

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

DATE: January 14, 2016
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.

2. **ROLL CALL** Present: Jan Pye, Chair
Lenny Pepper, Vice Chair
John M. Lea, Secretary
Lynn Mallotto, Treasurer
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager

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

6. **ADMINISTRATIVE CALENDAR** a. **District Investments General Overview & Update – Neal Wilson, C & N Financial** Neal Wilson presented bullet point information to highlight aspects of the District investment. He discussed the fiscal year-end June 2014 investments compared to fiscal year-end June 2015, and stated that they were down 2 1/2%. He presented the current investment numbers and stated that they are down only 1%, sighting an overall increase of 1 1/2%. Following a discussion the report was received and filed.

At 2:05 p.m. Trustee Pye had to excuse herself from the meeting and Trustee Pepper took to role of chair.

b. **CAPC Annual Conference March 17-19, 2015 in Monterey, CA** Motion was made by Trustee Mallotto, seconded by Trustee Lea to approve Trustees, District Manager and selected Staff attending the CAPC Annual Conference on March 17-19, 2016 in Monterey, CA. Motion is to include all necessary expenses. Motion carried, roll call 4-0. Alcumbrac, Lea, Mallotto and Pepper. Trustee Pye not present for vote.

At 2:10 p.m. Trustee Pye returned to the meeting.

c. **Da Vall Drive Entry Remodel & Ramon Road Exit – Update** District Manager reported that Allen Sanborn, Sanborn A/E, Inc. has been in discussion with the city of Cathedral City planning department. He stated that the City didn't object to the District using Ramon Road as the main entry; however they requested additional information before approving the change. Allen stated that they will be providing the City with the requested information, and will also provide the District with estimated construction costs.

d. **Pet Cemetery – Update** District Manager reported the paperwork has been completed, signed and filed for the Articles of Incorporation. Following a discussion Trustee Pye directed District Manager Jurasky to contact Leticia Lara RAP Foundation and request a copy of their Board of Directors application. Also, request permission to be shown how to view and search their software program for applicable grants.

District Manager requested that one of the Trustees assist her with the pet cemetery project so that she could get a perspective other than hers. The Board agreed that her request was a great idea, and Trustee Mallotto stated that she would assist. The Board approved Trustee Mallotto and District Manager as the committee for the Pet Cemetery.

7. **LEGISLATIVE** - None

8. **BOARD DEVELOPMENT** a. **Your Role as a Special District Advocate**

9. **PUBLIC HEARING CALENDAR** - None

10. **REPORTS** a. **Trustee Report** – Trustee Pye asked about the mid-year budget review to be done by Trustee Malotto and District Manager Jurasky. They stated that they would contact each other tomorrow to set a date and time.

Trustee Malotto thanked District Manager Jurasky for e-mailing the CSDA webinar information to the Trustees and stated that she will be taking some of them.

Trustee Pye requested that the Board take an actual vote on item 5e District Manager Salary Adjustment. Following a discussion motion was made by Trustee Pye, seconded by Trustee Pepper to approve a 10% salary increase in the amount of \$8,161.66 annually for District Manager Jurasky retroactive to July 1, 2015. Motion carried, roll call 5-0 Alcumbrac, Lea, Malotto, Pepper, and Pye.

b. **Manager Report** - District Manager Jurasky reported that on January 13, 2016 she had a meeting with Johnny Coladonato, Partnership Account Executive for the Great Palm Springs Convention & Visitors Bureau to discuss the District becoming a member. She further stated that Mr. Coladonato was excited about the possibility of doing a movie night at the cemetery, such as the one done at Hollywood Forever Cemetery. He said that CVB had contacted them to get information regarding their movie night, and hope the District is open to the idea.

Following a discussion motion was made by Trustee Malotto, seconded by Trustee Lea to approve the District becoming a member of the Great Palm Springs Convention & Visitors Bureau as a Roadrunner Business Partner with annual dues in the amount of \$300.00. Motion carried, roll call 5-0 Alcumbrac, Lea, Malotto, Pepper, and Pye.

Trustee Pye and District Manager Jurasky reported on Jesse Madrigal's retirement luncheon and how well attended it was. She stated that Jesse was moved to tears by the event, accolades and presentations.

11. **FUTURE AGENDA ITEMS** a. **Discussion in 2016/2017 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

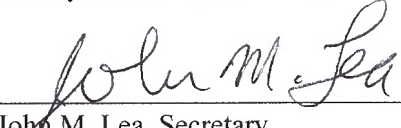
d. **Marketing** No action taken

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

13. **CLOSED SESSION ANNOUNCEMENTS** – None

14. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 2:35 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, February 11, 2016.

DATE: 1-14-16



John M. Lea, Secretary