

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

DATE: June 9, 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 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 Lea 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 reported that changes made to the portfolio two months ago are starting to pay-off, and the investments are up 3.5% as of June 8, 2016. He also stated that the portfolio looks positive moving forward and weathered the tough times.

He further stated that it has been over two years since he has charged the District a management fee and he would like the Board to reconsider reinstating his fee which is ½ of 1% in August 2016. Jan Pye, Chairperson directed District Manager to place this item on the July 2016 agenda. Following a discussion the reports were received and filed.

b. **Authorized Signature List for Riverside County** Signature list was reviewed and signed by Trustees and the District Manager.

c. **Review Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities** Following a discussion District Manager Jurasky was directed to revise paragraph 2 of the Board of Trustees General Provisions and Government to reflect the fee increase to \$179.59 for board meeting attendance, and the effective date of July 14, 2016. This item is to be placed on the July agenda under the Consent Calendar

d. **Review Investment Policy of the Palm Springs Cemetery District** Deferred to July 2016 board meeting

6. ADMINISTRATIVE CALENDAR - Continued

e. Veterans Day Ceremony 2016 – Request from Iris Smotrich, Council Member City of Rancho Mirage
District Manager Jurasky reported that she had been contacted by Iris Smotrich regarding the possibility of partnering with the District for a Veterans Day ceremony at the facility where Rancho Mirage has their veterans' memorial.

Following a discussion the Board agreed that for District Manager to provide guidance and informational assistance to the city of Rancho Mirage for their Veterans Day Ceremony the District will request a donation of not less than \$500.00 to be used for desert landscape beautification at Desert Memorial Park. Attorney Quintanilla agreed to discuss this with Iris Smotrich and the city of Rancho Mirage.

Following further discussions regarding Veterans Day District Manager Jurasky reported that the Desert Veterans Memorial Association (DVMA) has funded the ceremonies for both Memorial and Veterans Day. However, as of Memorial Day 2016 the DVMA no longer has funds, and the membership has dwindled to a few members with age and health issues. She stated that technically the DVMA no longer exists and hasn't for a few years. She further stated that the District Manager produces and coordinates the events with the assistance of PSCD Staff, John Lea, one other DVMA member, and volunteers to put up/take down flags.

Following a discussion the Board agreed the District will not have Veterans Day services in 2016.

f. Ramon Road Entry/Exit – Update District Manager Jurasky presented the Board with a drawing of the remodeled entry/exit prepared by Sanborn A/E., reviewed the details, and stated that the construction documents are being prepared for submittal to the Cathedral City planning department for plan check and applicable fees.

7. LEGISLATIVE a. Resolution 08-2016, Offering to Lease Certain Real Property to a Non-Profit Public Benefit Corporation for the Purpose of Developing, Operating and Managing a Pet Cemetery That Will Be Open to the General Public for the Interment of Domesticated Pets Following a discussion motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve Resolution 08-2016, Offering to Lease Certain Real Property to a Non-Profit Public Benefit Corporation for the Purpose of Developing, Operating and Managing a Pet Cemetery That Will Be Open to the General Public for the Interment of Domesticated Pets. Motion carried, roll call 5-0, Alcumbrac, Lea, Mallotto, Pepper and Pye.

b. Resolution 09-2016, Employees' Voluntary Attendance at Various Programs Outside Normal Working Hours Following a discussion motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve Resolution 09-2016 Employees' Voluntary Attendance at Various Programs Outside Normal Working Hours. Motion carried, roll call 5-0, Alcumbrac, Lea, Mallotto, Pepper and Pye.

c. Resolution 10-2016, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve Resolution 10-2016 transferring \$7,490.03 from PreNeed Fund, 51265 to the General Fund, 51270 and \$1,750.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0, Alcumbrac, Lea, Mallotto, Pepper and Pye.

8. BOARD DEVELOPMENT – None

9. PUBLIC HEARING CALENDAR – None

10. COMMITTEES – None

11. REPORTS **a. Trustee Report** – Trustee Pye reported that as recommended by Supervisor John Benoit the Riverside County Board of Supervisors appointed William Kleindienst to fill the PSCD board seat vacated by Trustee John Lea’s retirement. Trustee Kleindienst will serve a four year term, July 1, 2016 – June 30, 2020.

Trustee Pye requested that a retirement luncheon be given in honor of Trustee Lea sometime in July. District Manager Jurasky was directed to discuss with Trustee Lea dates that he will be available.

Trustee Lea stated that he very sad to be leaving the Board, and that he has enjoyed serving the District. He said that he has met a lot of people through CAPC organization and learned so much. He further stated that as long as he can, he will still take part in the Memorial Day services; however he feels that Veterans Day services at DMP should not continue due to the lack of attendance and there being so many other events in the valley.

Trustee Pepper stated that Memorial Day services were well attended, went very well and everything was perfect. He inquired about an event that happened at DMP on Sunday. District Manager Jurasky reported that it was for the 15th anniversary for the dedication of the LGBT Veterans Memorial. Trustee Pepper requested that District Manager Jurasky inform the Board of all future events. She agreed to do so.

b. Manager Report – District Manager Jurasky reported that RFP’s for a new auditor were sent out to ten perspective firms. She stated that the deadline for proposal submission is June 30, 2016.

She reported that she received an e-mail to today from the Coachella Valley Mountain Conservancy regarding the revisions made by attorney Quintanilla to the grant agreement for the removal of the Tamarisk trees, however she hasn’t had a chance to review the e-mail.

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

e. Brown Act Presentation – Steven Quintanilla, Attorney 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 2:56 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 3:26 P.M. No reportable action

15. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:27 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, July 14, 2016.

DATE: 7-14-16


Lenny Pepper, Vice Chairperson