

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

DATE: July 13, 2017

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
William G. Kleindienst, Secretary
Lynn T. Mallotto, Treasurer
Jane Alcumbrac, Member

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

3. **PUBLIC COMMENTS** – None

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

Trustee Pye requested that item 5b Cash Disbursement Journal be pulled for discussion.

5. **CONSENT CALENDAR** Motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve the Consent Calendar without 5b Cash Disbursement. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

Following clarification from District Manager Jurasky of disbursement check #21411 for cleaning service and check #21479 for new signage at the corners of Da Vall Drive and Ramon Road motion was made by Trustee Pye, seconded by Trustee Mallotto to approve the cash disbursements journal. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

6. **ADMINISTRATIVE CALENDAR** a. **District Investment General Overview & Update – Neal Wilson, C & N Financial** Neal Wilson reported he has and will continue to purchase short term CD's with interest rates between 1.25% - 1.8% r higher. He stated that he will keep the investment limit at \$250,000.00 in accordance with the FDIC ruling. Following a discussion the investment report was received and filed.

b. **Waiver of District Manager's Spending Authority Cap to Pay L.O. Lynch Quality Wells and Pumps, Inc. \$12,886.30 to Replace VDF due to Urgency of Situation** District Manager Jurasky stated that she had discussed the urgency with Trustees Alcumbrac and Mallotto on June 8, 2018 prior to the expenditure. Following a discussion motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve the expenditure and to include the \$351.90 service call charge. Total expenditure for repairs and service call in the amount of \$13,328.20. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

6. ADMINISTRATIVE CALENDAR - continued

c. Waiver of District Manager's Spending Authority Cap to Pay NPG Asphalt \$9,930.00 for Ramon Exit/Entry Remodel Change Order #1 due to Urgency of Situation District Manager Jurasky stated that she had discussed the urgency with Trustees Alcumbrac and Mallotto on June 8, 2018 prior to the expenditure. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Alcumbrac to approve the expenditure in the amount of \$9,930.00. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

d. Review for Discussion and Approval – Proposal from Baytek, LLC Peachtree Software Update District Manager Jurasky stated that this software conversion will add a 13th accounting period so that the actual ending June 30 balances remain in the 12 period, and the auditor adjustments will show in the 13th period. The result will create more transparent accounting. The conversion cost for the General, Accumulated Capital Outlay, PreNeed and Endowment is \$3,250.00. Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Kleindienst to approve the expenditure in the amount of \$3,250.00. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

e. Review for Discussion and Approval – Proposal from Southern California Hydroseed & Hydromulch, Inc. to Hydroseed New Sections C-26 thru C-29 District Manager Jurasky stated that four new interment sections are being added at Desert Memorial Park, and area need to be hydroseeded to eliminate blow sand and speed the growth of turf. Cost for hydroseeding: \$4,116.42 Motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve the expenditure in the amount of \$4,116.42. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

f. Review for Discussion and Possible Approval – Parking Shade Structure for Staff Parking District Manager Jurasky explained the need and importance of installing shade structures for staff parking. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve the proposal from Aladdin Supply Company in the amount of \$15,345.00. Approval to include any contingencies not to exceed \$20,345.00. Motion carried, roll call 4-0 Alcumbrac, Kleindienst, Mallotto and Pepper Pye. Trustee Pye voted No.

g. Review for Discussion and Approval – Schedule of Charges Add Cleaning Fee for Companion Headstone and Removal Fee for Preset Headstones Following a discussion motion by Trustee Kleindienst, seconded by Trustee Alcumbrac to approve adding a \$100.00 cleaning fee for companion headstones, and a \$50.00 removal fee for preset headstones to the schedule of charges. Motion carried, vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

h. Review for Discussion and Approval – Financial Reports Pages to be Included in Agenda Packet This item to be placed on the September 2017 agenda.

i. Review for Discussion and Approval to Cancel Contact in Default – M. Saucedo, Contract #C002902 District Manager Jurasky reported that Ms. Saucedo had contacted her explaining her financial hardships. She said that her sister has agreed to pay \$1,000.00 on July 14, 2017 before 4:00pm and pay \$260.00 per month until balance is paid in full if the Board agrees to not cancel the contract. Following a discussion the Board agreed to the terms provided Ms. Saucedo signed a document agreeing that one missed payment will default the contract without further consideration for extensions.

7. LEGISLATIVE a. Resolution 5-2017, Transfer Interment Rights & Costs from PN to ACO & GF
Motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve Resolution 5-2017 transferring \$19,931.79 from PreNeed Fund, 51265 to the General Fund, 51270 and \$425.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

b. Resolution 6-2017, SDRMA Official Election Resolution and Election Ballot Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Alcumbrac to vote on recommendations made by District Manager Jurasky. Motion carried, vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

8. BOARD DEVELOPMENT – None

9. PUBLIC HEARING CALENDAR – None

10. COMMITTEES – None

11. REPORTS a. Trustee Report – None

b. District Manager Report

1. District Manager Jurasky Activities – Reported that she continues to attend community events and chamber of commerce events and mixers.

District Manager Jurasky discussed the new prevailing wage law regarding construction projects. Attorney Quintanilla stated that he will research the new wage law and how it affects the District.

Attorney Quintanilla gave an overview of AB119 and discussed sections that specifically pertain to the District.

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

Trustee Pye stated that she has to get additional information to the Board, and requested that item 13b be placed on the September 14, 2017 agenda.

Trustee Kleindienst left the meeting at 3:11 pm before closed session due to conflict of interest, his wife does work for District lessee.

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.

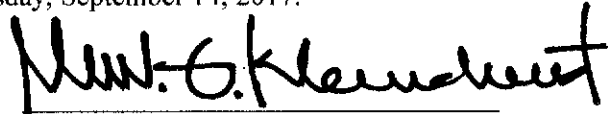
- a. Conference with Legal Counsel – Regarding Potential Initiation of Litigation Pursuant to Government Code Section 54956.9: (one case)
- b. Public Employee Performance Evaluation Pursuant to Government Code §54945.6

Title: District Manager

14. CLOSED SESSION ANNOUNCEMENTS – Returned to open session at 3:13 P.M. No reportable action

15. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:13P.M. No August board meeting. The next regular board meeting is scheduled for 2:00 P.M., Thursday, September 14, 2017.

DATE: 9-14-17



William G. Kleindienst, Secretary

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

DATE: September 14, 2017
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**

District Manager Jurasky reported that Trustee Malotto called and advised her she is unable to attend today's meeting due to work commitments. She also reported that Trustee Pepper called and stated he was running a few minutes late. Motion was made by Trustee Pye, seconded by Trustee Alcumbrac to excuse Trustee Malotto. Motion carried, vote 3-0 Alcumbrac, Kleindienst and Pye.

Present: Jan Pye, Chair
William G. Kleindienst, Secretary
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager

Not Present: Lenny Pepper, Vice Chair

Excused: Lynn T. Malotto, Treasurer

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Kleindienst, seconded by Trustee Alcumbrac to approve the Agenda as presented. Motion carried, vote 3-0 Alcumbrac, Kleindienst and Pye.

5. **CONSENT CALENDAR** Motion was made by Trustee Alcumbrac, seconded by Trustee Kleindienst to approve the Consent Calendar as presented. Motion carried, roll call 3-0 Alcumbrac, Kleindienst and Pye.

Trustee Pepper arrived at 2:15 P.M.

6. **ADMINISTRATIVE CALENDAR** a. **District Investment General Overview & Update – Neal Wilson, C & N Financial** Neal Wilson reported that not a lot has changed from last month, and he will continue to purchase short term CD's with interest rates between 1.25% - 1.8% or higher. He stated that he will wait until interest rates are higher before locking into long term investing. He reviewed the investment reports with the Board, and stated that the cash account balance is high due to the fact that the CD's are included in the total balance.

He reported that National Planning was brought out by L.P.L. in San Diego, CA, and that a letter will be sent out to all investors around October 15, 2017 notifying every one of the purchase and their options. He stated that he will have a full report of the purchase and options at the October board meeting. Following a discussion the investment report was received and filed.

b. **Review for Discussion and Possible Approval Loan to Pet Memorial Park Cemetery- Proposal from RGA, Landscape Architects, Inc. Design Development and Construction Documents** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve a loan in the amount of \$20,000.00 to PMPC to cover fees from RGA, Landscape Architects, Inc. for design development and construction documents. District Manager Jurasky was directed to contact attorney Steven Quintanilla to prepare the loan agreement. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Pepper and Pye.

6. ADMINISTRATIVE CALENDAR - continued

c. Review for Discussion and Approval – Financial Reports Pages to be included in Agenda Packet Following a discussion motion was made by Trustee Pye, seconded by Trustee Kleindienst to approve Trustee Malotto the District Treasurer’s recommendations to streamline the pages of financial statements included in the monthly agenda packet. Motion carried, vote 4-0 Alcumbrac, Kleindienst, Pepper and Pye.

d. Review for Discussion and Approval Scheduling of Brown Act Presentation – Steven Quintanilla, Attorney Following a discussion District Manager Jurasky was directed to contact attorney Quintanilla and request a minimum of three dates and times he is available, and e-mail information to the Board for selection. During further discussion it was requested that the presentation not be held on a Monday or Friday.

e. Local Public Cemetery Districts Area Meeting – September 21, 2017 at Whited Cemetery Services and Miller Jones Mortuary in Menifee, CA Following a discussion motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve Trustees, District Manager Jurasky and selected staff attending the local area meeting. Motion is to include all necessary expenses. Motion carried, roll call 4-0 Alcumbrac, Kleindienst, Pepper and Pye.

f. Discussion for Approval – District Manager Jurasky to Run for Re-election to the CAPC Board Following a discussion motion was made by Trustee Pye, seconded by Trustee Kleindienst to approve District Manager Jurasky running for re-election to the CAPC Board. Motion carried, roll call 4-0 Alcumbrac, Kleindienst, Pepper and Pye.

7. LEGISLATIVE a. Resolution 7-2017, Adopting a Protective Footwear Policy Following a discussion this item to be place on a future agenda.

b. Resolution 8-2017, Adopting a Credit Card/Debit Card Policy Following a discussion this item to be place on a future agenda.

8. TRUSTEE SIGNATURES

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES – None

12. REPORTS a. Trustee Report – None

b. District Manager Report – District Manager Jurasky shared a notification from the Desert Sun of Trustee Pye’s appointment to the city of Desert Hot Springs planning commission.

She also presented the new PSCD Newsletter that administrative assistant Stephanie Brown has been working on recently completed. She stated that it will be placed on the website and in the lobby of the District office, and it will be prepared quarterly. There was a discussion regarding distribution into the community and how it could be accomplished.

13. **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

Trustee Pye asked Trustee Pepper, Vice Chairperson to review the evaluation information and scoring. She requested that item 13a be place on the October 12, 2017 agenda.

14. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – This item to be placed on the October agenda

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

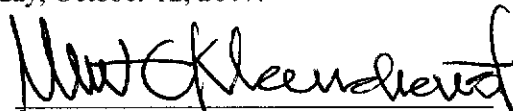
Title: District Manager

15. **CLOSED SESSION ANNOUNCEMENTS** – None

16. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 2:50 P.M. No August board meeting. The next regular board meeting is scheduled for 2:00 P.M., Thursday, October 12, 2017.

DATE: _____

10/24/2017



William G. Kleindienst, Secretary