

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

DATE: December 8, 2016

TIME: 11:00 A.M.

PLACE: Spencer's Restaurant, 701 Baristo Road, Palm Springs, California

1. CALL TO ORDER The meeting was called to order by Chairperson Pye at 11:02 A.M.

2. ROLL CALL

Present: Jan Pye, Chair
Lenny Pepper, Vice Chair
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager
Steven Quintanilla, Quintanilla & Associates

Not Present: Lynn Mallotto, Treasurer
William Kleindienst, Secretary

3. PUBLIC COMMENTS - None

4. CONFIRMATION OF AGENDA Motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve the Agenda as presented. Motion carried, vote 3-0 Alcumbrac, Pepper and Pye. Trustees Kleindienst and Mallotto not present.

5. CONSENT CALENDAR Motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve the Consent Calendar as presented. Motion carried, roll call 4-0 Alcumbrac, Pepper, and Pye. Trustees Kleindienst and Mallotto not present.

In anticipation of the arrival of Trustees Mallotto and Kleindienst, Trustee Pye requested that item 6a be moved to follow item 6h.

6. ADMINISTRATIVE CALENDAR **b. District Investments General Overview & Update - Neal Wilson, C & N Financial** Neal Wilson stated that in light of the election results the market is in a wait and see mode, and feels that interest rates will probably raise after the Fed meeting in December. He stated that the portfolio still has a large amount of cash, and as the interest rates rise he will be moving into CD's and treasury notes. He further reported that not much has changed since his last report.

c. CAPC Annual Conference February 23-25, 2016 in Oxnard, CA Following a discussion motion was made Trustee Pepper, seconded by Trustee Alcumbrac to approve Trustees, District Manager Jurasky and select staff attending the CAPC Annual Conference. Motion is to include all necessary expenses. Motion carried, roll call 3-0. Alcumbrac, Pepper and Pye. Trustees Kleindienst and Mallotto not present.

d. Review for Discussion and Possible PSCD Trustee E-Mail Addresses for Use with Microsoft Outlook Following a discussion the Board to forego e-mail addresses to PSCD Trustees.

6. ADMINISTRATIVE CALENDAR – Continued

e. Employee Performance Appreciation Bonuses District Manager Jurasky reported that she will be giving appreciation bonuses as follows: \$1,000.00 for Grounds Supervisor Reyna, \$600.00 for Office Accountant Clark, \$400.00 for Administrative Assistant Brown, \$300.00 for Assistant Office Accountant Vickrey and \$50.00 for Grounds man Archila. The report was received and filed.

In anticipation of the arrival of Trustees Mallotto and Kleindienst, Trustee Pye requested that item 6f be moved to follow item 6a and time permitting both be addressed upon their arrival.

g. Ramon Road Entry/Exit Remodel - Update District Manager Jurasky reported that the project will be bid using the formal public notice bidding process.

h. Desert Landscape Interment Site – Update District Manager Jurasky reported that the agreement prepared by attorney Quintanilla office was sent to Brent Bucknum, Hyphae Design Laboratory this week for review and signature.

7. LEGISLATIVE a. Resolution 22-2016, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve Resolution 22-2016 transferring \$15,052.85 from PreNeed Fund, 51265 to the General Fund, 51270 and \$2,235.00 from PreNeed Fund, 51265 to City of Cathedral City Accumulative Capital Fund, 51275. Motion carried, roll call 3-0, Alcumbrac, Pepper and Pye. Trustees Kleindienst and Mallotto not present.

8. BOARD DEVELOPMENT – None

9. PUBLIC HEARING CALENDAR – None

10. COMMITTEES – None

11. REPORTS a. Trustee Report – Trustee Pye stated she would like to share with the Board things the District Manager Jurasky has to address other than activities listed on her activities report. She reported on an e-mail Trustee Pepper forwarded to her which he received from a mother regarding concerns of items being removed from her son's grave. She further stated that this was discussed with District Manager Jurasky who was directed to contact the mother.

District Manager Jurasky informed the Board of her conversation with the mother, and how the conversation ended. The Board was pleased with the outcome.

Trustee Kleindienst arrived at 11:32 A.M.

b. District Manager Report

1. Visalia Public Cemetery District District Manager Jurasky informed the Board large of a cash shortfall that was revealed after Visalia's annual audit, and the firing of their district manager.

She outlined the step-by-step procedures for handling cash by PSCD staff, and assured the Board that these steps are in place to protect the District against embezzlement.

2. District Manager Jurasky Activities District Manager Jurasky presented the Board with a spreadsheet of her activities from October 18, 2016 – November 8, 2016. She reviewed the item listed and explained what took place at each event. Following a discussion District Manager Jurasky was directed to list PSCD and PMPC activities separately.

11. REPORTS – Continued

b. District Manager Report

3. Possible Attendance – Two Families at January 2017 Board Meeting (Solar Lights & Flowers)

District Manager Jurasky reported two ladies who want the right to place solar lights and unlimited flowers on their families graves plan on attending the January 2017 meeting to address the Board.

6. ADMINISTRATIVE CALENDAR – Continued

a. Election of Officers Following a discussion motion was made by Trustee Alcumbrac, seconded by Trustee Kleindienst to reelect the current slate of officers for 2017:

Jan Pye, Chair,
Lenny Pepper, Vice Chair,
Lynn Malotto, Treasurer
William Kleindienst, Secretary.

Motion carried, vote 4-0, Alcumbrac, Kleindienst, Pepper and Pye. Trustee Malotto not present.

f. Review for Discussion and Possible Approval Ramon Road/Da Vall Drive Signage Proposals

Following a discussion motion was made by Trustee Pye, seconded by Trustee Pepper to approve Option B with the copper colored logo, and to add plant materials that complement the copper color of the logo. Motion carried, roll call 4-0, Alcumbrac, Malotto, Pepper and Pye. Trustee Malotto not present.

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 12:04 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, January 12, 2017.

DATE: Jan 12, 2017


William Kleindienst, Secretary