

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

DATE: July 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.

1a. **WELCOME AND SWEARING IN NEW TRUSTEE** William G. Kleindienst was sworn in as a Trustee and welcomed to the PSCD Board by the Trustees and District Manager.

2. **ROLL CALL AND TRUSTEE INTRODUCTIONS**

Present: Jan Pye, Chair
Lenny Pepper, Vice Chair
Lynn Mallotto, Treasurer
Jane Alcumbrac, Member
William G. Kleindienst, Member

Also Present: Kathleen Jurasky, District Manager

All Trustees and the District's investment manager introduced themselves, and again welcomed Trustee Kleindienst.

Steve Quintanilla, Quintanilla & Associates (Arrived at 2:08 P.M.)

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, Kleindienst, Mallotto, Pepper and Pye.

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

6. **ADMINISTRATIVE CALENDAR** a. **District Investments General Overview & Update and Discussion for Approval Reinstatement of Management Fees -Neal Wilson, C & N Financial** Neal Wilson stated the investments are currently up 4.3 percent, and annualized up 7-8 percent. He reported that in light of the market conditions the District investments continue to do well, and he feels good about position they are in. He further stated that when interest rates rise he will be moving cash into investments.

District Manager Jurasky explained the separation of principal and interest for Endowment Care (EDC) to Trustee Kleindienst. She also explained the function of the other two accounts; PreNeed (PN) and Accumulative Capital Outlay (ACO). Neal Wilson detailed how he manages and keeps the accounts separate.

Trustee Pye talked about the investment subcommittee; Trustees Mallotto and Pepper and explained their purpose.

Following a discussion motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to reinstate the ½ of 1 percent management fees for Neal Wilson, C&N Financial. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye. Report were received and filed.

Neal Wilson explained the portfolio management documents for Trustees signature. Documents were reviewed and signed by all Trustees.

Trustee Pye requested that item 6d be moved to following item 6a

6. ADMINISTRATIVE CALENDAR – Continued

d. Review Investment Policy of the Palm Springs Cemetery District Trustees reviewed the District's current investment policy, no changes made. Following a discussion the policy was received and filed.

b. Review for Discussion and Approval Well #2 Repairs Proposals – South West Pump & Drilling District Manager Jurasky reported that the pump at Well #2 is broken and unrepairable. She explained the options for replacement, including adding a variable frequency drive (VFD), and the costs. Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Pepper to approve the proposal in the amount \$49,865.31 from South West Pump & Drilling. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.

c. Review for Discussion, Selection and Approval – Proposals for PSCD New Auditor Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Pepper to approve the audit proposals in the amounts of \$10,100 for 2016, \$10,600 for 2017 and \$11,100 for 2018 from RT Dennis Accountancy. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper, and Pye.

e. Discussion for Approval – Appreciation Luncheon Former Trustee John M. Lea Following a discussion Trustees approved scheduling the luncheon at 11:30 a.m., Monday, August 1, 2016 at Spencer's Restaurant.

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

g. Review for Discussion and Approval – Allocation of Funds for 2016-2017 Development Projects Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Alcumbrac to approve allocation of funds for 2016-2017 development projects. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

h. Review for Discussion and Approval – Future 2017-2018 Development Projects Following a discussion the future 2017-2018 development projects were received and filed.

i. Review for Discussion and Approval – 2016-2017 & 2017-2018 Proposed Schedules of Charges Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Kleindienst to approve the 2016-2017 & 2017-2018 proposed schedule of charges. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

j. Review for Discussion and Approval – 2016-2017 & 2017-2018 Proposed Budgets Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve the 2016 -2017 & 2017-2018 proposed budgets. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

k. Discussion for Approval – Change Date Only of the October 13, 2016 Board Meeting Following a discussion Trustees approved changing the Board meeting to Thursday, October 20, 2016.

6. ADMINISTRATIVE CALENDAR – Continued

l. CAPC Annual Education Seminar & Area Meeting – October 7-8, 2016 in South Lake Tahoe, CA

Following a discussion motion was made Trustee Alcumbrac, seconded by Trustee Pepper to approve Trustees, District Manager Jurasky and select staff attending the CAPC Annual Education Seminar & Area Meeting. Motion is to include all necessary expenses. Motion carried roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye

m. CSDA Annual Conference & Exhibitors Showcase – October 10-13, 2016 in San Diego, CA

Following a discussion motion was made Trustee Pye, seconded by Trustee Pepper to approve Trustees, District Manager Jurasky and select staff attending the CSDA Annual Conference & Exhibitors Showcase. Motion is to include all necessary expenses. Motion carried, 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

n. Ramon Road Entry/Exit – Update

District Manager Jurasky reported that she had spoken with the Cathedral City planning department, and was informed that the District's project is second in line for approval review and should be completed early next week.

o. Pet Memorial Park Cemetery – Update

District Manager Jurasky stated that the Board needs to schedule the next Board meeting. Following a discussion the meeting was scheduled for 10:00 a.m., Thursday, August 11, 2016 at PSCD office.

District Manager Jurasky reported that Chris Mills, Prest Vusic has agreed to volunteer his time to design and prepare construction documents for the building, and Ron Gregory, RGA has agreed to volunteer his time to design and prepare construction documents for the landscape. She further reported that she will be discussing with Mike Fontana and asking him to donate his time as construction manager.

7. LEGISLATIVE a. Resolution 11-2016, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Pye, seconded by Trustee Mallotto to approve Resolution 11-2016 transferring \$2,080.30 from PreNeed Fund, 51265 to the General Fund, 51270 and \$1,250.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

b. Resolution 12-2016, 2016-2017 & 2017-2018 Budget Adoptions Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Pepper to approve Resolution 12-2016, 2016-2017 & 2017-2018 Budget Adoptions. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

c. Resolution 13-2016, Adopting Tattoo and Body Piercing Policy Following a discussion motion was made by Trustee Alcumbrac, seconded by Trustee Mallotto to approve Resolution 13-2016, Adopting Tattoo and Body Piercing Policy Motion carried, vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

8. BOARD DEVELOPMENT a. Senate Bill 272 – Under the Public Record Act This Bill Requires All Local Agencies to Create a Catalog of Their Enterprise Systems – PSCD Compliance District Manager gave an overview of Senate Bill 272, stated that the District is in compliance.

9. PUBLIC HEARING CALENDAR – None

10. COMMITTEES – None

11. REPORTS a. Trustee Report – Trustee Pye gave an overview of the District’s committees, explained why they were formed, and based on their experience/expertise why a Trustee was nominated/selected to serve on those committees. She stated that there is a position open on the Community Outreach committee and she would like Trustee Kleindienst to consider accepting the position.

Trustee Pye further stated that the position of Secretary on the PSCD Board vacated by Trustee Lea’s retirement will be on the September 2016 agenda.

Trustee Mallotto briefly discussed some of the ideas for DMP’s 60th anniversary, and stated that the Community Outreach committee is working on details.

Trustee Kleindienst gave the Board an overview of his extensive knowledge on the history Palm Springs and the cemetery, and that he would like to develop a partnership with the historical society and PSCD to archive the District’s documents. He said that he accepts the position on the Community Outreach committee.

b. Manager Report – District Manager Jurasky reported that the grant agreement with Coachella Valley Mountain Conservancy for the removal of the Tamarisk trees has been completed and is ready for signatures. She presented the document for necessary signatures, and it was signed.

12. FUTURE AGENDA ITEMS a. Discussion in 2017/2018 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 3:35 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 3:47 P.M. No reportable action

15. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:47 P.M. No August board meeting. The next regular board meeting is scheduled for 2:00 P.M., Thursday, September 8, 2016.

DATE: 9-8-16



Lenny Pepper, Vice Chairperson