

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

**DATE:** March 10, 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 Malotto, 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 Malotto to approve the Agenda as presented. Motion carried; vote 5-0 Alcumbrac, Lea, Malotto, Pepper and Pye.

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

6. **ADMINISTRATIVE CALENDAR** a. **District Investments General Overview & Update – Neal Wilson, C & N Financial** Neal Wilson presented an overview of the District's investments. He stated that currently the investments are in better shape than the last reports. He informed the Board that the report format has changed, and he reviewed and explained the changes. Neal reported that the investments are up \$16,000.00 from the last report. He said that he still feels confident with where the District investments are positioned, and said that if anyone has questions in the future please call him.

To avoid several calls to Neal, Trustee Pye recommended that all Trustee questions be directed to Trustees Pepper and Malotto the District's investment committee and they will discuss with Neal. The Board agreed. Following a discussion the report was received and filed.

b. **Review for Discussion and Possible Approval Ramon Road Exit Remodel/Entry & Exit – Proposal for Professional Civil and Architectural Services Sanborn A/E** District Manager reported that the District has received approval from the City of Cathedral City to remodel the Ramon Road exit to allow entry and exit. She stated John Corella, City Engineer for the city of Cathedral City introduced himself to her at their State of the City Address. District Manager Jurasky said Mr. Corella informed her that he likes the remodel plan that was presented to the city, and agrees that Ramon Road has the feel of a main entry.

District Manager reviewed the proposal from Sanborn A/E for the construction documents. Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve the proposal in the amount \$3,900.00. Motion carried, roll call 5-0 Alcumbrac, Lea, Malotto, Pepper, and Pye.

c. **Da Vall Drive Entry Remodel & Ramon Road Remodel Estimated Construction Costs – Update** District Manager Jurasky reviewed the proposal from Sanborn A/E for the estimated construction costs. Following a discussion motion was made by Trustee Pepper, seconded by Trustee Malotto to approve the proposal estimate in the amount \$50,021.40.

Motion carried, roll call 5-0 Alcumbrac, Lea, Malotto, Pepper, and Pye.

**6. ADMINISTRATIVE CALENDAR - Continued**

**d. Review for Discussion and Approval Well #2 Repairs – Proposal South West Pump & Drilling** District Manager Jurasky explained the function of Well #2, how it is utilized and what is in need of repair. Following a discussion motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve the proposal from South West Pump & Drilling in the amount of \$3,569.57 for the needed repairs. Motion carried, roll call 5-0 Alcumbrac, Lea, Mallotto, Pepper, and Pye.

**e. Review for Discussion and Approval Trustee Meeting Attendance Compensation Increase – Public Hearing Notice Proposed Ordinance** District Manager presented the proposed ordinance for Board review. Following a discussion District Manager was directed to move forward with the ordinance.

**f. CSDA Legislative Days – May 17-18, 2016 in Sacramento, CA** Following a discussion motion was made Trustee Pye, seconded by Trustee Pepper to approve Trustees and District Manager Jurasky attending CSDA Legislative Days in Sacramento, CA. This approval is to include all necessary expenses. Motion carried, roll call 5-0, Alcumbrac, Lea, Pepper, Pye and Mallotto.

**g. CAPC Local Cemetery Districts Area Meeting at Central Valley Cemetery District - April 21, 2016** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve Trustees, District Manager and selected staff attending the CAPC Local Cemetery District Area Meeting at Central Valley Cemetery District in El Centro, CA. Motion carried, roll call 5-0, Alcumbrac, Lea, Pepper, Pye and Mallotto.

**h. Review and Sign Form 700 - Statement of Economic Interests** Following a discussion Form 700 – Statements of Economic Interest were reviewed and signed by District Manager Jurasky and all Trustees.

**i. Pet Cemetery – Update** District Manager reported that the District has received the Articles of Incorporation from the Secretary of State and the Employer Identification Number (EIN). A discussion followed regarding the next steps for formation of the pet cemetery. District Manager was directed to continue to move forward with this project.

**7. LEGISLATIVE - None**

**8. BOARD DEVELOPMENT - None**

**9. PUBLIC HEARING CALENDAR - None**

**10. COMMITTEES a. Discussion for Committee Formations** District Manager Jurasky reminded the Board that she was directed to add Committees to future agendas. Following a discussion the Board agreed to form committees for Investment, Community Outreach, Capital Improvements, Appeals and Finance. District Manager was directed to work with attorney Quintanilla to prepare resolutions forming each committee.

**11. REPORTS a. Trustee Report** – Trustee Lea reported that he was recognized and presented a certificate of appreciation by the American Legion Post 519 for being a 50 year member of the post.

**b. Manager Report** - District Manager Jurasky reported that Roger Clark, Office Account got a release from his doctor and he has returned to work.

12. **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
13. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – None
14. **CLOSED SESSION ANNOUNCEMENTS** – None
15. **ADJOURNMENT**    Meeting was adjourned by Trustee Pye at 2:46 P.M.    The next regular board meeting is scheduled for 2:00 P.M., Thursday, April 14, 2016.

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

5-12-16

  
\_\_\_\_\_  
John M. Lea, Secretary