

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

**DATE:** December 14, 2017

**TIME:** 11:30A.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 11:30 A.M.

2. **ROLL CALL** Present: Jan Pye, Chairperson  
Lenny Pepper, Vice Chairperson  
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 Pepper, seconded by Trustee Alcumbrac to approve the Agenda as presented. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

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

6. **ADMINISTRATIVE CALENDAR** a. **Election of Officers** Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Alcumbrac to re-elect the current slate of officers for 2018:

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

Motion carried, vote 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

**b. District Investment General Overview – Neal Wilson, C & N Financial** Neal Wilson presented November 2017 investment statements from National Planning. He stated that all funds were fully vested before the transition date of November 30, 2017 to L.P.L Financial. Neal said that final document signing is required within 90 days, and he will have it completed prior to the deadline.

He reported that all funds are safely invested in short-term CD's, bonds and money markets accounts. He further reported that L.P.L was having a few technical glitches due to a system change a month ago, and L.P.L is working the correct them. He stated that the glitches do not in any way affect the District's fund portfolios.

District Manager Jurasky reported that one of the glitches was the District was receiving interest checks in the mail that should have been deposited into the appropriate accounts. She said that she had contacted Neal regarding this, and he told her to give them to him and he would deposit to correct accounts.

Following a discussion the investment report was received and filed.

**6. ADMINISTRATIVE CALENDAR - Continued**

**c. Landscape Maintenance Agreement Two-Year Renewal Request – Kirkpatrick Landscaping, Inc.** District Manager Jurasky stated that Kirkpatrick Landscaping, Inc. has requested a renewal of the current contract for an additional two years with the same terms, conditions and monthly fee of \$19,748.00. Following a discussion motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve the two year (2018 and 2019) maintenance contract renewal. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

**7. LEGISLATIVE a. Resolution 12-2017, Requires the Reporting of Assets Valued at \$5,000.00 or More on the District's Listing of Assets and Directing the Removal of Assets Valued less than \$5,000.00 from the District List of Assets** District Manager Jurasky informed the Board that during the District's recent annual audit the auditor noticed numerous assets on the book under \$5,000.00, or ones that were very old and fully depreciated. She stated the auditor recommended removing them from the list of assets, and in the future only list assets of \$5,000.00 or more. Following a discussion and review of assets to be removed motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve Resolution 12-2017. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto and Pye.

**b. Resolution 13-2017, SDRMA Workers' Compensation Governing Body Member and/or Volunteer Coverage** Following a review, discussion and explanations by attorney Quintanilla, motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve Resolution 13-2017. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

**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 reported that Ms. J. Abelon came to the office upset because the flower vase was missing from her son's grave. She spoke with Administrative Assistant Brown who agreed to replace the vase at the District's cost which is in accordance with current procedures. Ms. Abelon refused to accept this and requested to speak with the Manager. I spoke with Ms. Abelon and offered to give her a used vase at no cost, which she refused, saying she wanted a new one. After explaining why I couldn't give her a new one she agreed to pay for the vase at District cost.

District Manager Jurasky stated that a policy for the replacement of missing vases is needed. Following a discussion she was directed to place a policy on a future agenda.


13. **FUTURE AGENDA ITEMS**    a. **Discussion in 2018/2019 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

14. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – None

15. **CLOSED SESSION ANNOUNCEMENTS** – None

16. **ADJOURNMENT**    Meeting was adjourned by Trustee Pye at 12:09 P.M.    The next board meeting is scheduled for 2:00 P.M., Thursday, January 11, 2018.

DATE: 1/11/18

  
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William G. Kleindienst, Secretary