

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

**DATE:** December 10, 2015

**TIME:** 11:00 A.M.

**PLACE:** Spencer's Restaurant, 701 Baristo Road, Palm Springs, California

1. **CALL TO ORDER** The meeting was called to order by Chairperson Pye at 11:00 A.M.

2. **ROLL CALL**

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

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

3. **PUBLIC COMMENTS** – None

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

District Manager Jurasky requested a moment to address the Board before going into Closed Session. She stated that too often during our busy schedule we sometime forget to recognize and say thank you those who are instrumental in assuring that the District is successful. District Manager Jurasky thanked the Board for being open to and supportive of ideas such as a pet cemetery, desert landscape interment section and Dia de los Muertos/Day of the Dead.

She thanked attorney Steve Quintanilla for determining how the District could actually build a pet cemetery, for no legal fee increases since 1997 and constantly keeping her informed legal changes that affect the District.

She also thanked financial advisor Neal Wilson for safeguarding the District investment and waiving his commissions during the volatile market.

Neal Wilson was excused from the meeting at 11:03 A.M.

5. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – Safe Harbor language was read attorney Steve Quintanilla. Convened into Closed Session at 11:03 A.M.

a. **Government** code section 54956.9(d)(2) - conference with legal counsel - significant exposure to litigation

**Number of cases:** One

District Manager was excused from the meeting.

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

**Position:** District Manager

6. **CLOSED SESSION ANNOUNCEMENTS** Returned to Open Session at 11:37 A.M. District Manager Jurasky returned to the meeting. No reportable action.

7. **CONSENT CALENDAR** Due to the fact that Trustees Lea and Pepper were not at the November board meeting Trustee Pye requested that item 7a Minutes be approved separately. Motion was made by Trustee Pepper, seconded by Trustee Lea to approve items 7b and 7c on the Consent Calendar. Motion carried, roll call 5-0 Alcumbrac, Lea, Mallotto, Pepper and Pye.

Motion was made by Trustee Pye, seconded by Trustee Mallotto to approve item 7a on the Consent Calendar. Motion carried, roll call 3-0 Alcumbrac, Mallotto, and Pye. Abstained: Trustee Lea and Trustee Pepper.

8. **ADMINISTRATIVE CALENDAR** a. **Election of Officers** Trustee Pepper moved that Trustee Pye remain as Chairperson. Trustee Alcumbrac moved that the slate of officers remain the same except she nominated Trustee Mallotto for Treasurer. Nominations are as follows: Jan Pye, Chairperson, Lenny Pepper, Vice-Chairperson, John Lea, Secretary and Lynn Mallotto, Treasurer. Slate of officers was approved by vote 5-0 Alcumbrac, Lea, Mallotto, Pepper and Pye.

b. **District Investment General Overview & Update – Neal Wilson, C & N Financial** Neal Wilson reported that all the accounts have officially transferred over from Union Banc to C & N Financial. He stated that he doesn't anticipate any significant changes from previous month.

c. **PSCD Dump Truck – Replacement** District Manager Jurasky reported the District currently owns two dump trucks a 1994 and a 1995 which are starting to break down more often and she said that it is time for the District to purchase new dump trucks. She stated that she would be looking into purchasing through the State of California Department of General Services (DGS) Procurement Division as was done when the backhoe was purchased. She reported that she had done some pricing and that the dump truck retail cost is \$62,000.00 - \$65,000.00, and that the District budgeted \$50,000 for 2015-2016. However, purchasing through DGS the cost will be less than retail. District Manager Jurasky stated that she would bring this back to the Board when she has actual cost.

Neal Wilson asked what the District would do with the old trucks, and District Manager Jurasky stated that they would be sold as is and available to the general public.

d. **Da Vall Drive Entry Remodel & Ramon Road Exit – Update and Discussion** District Manager Jurasky reported that the estimated construction costs for the Da Vall Entry remodel are not complete.

District Manager Jurasky that she constantly thinks about the Ramon Road exit, which was the original entry, and that she has been doing some investigations at the city of Cathedral City to find out if Ramon Road can again be the main entry. She reported that she was advised by the city that a survey would need to be done for deceleration for the right turn. She said that before the District spends the \$85,000.00 to remodel the Da Vall entry she would like the Board's approval to contact Sanborn A/E, Inc. civil engineers to conduct the survey. Following a discussion District Manager Jurasky was directed to contact Sanborn A/E, Inc to conduct the survey.

e. **PSCD Grounds Supervisor Retirement After 22 Year 8 Months – Jesse Madrigal** District Manager Jurasky reported that Jesse Madrigal will officially retire December 31, 2015, and she would like to give him a catered retirement luncheon at the District office on Wednesday, December 30, 2015. She stated that the guest list would include his wife, vendors, mortuaries staff, city officials etc. and the cost would be under \$1,000.00. She said that she will prepare and distribute invitations. The Board agreed that the luncheon is a great idea.

f. **Employee Performance Appreciation Bonuses** District Manager Jurasky reported that she will be giving appreciation bonuses as follows: \$3,500.00 for Grounds Supervisor Madrigal (retiring), \$800.00 for Grounds man Reyna, \$600.00 for Office Accountant Clark and \$300.00 for Administrative Assistant Brown and \$50.00 for Assistant Office Accountant Vickrey. The report was received and filed.

**g. Possible Pet Cemetery – Update** District Manager Jurasky reported that she received the paperwork from attorney Steve Quintanilla to form a nonprofit for the pet cemetery and filing requires a name for the non-profit. She stated that she would like to use Palm Springs Cemetery District Pet Cemetery to get paperwork moving and then amend the filing when we have an official name. She further stated that the Board of Directors would be the current PSCD Board of Trustees. Trustee Pye suggested a seven member board of directors with the two additional people from the community who are involved with animals.

District Manager Jurasky also stated that it is her goal to raise private funds to build the cemetery, and have a student naming contest.

District Manager Jurasky said that she had discussed the District's five acre land donation to the non-profit with Mark Matthews, and he suggested the District designation five acres for the pet cemetery and donate 1-2 acres. This would give the District the flexibility to either donate or sell the remaining land to the non-profit.

**h. Desert Landscape Interment Site – Update** District Manager Jurasky stated that she is waiting on estimated construction costs from RGA Landscape Architects, Inc.

**9. LEGISLATIVE a. Resolution 10-2015, To Amend the Headstone Policy to Allow for Two Photographs to be on a Headstone** Motion was made by Trustee Pepper, seconded by Trustee Lea to approve Resolution 10-2015, to amend the headstone policy to allow for two photographs to be on a headstone as revised to read “ approved by District Manager or Designee of the District Manager”. Motion carried, vote 5-0 Alcumbrac, Lea, Mallotto, Pepper and Pye.

**10. BOARD DEVELOPMENT** – None

**11. PUBLIC HEARING CALENDAR** – None

**12. REPORTS a. Trustee Report** – Trustee Alcumbrac asked attorney Steve Quintanilla about trustee meeting compensation increases. Following a discussion District Manager Jurasky was directed to place this item on a future agenda after her and Trustee Mallotto, Treasurer have done a mid-year budget review.

**b. Manager Report** – District Manager Jurasky reported that there were only two landscape contractors at the job walk and only Kirkpatrick Landscaping Services, Inc. submitted a bid.

**13. 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

**d. Marketing** No action taken

**14. ADJOURNMENT** Meeting was adjourned by Trustee Pye at 12:03 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, January 14, 2016.

DATE: \_\_\_\_\_

1-14-16

  
John M. Lea, Secretary