

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

DATE: February 8, 2018

TIME: 2:00 P.M.

PLACE: 31-705 Da Vall Drive, Cathedral City, California 92234

1. **CALL TO ORDER** The meeting was called to order by Chairperson Pye at 2:00 P.M.

2. **ROLL CALL**

Trustee Pye reported Trustee Pepper informed her that he was running late for today's meeting. Motion was made by Trustee Pye, seconded by Trustee Alcumbrac to excuse Trustee Pepper until his arrival. Motion carried, vote 3-0 Alcumbrac, Mallotto and Pye.

Present: Jan Pye, Chairperson

Lynn T. Mallotto, Treasurer
Jane Alcumbrac, Member

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

Not Present: William G. Kleindienst, Secretary

Excused Until Arrival: Lenny Pepper, Vice Chairperson

3. **PUBLIC COMMENTS** – None

Trustee Kleindienst arrived at 2:02 P.M.

4. **CONFIRMATION OF AGENDA** Trustee Pye requested that item 8 Trustee Signatures be moved to follow item 6b. Motion was made by Trustee Alcumbrac, seconded by Trustee Mallotto to approve the Agenda as amended. Motion carried; vote 4-0 Alcumbrac, Kleindienst, Mallotto and Pye.

5. **CONSENT CALENDAR** Motion was made by Trustee Alcumbrac, seconded by Trustee Mallotto to approve the Consent Calendar as presented. Motion carried, roll call 4-0 Alcumbrac, Kleindienst, Mallotto and Pye.

6. **ADMINISTRATIVE CALENDAR** a. **Rob Dennis, RT Dennis Accountancy – Annual Audit Report** Rob Dennis reviewed the audit and explained how the management report based on accounting standards requirements.

Trustee Pepper arrived at 2:05 P.M.

Following a review of the annual audit report by Rob Dennis, and a discussion the report was received by the Board as presented and filed.

b. **District Investment General Overview – Neal Wilson, C & N Financial** Neal Wilson reported on the down turn of the market and explained the perceived cause and the state of the economy. He also explained the cause and effect of lowering and raising interest rates. He further reported that the Board's decision at the January board meeting to invest additional funds is timed good due to interest rates being higher.

Following a discussion the investment report was received and filed.

8. TRUSTEE SIGNATURES Neal Wilson presented the forms for Trustee signatures to establish accounts at LPL Financial. He reviewed the forms with the Trustees and obtained their signatures.

District Manager Jurasky advised the Board that checks in the amounts listed below, and approved at the January 11, 2018 board meeting were given to Neal Wilson today for investment.

ACO Investment Outside County	\$ 275,000.00
PreNeed Investment Outside County	\$ 830,000.00
EDC (Restricted) Investment Outside County	\$ 1,180,000.00
EDC (Unrestricted) Investment Outside County	\$ 140,000.00

6. ADMINISTRATIVE CALENDAR - Continued

c. International Cemetery, Cremation and Funeral Association (ICCF) Annual Convention and Expo – April 18-21, 2018, Las Vegas, NV District Manager Jurasky reported that she had applied for and received a first-time attendee grant to cover registration fees for the convention. Following a discussion motion was made Trustee Pye, seconded by Trustee Kleindienst to approve District Manager Jurasky attending the ICCFA Annual Convention and Expo in Las Vegas, NV. Motion is to include all necessary expenses. Motion carried roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

d. Review for Discussion the Need for a Cremation Lawn Urn Policy District Manager Jurasky explained how over time the bolts rusted on a two cremation lawn urns and broke off resulting in detached of the bronze headstone. She stated that currently the District has tried unsuccessfully to reach the deceased persons families, and the headstones are being stored in the maintenance shop. Following a discussion attorney Quintanilla was directed to write a policy addressing this issue. The policy will be placed on a future agenda for review and possible approval.

7. LEGISLATIVE CALENDAR a. Resolution 4-2018, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Pepper, seconded by Trustee Mallotto to approve Resolution 4-2018 transferring \$2,181.65 from PreNeed Fund, 51265 to the General Fund, 51270 and \$4,000.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0, Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES – None

12. REPORTS a. Trustee Report – None

b. District Manager Report – None

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 – Safe Harbor language was read by Steven Quintanilla the District’s general legal counsel. Convened into Closed Session at 3:00 P.M.

Returned to Open Session at 3:21 P.M.

15. CLOSED SESSION ANNOUNCEMENTS – No reportable action

16. OPEN SESSION a. District Manager Employment Agreement, Salary Compensation and Other Terms
Deferred to March 8, 2018 meeting.

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:21 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, March 8, 2018.

DATE: 3/8/18



William G. Kleindienst, Secretary