

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

**DATE:** November 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 2:01 P.M.

2. **ROLL CALL**

Present: Jan Pye, Chair  
Jane Alcumbrac, Member  
Lynn T. Mallotto, Member

Also Present: Kathleen Jurasky, District Manager  
Benjamin R. Jones, Quintanilla & Associates

Motion Trustee Pye, seconded by Trustee Alcumbrac to excused Trustee Lea who is on vacation, and Trustee Pepper who has a work commitment and is unable to attend. Motion carried, vote 3-0 Alcumbrac, Mallotto and Pye.

Absent: Trustee Lea and Trustee Pepper.

Excused: Lenny Pepper, Vice Chair  
John M. Lea, Secretary

3. **PUBLIC COMMENTS** - None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Alcumbrac, seconded by Trustee Mallotto to approve the Agenda as presented. Motion carried, vote 3-0 Alcumbrac, Mallotto and Pye. Absent: Trustee Lea and Trustee Pepper.

5. **CONSENT CALENDAR** Motion was made by Trustee Alcumbrac, seconded by Trustee Mallotto to approve the Consent Calendar as presented. Motion carried, roll call 3-0 Alcumbrac, Mallotto, and Pye. Absent: Trustee Lea and Trustee Pepper.

6. **ADMINISTRATIVE CALENDAR** a. **District Investments General Overview & Update – Neal Wilson, Vice President Investments Union Banc** Neal Wilson gave an overview of the District investments and stated that there are no significant changes from previous month. Following a discussion the report was received and filed.

Mr. Wilson stated that he has the necessary paperwork to transfer the District investments from Union Banc to National Planning. Following a discussion and Mr. Wilson explaining the content of the transfer documents the Trustees present agreed to sign. Mr. Wilson was directed to contact Trustees Lea and Pepper to obtain their signatures. When signatures are completed Mr. Wilson will provide the District with copies.

b. **Review for Discussion and Possible Approval Design Development, Construction Documents and Construction Phase Services Desert Landscape Interment Site – RGA Landscape Architects, Inc.** Following a review of the proposal and a discussion motion was made by Trustee Mallotto, seconded by Trustee Alcumbrac to approve the proposal from RGA Landscape Architects, Inc. amount of \$78,900.00. This expenditure is contingent on RGA providing the District with estimated installation and construction for budget analysis of the project. Motion carried, vote 3-0 Alcumbrac, Mallotto and Pye. Absent: Trustee Lea and Trustee Pepper.

**6. ADMINISTRATIVE CALENDAR - continued**

**c. Compensation Agreement – City of Desert Hot Springs Site #3 and Site #2** District Manager Jurasky stated that she would get attorney Quintanilla on a conference call to explain the agreement. Attorney Quintanilla via conference call explained the compensation agreement. Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Alcumbrac to approve execution of the compensation agreement. Motion carried, vote 3-0 Alcumbrac, Mallotto and Pye. Absent: Trustee Lea and Trustee Pepper.

**d. Authorized Signature List for Riverside County** Signature list was reviewed and signed by all Trustees present and the District Manager. District Manager Jurasky will obtain Trustees Lea and Pepper at a later date.

**e. Discussion for Possible Approval – Photo of Deceased and Additional Persons on Headstone** Following a discussion the Board approved amending the current policy to allow a photo(s) of the deceased and the family members if the deceased on the headstone. No more than two photos per headstone will be allowed. District Manager Jurasky was directed to prepare a resolution and place it on the December 2015 agenda.

**f. Dia de los Muertos-Day of the Dead Celebration November 1, 2015** District Manager Jurasky reported that the event was well attended and received wide spread media coverage. She stated the cemetery had an abundance of families on the grounds honoring their loved ones.

District Manager Jurasky also reported that the fund raising goal was \$10,000.00, and the final tally was \$12,000.00. She said that after expenses and reserving \$2,000.00 for next year's event the remaining balance would be given to the Well in the Desert in support of their food program.

She showed the Board an award that the committee will be presenting to the City of Cathedral City the event's title sponsor in appreciation of their support. Trustee Pye requested that the Board be notified when the presentation will take place so that she can attend.

**g. Da Vall Drive Entry Remodel – Update** District Manager Jurasky reported Tom Doczi, TKD & Associates and Mike Fontana are close to finalizing the estimated costs for construction and when she receives final costs this item will be place on a future agenda.

**h. Possible Pet Cemetery – Update** District Manager Jurasky reported that she hasn't received the letter of support from Supervisor Benoit's office. District Manager Jurasky that she will continue to follow up until it is received.

Following a discussion Ben Jones attorney from Q & A explained the process of establishing a non-profit corporation, how it would operate and the correlation between the District and the non-profit.

**7. LEGISLATIVE** **a. Resolution 09-2015, To Add Trustee Mallotto and Delete Stettler to/from Bank Signature Cards** Motion was made by Trustee Pye, seconded by Trustee Alcumbrac to approve Resolution 09-2015 adding Trustee Mallotto and removing Stettler to/from bank signature cards. Motion carried, vote 3-0 Alcumbrac, Mallotto and Pye. Absent: Trustee Lea and Trustee Pepper.

**8. BOARD DEVELOPMENT – None**

**9. PUBLIC HEARING CALENDAR – None**

**10. REPORTS** **a. Trustee Report** – Trustee Pye stated that she saw former trustee Stettler and told him that he was invited to the PSCD Annual Year-End Luncheon. She stated that he was pleased to have been invited and would attend.

**b. Manager Report** – District Manager Jurasky presented the Board with a draft of the pamphlet “Cemetery Drought Maintenance” and “Water Action Plan” that she is working on which discusses the drought and what the District is doing to conserve water. She also presented a draft of a newsletter that Stephanie Brown, Administrative Assistant produced and is working on.

**b. Manager Report – continued** Trustee Mallotto stated that this is wonderful because of all the plans the District has for expansion; desert landscape interment site, green burials and the pet cemetery. She stated that the materials are put together very well, and can be presented at city council meetings to demonstrate what the District is doing for community outreach, public relations and marketing.

District Manager Jurasky informed the Board of the Special District Leadership Academy Conference which is being held in January 24-27, 2016 in La Quinta. She stated that Trustee Mallotto is the only one that needs to take the governance training which is being offered that this conference. Following a discussion District Manager Jurasky was directed to find out if the other Trustees would need to take any additional training offered at the conference for District of Distinction reaccreditation.

District Manager Jurasky informed the Board of the sale of a grave site for immediate burial that should have been available, however an unidentified interment was in the grave location. Following a discussion District Manager Jurasky was directed to place this under closed session on the December 2015 agenda.

**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** – District Manager was excused from the meeting. Safe Harbor language was read by Trustee Pye, Chairperson Convened into Closed Session at 3:27 P.M.

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

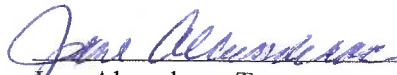
**Position:** District Manager

District Manager Jurasky returned to the meeting at 3:42 PM

**13. CLOSED SESSION ANNOUNCEMENTS** Returned to Open Session at 3:43 PM No reportable action

**14. ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:44 P.M. The next special board meeting is scheduled for 11:00 A.M., Thursday, December 10, 2015 at Spencer's Restaurant in Palm Springs, CA.

DATE: 12-10-15

  
Jane Alcumbrac, Treasurer