

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

**DATE:** September 8, 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 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  
Steve Quintanilla, Quintanilla & Associates

3. **PUBLIC COMMENTS** - None

Trustee Pye requested item 6k be pulled from the agenda. She stated that PSCD business must be kept separate from the Pet Memorial Park Cemetery business.

4. **CONFIRMATION OF AGENDA** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve the Agenda as amended. Motion carried, vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

5. **CONSENT CALENDAR** 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 - Neal Wilson, C & N Financial** Neal Wilson reported that a CD from Goldman Sachs earning 3 ½ percent interest and worth approximately \$600,000.00 was called. He stated that he will be meeting with the investment committee next week to discuss investment strategies for the cash currently in the portfolio. The committee will review the recommendations with the Board at a future board meeting. He further stated that he would have more to report after he has met with the investment committee. Reports were received and filed.

b. **Nomination and Election of PSCD Board Secretary** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Alcumbrac nominating Trustee Kleindienst to the position of Secretary. Motion carried, vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

c. **Signatures for BBVA Compass Bank Non-Consumer Signature Card** Signature card was reviewed and signed by all Trustees and District Manager.

d. **Review for Discussion and Approval Scheduling of Ethics Training – Attorney Steven Quintanilla** Following a discussion Trustees approved scheduling the ethics training at 11:30 a.m., Friday, September 30, 2016 at Bellatrix Restaurant.

**6. ADMINISTRATIVE CALENDAR – Continued**

**e. East 40 Acres Lease Extension – Request from Mario Gonzales, President/CEO GHA Companies**

Following a discussion the Board directed District Manager to contact Mr. Gonzales and request an explanation for the extension request. Attorney Quintanilla stated that he would prepare a tax delinquency memorandum of remedies for the Board's review at a future Board meeting.

**f. Review for Discussion and Possible Approval – Life:Story Photo Limitations on Headstone**

Following a discussion District Manager Jurasky was directed to provide Trustees Kleindienst and Malotto with a copy of the District's headstone policy. After they have had the opportunity to review the policy this item will be placed on a future agenda.

**g. Ramon Road Entry/Exit Remodel - Update** District Manager Jurasky reported that she received the construction documents on September 7, 2016, and she needs to deliver a check to the city of Cathedral City for the plan check fees. She stated that the next steps are public hearing notice and right of way dedication which will be on the October agenda. She further reported that this process will delay the Ramon Road Entry/Exit remodel project.

**h. Review for Discussion and Approval DMP 60<sup>th</sup> Anniversary Date and Budget** Following a discussion motion was made by Trustee Pye, seconded by Trustee Pepper to approve a budget not to exceed \$5,000.00, and directing the Outreach Committee to select dates and handle the anniversary event planning. Final date selection will be made by the Board at a future board meeting. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Malotto, Pepper and Pye.

**i. Review for Discussion and Approval – Exact Location of Pet Memorial Park Cemetery** Following a discussion District Manager Jurasky directed to discuss this with Allen Sanborn, Sanborn A/E to determine the most strategic location. District Manager Jurasky will place the findings and report on a future agenda.

**j. Review for Discussion and Possible Approval Loan & Promissory Note – Pet Memorial Park Cemetery** Following a discussion motion was made by Trustee Pye, seconded by Trustee Kleindienst to approve a loan in the amount of \$25,000.00. The terms of loan will be detailed in a promissory note prepared by attorney Steve Quintanilla. The final draft of the promissory note will be reviewed by the Chair, Vice Chair and Treasurer. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Malotto, Pepper and Pye.

**k. Pet Memorial Park Cemetery – Update** Pulled from the agenda

**l. Desert Landscape Interment Section - Update** District Manager Jurasky reported that design development is scheduled to be completed September 23, 2016, meeting is scheduled with RGA Landscape Architects the week of September 26<sup>th</sup> and Construction Documents are scheduled to start October 3, 2016.

**7. LEGISLATIVE a. Resolution 14-2016, 2016-2017 Budget Allocation Transfer** Motion was made by Trustee Kleindienst, seconded by Trustee Pepper to approve Resolution 14-2016 transferring a \$40,000.00 budget allocation from Accumulative Capital Fund, 51275 to the General Fund, 51270. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Malotto, Pepper and Pye.

**b. Resolution 15-2016, CAPC Honorary Life Membership – John M. Lea, PSCD** Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Pepper to approve items 6b, 6c, 6d, 6e and 6f with a single vote. Motion carried, vote 5-0, Alcumbrac, Kleindienst, Malotto, Pepper and Pye.

**c. Resolution 16-2016, CAPC Honorary Life Membership – David Anderson, Kern County Cemetery**

**d. Resolution 17-2016, CAPC Honorary Life Membership – Richard Hyde, North County Cemetery**

**e. Resolution 18-2016, CAPC Honorary Life Membership – Melvin McLaughlin, Kern County Cemetery**

**f. Resolution 19-2016, Declaring the District's Intention to Dedicate Property to the City of Cathedral City**

**8. BOARD DEVELOPMENT** – None

**9. PUBLIC HEARING CALENDAR** – None

**10. COMMITTEES** – None

**11. REPORTS** **a. Trustee Report** – Trustee Pye asked attorney Steve Quintanilla about Brown Act updates. He stated that they would be addressed during the ethic training.

**b. Manager Report** – District Manager Jurasky reported that since the last board meeting she has attended four chamber events and discussed the pet cemetery. She stated that the response has been overwhelming positive and she obtained volunteer contact information from four people.

**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** – None

**14. CLOSED SESSION ANNOUNCEMENTS** – None

**15. ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:29 P.M. The next special board meeting is scheduled for 2:00 P.M., Thursday, October 20, 2016.

DATE: 10-20-16

  
William Kleindienst, Secretary