

**PALM SPRINGS CEMETERY DISTRICT  
MINUTES  
BOARD OF TRUSTEE MEETING**

**DATE:** September 10, 2015  
**TIME:** 2:00 P.M.  
**PLACE:** 31-705 Da Vall Drive, Cathedral City, CA 92234

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

1a. **WELCOME AND SWEARING IN NEW TRUSTEE** – Lynn T. Mallotto Ms. Mallotto thanked the Board for welcoming her. She stated that she has been a resident since 1979, worked for the City of Cathedral City for 18 years, retired in June 2012, then became CEO of the Cathedral City Chamber Commerce before retiring in of June 2015. She then spoke about that son, and said that she is thrilled to be on the Board.

**District Manager Jurasky sworn in Trustee Lynn T. Mallotto and welcomed her to the Board.**

2. **ROLL CALL**

Present: Jan Pye, Chair  
Lenny Pepper, Vice Chair  
John M. Lea, Secretary  
Jane Alcumbrac, Member  
Lynn T. Mallotto, Member

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

3. **PUBLIC COMMENTS** - None

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

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

6. **ADMINISTRATIVE CALENDAR** a. **New Assistant Office Accountant – Scott Vickrey** District Manager Jurasky introduced Scott to the Board.

b. **Steve Kirkpatrick, Owner/Kirkpatrick Landscaping Services, Inc. – Request for Contract Renewal and Compensation Increase** Mr. Kirkpatrick explained to the Board why he is requesting a compensation increase. Following a discussion District Manager was directed to place in on the October Agenda.

c. **District Investments General Overview & Update – Neal Wilson, Vice President Investments Union Banc** Neal Wilson stated that investments are currently down 2%, he explained the market value and stated that the overall annual decrease is closer to only 1%. He said that he has shifted some of the District funds into CD's for better rates.

Trustee Pye acknowledged that Trustee Mallotto understood the report from Neal Wilson, and asked for the Board's consent to appoint Trustee Mallotto to the investment committee. The Board consented to this, and Trustee Mallotto accepted. District Manager Jurasky stated that she would contact Trustee Mallotto to schedule a meeting to review the District investment fund accounts.

**6. ADMINISTRATIVE CALENDAR - continued**

- d. Review for Discussion and Approval – Revised Allocation of Funds for 2015-2016 Development Projects** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve the revised Allocation of Funds for 2015-2016 Development Projects. Trustee Pepper inquired about the new community center and new chapel that are part of future development, however weren't listed as projects. District Manager Jurasky explained that those projects are still part of future development, just not for 2015-2016. Trustee Pye requested that the chapel and community center be part of the mid-year budget review in February 2016. Motion carried, roll call 5-0. Alcumbrac, Lea, Mallotto, Pepper and Pye.
- e. Review for Discussion and Approval – 2015-2016 Proposed Revised Budget** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve the 2015-2016 Proposed Revised Budget Motion carried, roll call 5-0, Alcumbrac, Lea, Mallotto, Pepper and Pye.
- f. Administrative Policy on Release and Reproduction of District Records** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve the Administrative Policy on Release and Reproduction of District Records. Motion carried, vote 5-0. Alcumbrac, Lea, Mallotto, Pepper and Pye.
- g. Local Public Cemetery Districts Area Meeting – September 17, 2015 at Temecula Public Cemetery District in Temecula, CA** The Board approved Trustees, District Manager and selected Staff attendance at the Local Public Cemetery Districts Area Meeting on September 17, 2015 in Temecula, CA. Motion is to include all necessary expenses. Motion carried, roll call 5-0. Alcumbrac, Lea, Mallotto, Pepper and Pye.
- h. Discussion for Approval – District Manager Jurasky To Run for Re-election to the CAPC Board** Motion was made by Trustee Pepper, seconded by Trustee Lea to approve supporting District Manager Jurasky running for re-election to the CAPC Board. Motion carried, vote 5-0. Alcumbrac, Lea, Mallotto, Pepper and Pye.
- i. Desert Landscape Interment Site Design - Update** District Manager Jurasky reported that a meeting is scheduled on Monday, September 14<sup>th</sup> to review the third conceptual design. She stated that the design to date is not a point that she feels is appropriate to present to the Board. She also reported that Mike Fontana the project manager for the administration building has attended all prior meetings, and that he has been pointing out things that she would not have thought of, i.e. handicap r
- j. Da Vall Drive Entry Remodel – Update** District Manager Jurasky reported she is meeting with Tom Doczi on Tuesday, September 15<sup>th</sup> to review the structural engineering designs.
- k. Possible Pet Cemetery – Update** District Manager Jurasky reported that she has met with Senator Jeff Stone and he is in support of the pet cemetery and will do what he can to assist us. However, he would like for the District to have Supervisor John Benoit in support of it. She stated that she has also met with Supervisor Benoit, and he is supportive, and asked that the District send him a letter officially requesting his support. District Manager Jurasky reported that the letter has been sent, but she hasn't received a response.

7. **LEGISLATIVE** a. **Resolution 06-2015 (A), Board of Trustee Adopting Rules of Decorum & Brown Act Compliance Policy** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve Resolution 06-2015 (A), Board of Trustee Adopting Rules of Decorum & Brown Act Compliance Policy. Motion carried, vote 5-0. Alcumbrac, Lea, Mallotto, Pepper and Pye.

b. **Resolution 07-2015, 2015-2016 Revised Budget Adoption** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve the 2015-2016 Revised Budget. Motion carried, roll call 5-0. Alcumbrac, Lea, Mallotto, Pepper and Pye.

**Trustee Pye requested that Agenda item 12 be discussed as a separate board meeting.**

Following a discussion the meeting was scheduled for 11:30AM, Wednesday, September 16, 2015 at Bellatrix at the Classic Club. District Manager Jurasky was directed make arrangements and e-mail the Board when confirmed.

8. **BOARD DEVELOPMENT** – None

9. **PUBLIC HEARING CALENDAR** – None

10. **REPORTS** a. **Trustee Report** As a get acquainted for new Trustee Mallotto each Trustee shared a bit about who they are and what they do.

Trustee Pye said that she would like to make another appointment, and asked Trustee Alcumbrac if she would assume the position vacated by Trustee Stettler who resigned from the Board. Following a discussion Trust Alcumbrac accepted the appointment.

b. **Manager Report** – None

11. **FUTURE AGENDA ITEMS** a. **Discussion in 2015/2016 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

12. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** No closed session. These items will be addressed at the September 16, 2015 special board meeting.

a. **Conference with Labor Negotiators Regarding Unrepresented Employee Pursuant to Government Code Section 54954.5 (f).**

**Position:** District Manager

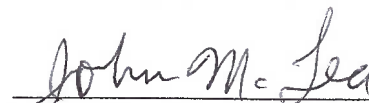
b. **Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)**

**Title:** District Manager

13. **CLOSED SESSION ANNOUNCEMENTS**

14. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:30 P.M. When confirmed: The next special board meeting is tentatively scheduled for 11:30 A.M., Wednesday, September 16, 2015 at Bellatrix at the Classic Club.

DATE: 10-7-15

  
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John M. Lea, Secretary