

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

DATE: May 12, 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. District Investments General Overview & Update – Neal Wilson, C & N Financial** Trustee Pye stated that the Board had received the investment reports via e-mail from Neal Wilson, and asked if there were any questions. Following a discussion the reports were received and filed.

b. Ratification of Chairperson Pye and Vice Chairperson Pepper Executive Decision - \$3,750.00 New Air Conditioning Unit for Computerized Control Panel at Well #4 as an Urgency Measure District Manager reported that the air conditioning unit at Well #4 failed and needed to be replaced. She explained that this unit cools the Variable Frequency Drive (VFD) computer panels to avoid damage from the heat. She further reported that due to the urgency of replacing the unit she had contacted Trustees Pepper and Pye for approval of the purchase. Motion was made by Trustee Mallotto, seconded by Trustee Lea to approve ratification. Motion carried; vote 5-0 Alcumbrac, Lea, Mallotto, Pepper, and Pye.

c. Discussion for Approval to Purchase a 2nd Dump Truck – Proposal Jessup Auto Plaza District Manager Jurasky reported that she had negotiated a fleet purchase of two 2016 Silverado 3500HD dump trucks from Jessup Auto Plaza for a discounted cost of \$45,616.53 per vehicle. She stated that the out the door purchase price for both vehicles will be \$91,233.06, and if approved the expected delivery date will be in mid-August 2016. She further reported that the District current dump trucks a 1994 and 1995 are constantly breaking down and repairs are becoming more difficult. Following a discussion motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve the proposal from Jessup Auto Plaza in the amount of \$91,233.06 for the purchase of two new dump trucks. Motion carried, roll call 5-0, Alcumbrac, Lea, Mallotto, Pepper, and Pye.

6. ADMINISTRATIVE CALENDAR - Continued

d. Discussion for Approval to Prepare RFP and Seek Proposals – New PSCD Auditor District Manager Jurasky stated that she had received item 6d, a letter from Gary Dack, Managing Partner with Lund & Guttry, CPA informing the Board that their firm has decided to phase out the auditing of special districts. Following a discussion motion was made by Trustee Pepper, seconded by Trustee Mallotto directing District Manager to move forward with preparing an RFP and to seek proposals for a new auditor. Motion carried, vote 5-0, Alcumbrac, Lea, Mallotto, Pepper, and Pye.

e. Discussion for Approval to Prepare RFP and Seek Proposals – Tamarisk Trees Removal at DMP District Manager reviewed the Tamarisk tree removal project. Following a discussion motion was made by Trustee Pepper, seconded by Trustee Alcumbrac directing District Manager to move forward with preparing the RFP's and seek proposals for the removal of the Tamarisk trees and the installation of the block at DMP. Motion carried, vote 5-0, Alcumbrac, Lea, Pepper, Pye and Mallotto.

f. Discussion for Approval to Prepare RFP and Seek Proposals – Block Wall Installation at DMP See motion for item 6e.

g. Discussion and Possible Approval DMP 60th Anniversary Celebration – Opened October 31, 1956 Following a discussion Trustee Pye stated that this should be planned by the community outreach committee, and brought to the Board for review and approval. The Board agreed, and the outreach committee was directed to plan the details for the 60th anniversary celebration.

h. Ramon Road Entry/Exit Remodel – Update District Manager Jurasky reported that Sanborn A/E are preparing the construction documents for submittal the Cathedral City planning department for plan check an applicable fees.

i. Pet Cemetery Timeline and Discussion There was a discussion regarding special sections to honor service dogs, i.e. military and police, partnering with animal shelters, the community, cities and other pet related organizations. There was further discussion on the application, qualifications and selection process for adding two additional board members.

7. LEGISLATIVE a. Ordinance 01-2016, Increasing Trustees Compensation for Board Meeting

Attendance Following a discussion motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve Ordinance 01-2016 Increasing Trustees Compensation for Board Meeting Attendance from \$100.00 to \$179.59 per meeting, up to a maximum of four meeting per month. Motion carried, roll call 5-0, Alcumbrac, Lea, Mallotto, Pepper, and Pye.

b. Resolution 02-2016, Establish Finance Committee and Appoint Members Following a discussion the Board determined that a finance committee is not required at this time.

c. Resolution 03-2016, Establish Investment Committee and Appoint Members Following a discussion motion was made by Trustee Pye, seconded by Trustee Alcumbrac nominating Trustees Mallotto and Pepper to the investment committee. Both Trustees accepted the nomination. Motion carried, vote 5-0, Alcumbrac, Lea, Pepper, Pye and Mallotto.

d. Resolution 04-2016, Establish Capital Improvement Committee and Appoint Members Following a discussion motion was made by Trustee Pye, seconded by Trustee Mallotto nominating Trustees Pepper and Alcumbrac to the capital improvement committee. Both Trustees accepted the nomination. Motion carried, vote 5-0, Alcumbrac, Lea, Pepper, Pye and Mallotto.

7. LEGISLATIVE - Continued

e. Resolution 05-2016, Establish Community Outreach Committee and Appoint Members Following a discussion motion was made by Trustee Pye, seconded by Trustee Pepper nominating Trustee Mallotto to the community outreach committee. Trustee Mallotto accepted the nomination. Motion carried, vote 5-0, Alcumbrac, Lea, Pepper, Pye and Mallotto.

f. Resolution 06-2016, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve Resolution 06-2016 transferring \$39,487.95 from PreNeed Fund, 51265 to the General Fund, 51270 and \$10,550.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, vote 5-0, Alcumbrac, Lea, Mallotto, Pepper and Pye.

g. Resolution 07-2016, Approval Coachella Valley Mountain Conservancy Grant Agreement for Tamarisk Trees Removal Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve Resolution 07-2016 approving the \$85,000.00 grant agreement from the CVMC. Motion carried, roll call 5-0, Alcumbrac, Lea, Mallotto, Pepper, and Pye.

8. BOARD DEVELOPMENT a. CAPC Annual Conference Report – Trustee Alcumbrac Trustee Alcumbrac stated that she hasn't attended a CAPC conference in over twenty years, and she's regretful it has been so long. She reported that the 2-day conference was productive, very informative and energizing.

She stated that she wanted to thank District Manager Jurasky for all the years she has attended, taken staff and for being so involved with CAPC. She said that she gives PSCD a triple "A" rating, because she found out our District does everything right.

Trustee Alcumbrac further stated that she was impressed with the presentation by Mel Lewis of Cordiero Vaults.

She also said that as a result of a presentation at the conference she strongly feels the District should have a tattoo and body piercing policy, and she finally has a clear understanding of why we charge an eligible non-resident fee (ENR). Every resident taxpayer in the District pays property taxes and a percentage of their taxes go to the cemetery. The fee is in place because non-residents don't pay property taxes, and

Trustee Alcumbrac encouraged the Trustees to plan on attending these conferences.

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 Pye reported that as Chair of the PSCD Board she was contacted by LAFCO regarding nominations for their board and the voting ballot. She explained the process to the Board, and stated that it was her intention to vote for Nancy Wright, Mission Springs Water District. Trustee Pye stated why she felt Ms. Wright was qualified for the position. Following a discussion the Board agreed with her selection.

11. REPORTS - Continued

b. Manager Report – District Manager Jurasky reported that she attended the State of the City luncheon for the city of Palm Springs today, and she was greeted by Rabbi Sally Olins, who asked her if the District was still building a pet cemetery because she want to be a participant and kept in the loop of the progress. District Manager Jurasky advised Rabbi Olins that she would keep her updated.

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 – Safe Harbor language was read by Steven Quintanilla the District’s general legal counsel. Convened into Closed Session at 3:12 P.M


a. Public Employee Performance Evaluation Pursuant to Government Code Section Code §54945.6

Title: District Manager

14. CLOSED SESSION ANNOUNCEMENTS – Returned to open session at 3:119 P.M. No reportable action

15. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:19 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, June 9, 2016. Meeting for the formation of the PSCD Pet Cemetery to follow.

DATE: 7-14-16



Lenny Pepper, Vice Chairperson