,000.00	(8,351.29)
FERTILIZER AND SEED	2,727.45	895.84	1,831.61	9,830.86	10,750.00	(919.14)
GASOLINE, OIL, TIRES	52.68	458.34	(405.66)	2,949.83	5,500.00	(2,550.17)
PLANT & BUILDING	1,376.21	1,666.67	(290.46)	15,740.66	20,000.00	(4,259.34)
ROAD MAINTENANCE	0.00	166.67	(166.67)	0.00	2,000.00	(2,000.00)
TOOLS & SUPPLIES	(71.01)	100.00	(171.01)	1,120.11	1,200.00	(79.89)
GRAVE LINERS & VAULTS	7,345.80	2,932.92	4,412.88	26,537.48	35,195.00	(8,657.52)
GRAVE VASES	0.00	425.00	(425.00)	2,807.82	5,100.00	(2,292.18)
CONTRACT TREE/GARDEN MAINTNCE	19,748.00	19,748.00	0.00	177,214.42	236,976.00	(59,761.58)
CONTRACT BURIALS	522.00	954.59	(432.59)	6,786.00	11,455.00	(4,669.00)
SECURITY CAMERA EXPENSE	138.00	212.50	(74.50)	1,380.00	2,550.00	(1,170.00)
DMP GROUNDS SECURITY	725.00	675.00	50.00	7,250.00	8,100.00	(850.00)
TOTAL EXPENSES	90,722.85	85,674.73	5,048.12	787,192.13	1,028,095.00	(240,902.87)
NET CHANGE FROM OPERATIONS	(6,398.34)	(4,181.82)	(2,216.52)	(59,117.46)	(50,181.00)	(8,936.46)
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	850.00	4,181.82	(3,331.82)	2,456,325.00	50,181.00	2,406,144.00
REVENUE TRANSFER OUT	0.00	0.00	0.00	2,425,000.00	0.00	2,425,000.00
TOTAL OTHER REVENUE & EXPENSES	850.00	4,181.82	(3,331.82)	31,325.00	50,181.00	(18,856.00)
NET CHANGE	(5,548.34)	0.00	(5,548.34)	(27,792.46)	0.00	(27,792.46)

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE TEN MONTHS ENDING APRIL 30, 2018**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	29,205.00	18,000.00	11,205.00	188,925.00	163,420.00	25,505.00
CURRENT INTEREST & DIVIDENDS	707.39	158.36	549.03	8,364.15	7,116.53	1,247.62
COUNTY INTEREST INCOME	59.96	130.49	(70.53)	2,263.56	2,219.03	44.53
GAIN/INVEST FAIR VALUE INCREAS	(2,085.44)	5,029.33	(7,114.77)	(15,834.66)	797.66	(16,632.32)
TOTAL REVENUE	27,886.91	23,318.18	4,568.73	183,718.05	173,553.22	10,164.83
	27,886.91	23,318.18	4,568.73	183,718.05	173,553.22	10,164.83
EXPENSES						
INVESTMENT ADVISOR FEES	(21.61)	(9.91)	(11.70)	2,317.32	1,975.17	342.15
COUNTY SERVICE CHARGE	0.00	2.72	(2.72)	5.44	5.78	(0.34)
TOTAL EXPENSES	21.61	7.19	14.42	(2,322.76)	(1,980.95)	(341.81)
NET CHANGE FROM OPERATIONS	27,908.52	23,325.37	4,583.15	181,395.29	171,572.27	9,823.02
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	(14,710.00)	(5,180.00)	(9,530.00)	(25,305.00)	(11,640.00)	(13,665.00)
REVENUE TRANSFER OUT	0.00	0.00	0.00	30,000.00	40,000.00	(10,000.00)
TOTAL OTHER REVENUE & EXPENSE	(14,710.00)	(5,180.00)	(9,530.00)	4,695.00	28,360.00	(23,665.00)
NET CHANGE	42,618.52	28,505.37	14,113.15	176,700.29	143,212.27	33,488.02

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE TEN MONTHS ENDING APRIL 30, 2018**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	0.00	0.00	1,750.00	970.00	780.00
ENDOWMENT CARE DEPOSITS	23,888.50	17,066.06	6,822.44	157,699.16	120,192.24	37,506.92
CURRENT INTEREST & DIVIDENDS	0.00	1,428.06	(1,428.06)	33,571.24	28,168.85	5,402.39
COUNTY INTEREST INCOME	209.11	410.57	(201.46)	9,220.48	5,392.92	3,827.56
GAIN/INVEST FAIR VALUE INCREAS	0.00	9,045.72	(9,045.72)	(35,973.55)	(34,945.61)	(1,027.94)
TOTAL REVENUE	24,097.61	27,950.41	(3,852.80)	166,267.33	119,778.40	46,488.93
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	(17.72)	17.72	15,754.22	13,864.63	1,889.59
TOTAL EXPENSES	0.00	(17.72)	17.72	15,754.22	13,864.63	1,889.59
NET CHANGE	24,097.61	27,968.13	(3,870.52)	150,513.11	105,913.77	44,599.34

**PRENEED FUND
INCOME STATEMENT
FOR THE TEN MONTHS ENDING APRIL 30, 2018**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	14,473.25	13,810.66	662.59	128,752.21	102,443.09	26,309.12
CURRENT DEFERRED REVENUE	13,200.80	9,986.34	3,214.46	134,711.76	106,801.47	27,910.29
CURRENT INTEREST & DIVIDENDS	1,072.82	296.38	776.44	11,864.20	9,055.56	2,808.64
COUNTY INTEREST INCOME	142.62	228.04	(85.42)	7,118.76	2,879.79	4,238.97
GAIN/INVEST FAIR VALUE INCREAS	(3,205.47)	4,868.07	(8,073.54)	(26,023.65)	(72.52)	(25,951.13)
TOTAL REVENUE	25,684.02	29,189.49	(3,505.47)	256,423.28	221,107.39	35,315.89
EXPENSES						
INVESTMENT FEES	1,598.94	(23.58)	1,622.52	3,532.45	3,050.78	481.67
COUNTY SERVICE CHARGES	0.00	0.00	0.00	1.02	200.06	(199.04)
LOSS ON TRANSFER (INTER COSTS)	2,766.74	1,337.22	1,429.52	7,870.19	5,605.04	2,265.15
SALES TRANSFR OUT (CURRENT YR)	0.00	1,380.00	(1,380.00)	0.00	1,380.00	(1,380.00)
SALES TRANSFR OUT (PRIOR YR)	15,560.00	3,800.00	11,760.00	26,155.00	10,260.00	15,895.00
TOTAL EXPENSES	19,925.68	6,493.64	13,432.04	37,558.66	20,495.88	17,062.78
NET CHANGE	5,758.34	22,695.85	(16,937.51)	218,864.62	200,611.51	18,253.11

No Recording Fees
Required Per
Government Code
Section 27383

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

COACHELLA VALLEY WATER DISTRICT
Post Office Box 1058
Coachella, California 92236

APN 670-130-016
670-230-019

(Space above this line is for Recorder's Use)

File 0643.3
0001.3
0655.

WATER PRODUCTION METERING AGREEMENT

THIS WATER PRODUCTION METERING AGREEMENT is made this _____ day of _____, 20____, by and between the COACHELLA VALLEY WATER DISTRICT (District), a public agency, and Palm Springs Cemetery District (“Producer”).

Recitals

- A. District is a California public agency, organized and existing under Section 30000, et seq., of the California Water Code.
- B. Producer is the owner of, or has an interest in, certain real property within the District’s boundaries; said property is described on the attached Exhibit “A” and is referred to hereafter as the (“Property”).
- C. Certain groundwater basins within the District, including the basin underlying the Property, are in a state of overdraft. The District has adopted a Water Management Plan for the purpose of, among other things, reducing or eliminating overdraft through several programs, including replenishing or replacing the groundwater pumped through groundwater recharge with imported water using funds raised through an assessment on the production of groundwater.
- D. It is in the interests of each of the Parties to this Agreement that overdraft of the basin underlying the property be eliminated.
- E. The District is authorized by California Water Code sections 31630 – 31639 to place water-measurement devices on wells or other water producing facilities and to levy and collect water replenishment assessments on water production.

F. Producer is extracting groundwater from a well, wells or other water production facilities (“Well(s)”) on the Property; the identity of each such Well on the Property is shown on the attached Exhibit “B.”

G. The Parties desire to provide for the metering of each Well that is not already metered, to measure water production by one of the following methods:

(1) Installation of a water-measurement device (“Water Meter”) in the Well. The Water Meter(s) shall be funded by the Producer and installed in accordance with the District’s Standard Specifications for the Construction of Well Head Meter Assemblies. The District will assume the ownership, maintenance, replacement and reading of the Water Meter(s) after installation.

(2) Through the use of an existing dedicated electrical power supply consumption metering device (“Power Meter”) for the Well. A Pumping System Efficiency Test funded by the Producer shall be completed prior to implementing this method and annually thereafter by a qualified technician approved by the District to ensure accurate conversion of electric power consumption to water production.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Use of Existing Water Meters by the District. An existing Water Meter that is affixed to a Well located on the Property and capable of measuring and registering the accumulated amount of water produced may be used to report water production. The District will evaluate the Water Meter’s ability to measure water production and suitable location and will perform a Pumping System Efficiency Test funded by the Producer to confirm accurate measurement of the water production. If the existing Water Meter is unable to accurately measure and register the accumulated amount of water produced by the Well, the Producer shall have the existing Water Meter repaired and tested to confirm accurate measurement of the water production or install a new Water Meter as described in Recitals, Paragraph G (1) above.

2. Installation of Water Meter for New Facilities. The Producer shall install a Water Meter in accordance with the District’s Standard Specifications for the Construction of Well Head Meter Assemblies on any new or replacement Well that is constructed on the Property by Producer. Producer shall notify District when Producer has completed a new or replacement Well so that the District can evaluate the Water Meter’s ability to measure water production before the Well is placed in service.

3. Other Properties or After Acquisition Properties. Producer shall notify the District of other properties in which the producer has an interest and contains a producing Well within the District's boundaries and shall notify the District after the acquisition of property containing a producing Well within the District's boundaries after the date of this agreement.
4. Ingress and Egress. Producer hereby grants to the District an irrevocable license for ingress and egress across the property for the purpose of installing, maintaining, repairing, replacing, and/or reading each Water Meter or Power Meter on the Property and shall make provision for access by District representatives through locked gates or facilities.
5. Site Conditions and Safety. Producer shall maintain each Well in a safe and accessible condition, as required under local, state and federal regulations. This shall include but not be limited to provision of ventilation in enclosed spaces, providing safe access to vaults, and protecting personnel from unsafe conditions, which could be caused by electrical and mechanical equipment. In the event that Producer fails to maintain each Well in a safe and accessible condition, Producer hereby agrees that District may take such safety measures as may be necessary at Producer's expense, including but not limited to performing repairs to equipment or estimating production as provided in Paragraph 6, below.
6. Modifications.
 - A. Addition of Newly Drilled or Rehabilitated Wells. Producer shall have the right to construct and develop additional wells not mentioned in this agreement, but shall first notify the District so a revised agreement can be executed. Any newly drilled wells will be permitted by Riverside County Department of Environmental Health. Producer shall also have the right to rehabilitate existing inactive wells not included in this agreement, but shall first notify the District so a revised agreement can be executed. Groundwater produced from newly drilled or rehabilitated wells not included in this agreement are subject to reporting provisions provided in Sections 31630-31639 of the California Water Code.
 - B. Changes to Well Pump or Piping. Producer shall have the right to change or modify any pump or piping connected to a Well on the Property but shall first notify the District, if the changes or modifications will require that the Water

Meter be moved or its connections modified. Any modifications shall be in accordance with the District's Standard Specifications for the Construction of Well Head Meter Assemblies. The District will evaluate the Water Meter's ability to measure water production and suitable location and may perform a Pumping System Efficiency Test funded by the Producer to confirm accurate measurement of the water production after the modifications are completed.

C. No By-Pass. Producer shall not by-pass the Water Meter or Power Meter or take any action which would affect the accuracy of the Water Meter or Power Meter readings. The penalty for violation of this provision shall be in accordance with Section 31638.5 of the California Water Code.

7. Reading Water Meters and Power Meters. The District shall read each Water Meter or Power Meter on a monthly basis and shall mail to Producer a statement each month showing the amount of water produced during the preceding month and the amount of the replenishment assessment due. Producer shall pay the amount then due within thirty (30) days of the date of mailing of the statement. Delinquent amounts shall bear interest at the rate of one percent (1%) per month.

8. Estimating Production

A. Alternative Methods. In the event water production for a Well cannot be determined by one of the two methods given in Recital G, the production shall be estimated using one or more of the following alternative methods:

- (1) Consumptive use/Evapotranspiration method;
- (2) Historic water production data related to that particular Well; and
- (3) Any other standard method.

B. Notice of Estimate, Protest and Hearing. If the District estimates production, it shall clearly state in the monthly statement that the assessment is based on estimated production rather than on actual Water Meter readings or Power Meter readings and shall describe the method used to estimate the production. The estimate shall be binding on Producer unless Producer files a written protest within fifteen (15) days of the date of mailing of the statement. The protest shall state the grounds for the protest and shall include any supporting data and documentation. The District shall hold a hearing to consider a protest within twenty (20) days of receipt of the protest, provided that Producer is given at least ten (10) days' notice of the time and place of hearing. At the hearing, the

District's Hearing Officer, appointed by the General Manager, shall consider all information submitted by the Producer and by District staff and shall make a written determination of (1) the production that is to be used to calculate the assessment, and (2) the amount of the assessment. The determination shall be made within ten (10) days after the close of the hearing, and notice thereof shall be promptly mailed to Producer. Producer shall pay the assessment within twenty (20) days of the date of mailing of said determination.

9. Pumping System Efficiency Tests. The District at its expense may perform periodically a Pumping System Efficiency Test to confirm the Producer's ability to accurately measure the water production by each Well.
10. Well Records. In the event that the District finds it necessary to obtain records, data, reports and other data relating to a Well on the Property, Producer shall provide the requested information to District within twenty (20) days after the date of a written request for same. All information and documentation received by the District, pursuant to this paragraph, shall be treated as confidential by the District, to the extent permitted by law.
11. Power Records. Producer hereby authorizes District obtain information relating to energy/electrical power consumption for each Well on the Property from the agency or company providing the electricity or energy.
12. Agreement as Covenant Running With the Land. This Agreement and the covenants contained herein shall be binding upon and run with the Property and shall pass to and be binding upon Producer's successors in interest to the Property. Each contract, lease, deed or other instrument transferring the Property or an interest therein, shall conclusively be held to have been given, executed, delivered and accepted subject to this Agreement.
13. Notice of Sale or Transfer of Property. Producer shall provide the District with written notice within ten (10) days after Producer has agreed to sell, give, donate, lease, or otherwise transfer the property to a third party. The written notice shall include the following:
 - A. Name and address of the proposed transferee;
 - B. Name and address of the escrow company handling the transaction, if any;
 - C. Date of close of escrow or effective date of transfer; and
 - D. Name and address of title company issuing any title policy.

Producer authorizes the District to examine and copy any records concerning the sale, lease or transfer of the Property.

14. Further Acts to Carry Out Agreement. Each Party hereto agrees to perform any further act required to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.

15. Notices. All notices, requests and demands and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date personally served or within five (5) days after the date of mailing, if mailed, by first-class mail, registered or certified, and properly addressed to the address set forth below, or to any replacement address provided by that Party:

PLEASE ATTACH APPROPRIATE
NOTARIAL CERTIFICATES

PRODUCER: Palm Springs Cemetery District

By: _____

Print Name: _____

Title / Capacity: _____

Address: _____

PLEASE ATTACH APPROPRIATE
NOTARIAL CERTIFICATES

COACHELLA VALLEY WATER DISTRICT

By: _____
J. M. Barrett, General Manager

Address: P.O. Box 1058
Coachella, CA 92236

Rev. 1/11
CVWD-117

RESOLUTION NO. 8-2018

**A RESOLUTION OF THE PALM SPRINGS CEMETERY DISTRICT
BOARD OF TRUSTEES ADOPTING PAID LEAVE POLICIES**

WHEREAS, the Palm Springs Cemetery District (the "District") is a special district duly organized and existing under and by virtue of the California Public Cemetery District Law, codified in Health and Safety Code Sections 9000 *et seq.*; and

WHEREAS, Health and Safety Code Section 9020 provides that the Board of Trustees (the "Board") shall serve as the legislative body of District, govern the District, and establish policies for the operation of the District; and

WHEREAS, the District's Employee Handbook is intended to aid new and current employees in understanding the District's employee policies, procedures, and benefits; and

WHEREAS, the District's Employee Handbook also serves to educate supervisors and managers about the District's employee policies, procedures, and benefits and are a ready resource to use in addressing employees' questions and/or concerns about the application certain policies, procedures, and benefits; and

WHEREAS, the District's Employee Handbook sets forth the uniform application of policies and procedures which promotes consistency of treatment of the District's employees; and

WHEREAS, the District's Employee Handbook should be periodically reviewed and revised as circumstances warrant, such as when state or federal employment law has changed, the District's operations have changed or some provisions have not worked out well from a practicable perspective; and

WHEREAS, the District Manager and General Legal Counsel recently reviewed the Employee Handbook and recommend certain changes to the District's paid leave policies for certain legal and practicable reasons.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Palm Springs Cemetery District as follows:

Section 1. Recitals.

That the Recitals set forth above are true and correct.

Section 2. Adoption of Paid Leave Policies.

That the following paid leave policies are hereby adopted:

Vacation Leave

A full-time employee is entitled to use paid vacation leave only after the anniversary date of his/her first full year of continuous full-time employment with the District. Part-time, hourly, temporary and seasonal employees are not entitled to paid vacation leave.

The rate of pay for paid vacation leave for a full-time employee shall be the same as the employee's regular rate of pay for the workweek in which the paid vacation leave is taken. Authorized used paid vacation leave will be paid in the next regular payroll period after the authorized paid vacation leave was taken. Employees shall not be entitled to any advancements of paid vacation leave prior to the time such paid vacation leave is duly earned pursuant to this policy.

Commencing on the date of completion of an employee's first six work months of continuous full-time employment with the District, the employee shall earn paid vacation leave for each work week in which the employee works a full-time eight hour work day each day, pursuant to the following schedule:

Years of Service	Hours Accrued Monthly	Days Per Year
6 months through 5th Year	8	12
6 th Years through 10 th Year	10	15
11 th Year	12.67	19
12 th Year through Separation	13.34	20

If an employee has accumulated 160 work hours (20 workdays) of unused paid vacation leave pursuant to this policy for any given year, the employee shall not be entitled to earn any paid vacation leave for that year, until such time the employee reduces his/her total accumulated unused paid vacation leave below the 160 work hours (20 workdays) maximum accumulated limit. At no time shall an employee be entitled to any retroactive paid vacation leave after reducing his/her hours below the maximum accumulated limit.

Employees must use paid vacation leave in minimum increments of one work hour. Employees are required to use at least 40 work hours (one workweek) but not more than 120 work hours (three workweeks) of paid vacation leave during any given year of employment, unless otherwise approved by the District Manager under special circumstances and provided that the additional vacation leave will not disrupt the general business operations of the District.

Employees may carry over a maximum of 24 work hours (three workdays) of unused earned paid vacation leave to the following year of employment provided that the amount of accumulated unused paid vacation leave during that following year will not exceed 160 work hours (20 workdays). Any unused earned vacation leave that is not carried over to the following year is compensable at the end of each year of employment. After accumulating 160 work hours (20 workdays) of unused paid vacation leave, the employee shall not be entitled to earn any paid vacation leave for that year, until such time the employee reduces his/her total accumulated unused paid vacation

leave below the 160 work hours (20 workdays) maximum accumulated limit. At no time shall an employee be entitled to any retroactive paid vacation leave after reducing his/her hours below the maximum accumulated limit.

Requests to use paid vacation leave shall be made in writing and submitted to the District Manager at least 14 calendar days in advance of the employee's scheduled vacation. The District Manager may waive the 14 calendar days advance notice under special circumstances, provided that the reduced notice time does will result in the disruption of the general business operations of the District.

The District Manager shall approve written requests for vacation based on seniority by December 31. In addition, a request to use paid vacation leave may be denied for the following reasons: (a) the request was not submitted in a timely manner as set forth in this policy; (b) the vacation leave requested will overlap with the vacation plans or other personal time off plans submitted previously by another employee; (c) there will be insufficient employee coverage during the vacation leave requested; (d) the employee lacks enough earned vacation leave to cover the amount of vacation leave requested; (e) the employee has taken 30 or more working days off during the current year of employment for other purposes; or (f) part of the paid vacation leave requested falls within three days of a paid holiday.

The rate of pay for the final payment of unused earned paid vacation leave for an employee shall be the same as the employee's regular rate of pay for the workweek at the time of the employee's separation or termination of employment with the District.

Holiday Leave

A full-time employee is eligible to receive paid holiday leave only after the anniversary date of his/her first six months of continuous full-time employment with the District. Part-time, temporary and seasonal employees are not entitled to paid holiday leave.

The rate of pay for paid holiday leave shall be the same as the employee's regular rate of pay for the workday the paid holiday leave is taken. Non-exempt employees must work on their scheduled workdays before and after a holiday in order to be entitled to holiday pay for the subject holiday, unless otherwise approved by the District Manager. An employee whose last day of employment with the District precedes the day of a paid holiday shall not be entitled to compensation for any subsequent paid holiday. Authorized used paid holiday leave will be paid in the next regular payroll period after the authorized paid holiday leave was taken. An employee shall not be entitled to any advancements of paid holiday leave prior to the day of the subject holiday. Holiday pay shall not be considered earned income like vacation leave.

Paid holidays include the following:

Holiday	Paid Day Off ⁽ⁱ⁾
New Year's Day	January 1 ⁽ⁱⁱ⁾
Martin Luther King Jr.'s Day	Third Monday in January
Presidents' Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 ⁽ⁱⁱ⁾
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas	December 25 ⁽ⁱⁱ⁾

⁽ⁱ⁾ An employee is entitled to compensation for the paid holiday even if the holiday falls on a day during the employee's vacation period.

⁽ⁱⁱ⁾ If the holiday falls on a Saturday, the preceding Friday shall be recognized as the paid day off for the subject holiday. If the holiday falls on a Sunday, the following Monday shall be recognized as the paid day off for the subject holiday.

An employee may be required to work on holidays. Work on a holiday shall be paid at a rate 1 ½ times the employee's regular rate of pay. Employee shall not be entitled to the payment of any additional overtime pay or other premium pay for working on a holiday, unless the time the employee works on the holiday exceeds 12 hours or is in excess of 8 hours on the seventh consecutive day of work in a workweek, which would entitle the employee to be compensated at a rate twice the employee's regular rate of pay.

Sick Leave

Applicability. This sick leave policy applies to all part-time, hourly, temporary, seasonal, exempt and non-exempt employees.

Purposes. Paid sick leave may be used for diagnosis, care or treatment of an existing health condition of, or preventive care for the employee. Employees may also use paid sick leave to care for the employee's child, parent (including parent-in-law), spouse, registered domestic partner, grandparent, grandchild or sibling. Paid sick leave may also be used by an employee who is the victim of domestic violence, sexual assault or stalking.

Commencement. An employee is only entitled to use paid sick leave beginning on his/her 90th day of employment.

Minimum Use. Employees shall use a minimum of at least one work hour of paid sick leave at a time.

Limit. Employees may not use more than 96 work hours (12 work days) of paid sick leave in any given year.

Process. Employees shall make a verbal or written request to use paid sick leave as soon as practicable. If the employee's need to use paid sick leave is foreseeable in the future, the employee shall provide the District Manager with reasonable advance notice. No medical certification or doctor's note is required to verify an employee's request to use paid sick leave.

Rate of Pay. The rate of pay for paid sick leave for an employee shall be the same as the employee's regular rate of pay for the workweek in which the paid sick leave is taken.

Payment. Authorized used paid sick leave will be paid in the next regular payroll period after the authorized paid sick leave was taken. Employees shall be entitled to payment of any accumulated unused paid sick leave upon termination/separation of employment with the District.

Annual Accrual Rate. Commencing on the first day of employment, employees shall accrue 8 working hours (one day) per month per year of employment, provided that the employee has not accumulated 96 work hours (twelve work days) or more of unused paid sick leave for the given year.

Carryover. Employees may carry over any unused paid sick leave to the following year of employment provided that the amount of accumulated unused paid sick leave during that following year will not exceed 96 work hours (twelve work days). After accumulating 96 work hours (twelve work days) of unused paid sick leave during any given year, the employee shall not be entitled to accrue any additional paid sick leave for that year, unless the employee reduces his/her total accumulated unused paid sick leave at or below the 96 work hours (twelve work days) maximum accumulated limit.

Bereavement Leave

In the event of a death in the immediate family of an employee or the employee's spouse, domestic partner or significant other, the employee will be provided up to three (3) consecutive working days off with pay to attend to any matters related to the death. For purposes of this policy, immediate family includes a spouse, domestic partner, significant other, parent, grandparent, grandchild, child, sibling, blood relative living with the employee, stepparents, step grandparents and stepsiblings. A one-day leave with pay will be provided in the event of the death of an aunt, uncle, niece, nephew, or cousin.

The employee will be paid at his or her regular rate of pay at the time the bereavement leave is taken, upon providing satisfactory evidence to the District Manager to support the bereavement leave claim. If an employee requires more than three (3) days of bereavement leave, the employee may use unused personal time off and vacation leave, subject to the prior approval of the District Manager.

Birthday Leave

Commencing on the date of completion of an employee's first six months of continuous full-time employment with the District, an employee may take a single paid workday off for employee's birthday. Part-time, hourly, temporary and seasonal employees are not entitled to a paid birthday off.

An employee will be compensated for eight work hours (one workday) of paid time off at the employee's regular rate of pay for the workweek in which his or her birthday falls only if the employee takes his or her birthday off. The time off provided for birthdays shall not be treated as earned income; as such, employees shall not be entitled to be compensated for any birthday time off that is not used. Nor will an employee be entitled to any additional compensation solely because he or she chooses to work on his or her birthday.

Should the employee's birthday fall on a Saturday or Sunday the employee may take either the preceding Friday or the following Monday as birthday time off.

Birthday Time Off can be used in conjunction with vacation or personal time off with prior approval of the District Manager.

Employees may not carry over any unused birthday time off to the following year of employment.

Requests to take a paid birthday off pursuant to this policy shall be made in writing and submitted to the District Manager at least ten business days in advance of the employee's birthday.

A request to take a paid birthday off on the employee's actual birthday may be denied for any of the following reasons: (a) the request was not submitted in a timely manner as set forth in this section; (b) the employee has taken 30 or more working days off during the current year of employment for other purposes; (c) the date requested will overlap with the vacation plans or other personal time off plans submitted previously by another employee, in which case the employee may take off an alternative workday approved by the District Manager; or (d) there will be insufficient employee coverage on the employee's birthday, in which case the employee may take off an alternative workday approved by the District Manager.

Administrative Leave

Administrative leave which is a leave of absence with pay may be granted to exempt employees by the District Manager in recognition of work performed in excess of the employee's normal work hours and outside an employee's normal work schedule.

Paid Time Off (PTO) Leave

After completing the six (6) month probationary period with the District, a full-time employee is eligible to receive 32 work hours (4 workdays) Paid Time Off (PTO) leave on the first year anniversary of his or her employment with the District, and every annual

anniversary date thereafter. Part-time, temporary and seasonal employees are not entitled to PTO leave. The amount of PTO leave an employee may receive every annual anniversary date shall be equivalent to the difference be equivalent to the amount of accumulated PTO leave less 64 work hours (8 workdays), up to a maximum of 32 work hours (4 workdays).

PTO leave may be rolled over to the following year of employment, but the employee shall not accumulate more than 64 work hours (8 workdays) of PTO per any given year of employment. Upon reaching 64 work hours (8 workdays) of accumulated PTO, the employee shall not be eligible to receive any additional PTO leave.

The rate of pay for PTO for an eligible full-time employee shall be the same as the employee's regular rate of pay for the workweek in which the PTO leave is taken. Authorized used PTO leave will be paid in the next regular payroll period after the authorized PTO leave was taken. Employees shall not be entitled to any advancements of PTO pay.

Employees may not use more than 64 work hours (8 workdays) of PTO leave in any given year and PTO may not be used in conjunction with any other leave, unless otherwise provided in this Employment Handbook.

Jury Duty

If an employee is called to serve on jury duty, the employee shall notify the District Manager as soon as reasonably possible. All regular full-time employees will be paid their regular wages while on jury duty (less amounts received from other sources for the jury duty), up to a maximum of five (5) days each calendar year. Employees may use available vacation, personal leave, or any other compensatory time off to compensate for otherwise unpaid service as a juror in a court proceeding. However, in no case will the salary of an exempt employee be reduced for any week in which the employee works and also misses time to serve on a jury. Evidence of jury duty attendance must be presented to the District Manager.

Voting Time

An employee may take the necessary time off to vote in a statewide election. An employee is entitled to a maximum of two hours paid time off to vote, provided that the time taken to vote is within the first two hours or last two hours of the employee's regular work shift. If an employee knows or has reason to believe, on the third day before an election, that time off will be necessary to vote, the employee must give the District at least two working days' notice.

The District will post a notice of this provision at least ten (10) days before each statewide election.

Emergency Leave

Emergency leave with pay may be granted at discretion of the District Manager for an absence during local emergency situations such as extreme weather conditions,

fire, flood or other public safety threat that make it impossible, unsafe or unadvisable to travel to the employee's location of employment or to perform the employees essential duties of his or her job. Emergency leave with pay may also be granted at discretion of the District Manager for an absence due to the malfunction of District-owned machinery or equipment if they are essential to the performance of the employee's duties of his or her job. In addition, emergency leave with pay may be granted based upon the declaration of a "State of Emergency" or other emergency alert made by the proper authorities that make it impossible, unsafe or unadvisable to travel to the employee's location of employment or to perform the employee's essential duties of his or her job.

Unless otherwise provided by law, the maximum number of paid hours/days of emergency leave shall be limited to 40 working hours (5 working days) per year. Unused emergency leave may not be carried over to the following year, and unused emergency leave shall not be compensable upon termination or separation of employment.

Section 3. District Manager Authorization.

That the District Manager is authorized to place these policies in an organized manner in the District's Employee Handbook and to prepare any forms the District Manager, in consultation with General Legal Counsel, deem are necessary or convenient to administering or implementing any particular policy.

Section 4. Severability.

That the Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

Section 5. Repeal of Conflicting Provisions.

That all the provisions heretofore adopted by the Board of Trustees that are in conflict with the provisions of this Resolution are hereby repealed.

Section 6. Effective Date.

That this Resolution shall take effect immediately upon its adoption.

Section 7. Certification.

That the Secretary of the Board of Trustees shall certify to the passage and adoption of this resolution, enter the same in the book for original resolutions of the District, and make a minute of passage and adoption thereof in the records of the proceedings of the Board of Trustees, in the minutes of the meeting at which this resolution is passed and adopted.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Palm Springs Cemetery District at a regular meeting duly held on the 12th day of April 2018, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

William G. Kleindienst, Secretary

Jan Pye, Chairperson

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel