

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

DATE: February 11, 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
Steve 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.

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. **Lund & Guttry, CPA – Annual Audit Report** Following the review by Gary Dack, and a discussion motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve the audit report as presented. Motion carried; vote 5-0 Alcumbrac, Lea, Mallotto, Pepper and Pye.

b. **District Investments General Overview & Update – Neal Wilson, C & N Financial** Neal Wilson presented an overview of the District investments. He stated that currently the investments showed approximately \$50,000.00 more income than at the June 30, 2015 fiscal year-end. Neal reported that the investments are primarily CD's paying 3 1/4 % and majority cash. He further stated that the mutual fund investments are barely threading water, and that the market as a whole isn't doing that great. He said the he feels confident with where the District investments are positioned, and is investigating options for placing some of the cash. He stated that he's working with a trader who has offered to put together a portfolio of investment ideas the fixed income. Neal said that when receives the portfolio he will arrange a meeting with the investment committee, Trustees Mallotto and Pepper. Following a discussion the report was received and filed.

Due to budgeting District Manager Jurasky requested that Item 6e be addressed before Item 6c. The Board approved the moving of item 6e.

e. **Review for Discussion and Possible Approval Trustee Meeting Attendance Compensation Increase-Staff Report & Draft Ordinance** Trustee Pepper gave an overview of previous discussions regarding Trustee meeting attendance compensation as it related to the Health and Safety Codes and the Government Codes. He reviewed the proposed Trustee compensation increase schedule which was prepared by District Manager Jurasky and presented to the Board. For budgeting purposes the Board approved the compensation increase from \$100.00 to \$179.59 per meeting not to exceed four (4) meeting in a month. This increase is pending a public hearing notice for the proposed ordinance increasing Trustee compensation for board meeting attendance.

Following a discussion motion was made by Trustee Pye, seconded by Trustee Pepper directing District Manager Jurasky to place this item and a public hearing notice on the March agenda. Motion carried, roll call 5-0 Alcumbrac, Lea, Mallotto, Pepper, and Pye.

6. ADMINISTRATIVE CALENDAR - Continued

c. Mid-Year 2015-2016 Budget Review – Report Trustee Mallotto, Treasurer Trustee Mallotto reviewed with the Board meeting that she and District Manager Jurasky at their budget meeting. District Manager Jurasky stated that the property tax income increased \$9,277.00 over the prior year. She also reported that the District's vault and liner supplier increased the prices for baby and child receptacles by \$20.00 per vault and liner, and as a result the District needs to increase their prices by the same amount. Following a discussion motion was made by Trustees Pepper, seconded by Trustee Mallotto to increase the prices by \$20.00 per vault and liner. Motion carried, roll call 5-0 Alcumbrac, Lea, Mallotto, Pepper, and Pye.

District Manager Jurasky reviewed the 2015-2016 Proposed Revised ACO Budget which reflects the removal of completed projects and the addition of Tamarisk trees removal/block wall installation, Ramon Road exit/entry, desert landscape interment section design/construction documents and estimated construction costs.

She told the Board that Scott, Assistant Office Accountant had informed her of possible Proposition 1 grant funds for Tamarisk tree removal from the Coachella Valley Mountain Conservancy (CVMC), and that she directed him to complete a grant application. District Manager Jurasky reported that the District was awarded \$70,000.00 towards the tree removal project. She stated that she would be attending the CVMC board meeting on Monday, March 14, 2016 where a resolution will be approved to formally grant the funds.

Following a discussion motion was made by Trustee Pye, seconded by Trustee Pepper to approve the revised 2015-2016 ACO Budget in the amount of \$1,592,994.70 with the first priority of completion being the Desertcape Interment B-39 thru B-44 – DMP/ Design & Construction Documents proposal from RGA Landscape Architect, Inc in the amount of \$78,900.00 plus expense not to exceed \$7,890.00. Motion carried, roll call 5-0 Alcumbrac, Lea, Mallotto, Pepper, and Pye.

d. Review for Discussion and Possible Approval Preliminary Desert Landscape Interment Site – RGA Landscape Architects, Inc. Item 6d was discussed and approved under item 6c (See above)

f. Discussion for Approval to Cancel PreNeed Contracts in Default –

E. Castro, Contract #C002648

F. Gonzalez, Contract #C002602

G. Sifuentes, Contract #C002597

Following a discussion motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve cancelling the contracts in default listed above. Motion carried; vote 5-0 Alcumbrac, Lea, Mallotto, Pepper and Pye.

g. Review for Discussion and Possible Approval Several Headstone Photos – O. Velasquez Following a review of the photos and discussion motion was made by Trustee Pye, seconded by Trustee Mallotto to approve the headstone photos for O. Velasquez. Motion carried; roll call 4-1 Alcumbrac, Lea, Mallotto and Pye. No vote; Trustee Pepper.

Due to attorney Quintanilla and Trustee Mallotto schedule Trustee Pye requested that Item 6j be addressed before Item 6h. The Board approved the moving of item 6j.

j. Pet Cemetery – Board of Directors Application and Update District Manager reported that the Articles of Incorporation were approved by the Secretary of State, and the next step is the preparation of the by-laws. She stated that she has a Board of Directors application from RAP which she will use as a template and discuss with attorney Quintanilla to adapt the District use. Trustee Pye requested a timeline for the steps necessary for form the pet cemetery foundation.

h. Discussion Security for Events and Holidays - DMP Following a discussion District Manager Jurasky and Trustee Mallotto agreed to work together on ideas that were mentioned during the discussion.

i. Da Vall Drive Entry Remodel & Ramon Road Exit – Update District Manager reported that it appears the District will get approval to remodel the Ramon Road exit to accommodate an entry/exit.

7. **LEGISLATIVE** - None

8. **BOARD DEVELOPMENT** - None

9. **PUBLIC HEARING CALENDAR** - None

10. **REPORTS** a. **Trustee Report** – Trustee Mallotto stated that the CSDA Leadership Academy conference was phenomenal and she enjoyed the training.

b. **Manager Report** - District Manager Jurasky reported that Day of the Dead executive committee and Trustee Pye presented an award of appreciation to the Cathedral City Council members at their February 10th council meeting. She stated that the council appeared surprised and very pleased.

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

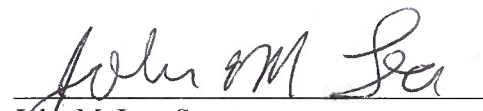
d. **Marketing** No action taken

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

13. **CLOSED SESSION ANNOUNCEMENTS** – None

14. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:28 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, March 10, 2016.

DATE: 3-10-16



John M. Lea, Secretary