

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

DATE: June 14, 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**

District Manager Jurasky reported that Trustee Mallotto informed her that she is unable to attend today's meeting due to a personal emergency. Motion was made by Trustee Kleindienst, seconded by Trustee Pepper to excuse Trustee Mallotto. Motion carried, vote 4-0 Alcumbrac, Kleindienst, Pepper, and Pye.

Present: Jan Pye, Chairperson
Lenny Pepper, Vice Chairperson
William G. Kleindienst, Secretary
Jane Alcumbrac, Member

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

Attorney Quintanilla Introduction - Visitor: Grace Garner, Quintanilla & Associates - New Attorney with Q&A

Excused: Lynn T. Mallotto, Treasurer

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 4-0 Alcumbrac, Kleindienst, Pepper, and Pye.

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, Kleindienst, Pepper, and Pye.

6. **ADMINISTRATIVE CALENDAR** a. **Review for Discussion and Approval Coachella Valley Water District (CVWD) Water Production Metering Agreement** Following an explanation by District Manager Jurasky and attorney Quintanilla and a discussion motion was made by Trustee Kleindienst, seconded by Trustee Pepper to approve the metering agreement between CVWD and the Palm Springs Cemetery District. Motion carried, roll call 4-0 Alcumbrac, Kleindienst, Pepper, and Pye.

7. **LEGISLATIVE CALENDAR** a. **Resolution 8-2018, Adopting Paid Leave Policies** Following a review and discussion, Trustees Pepper and Kleindienst were appointed to an ad hoc sub-committee for further review of the policy and bring their recommendations back to the Board at their July 2018 board meeting.

7. LEGISLATIVE CALENDAR - Continued

- b. Resolution 16-2018, Adopting Donation Policy** Following a review and discussion, a motion was made by Trustee Kleindienst, seconded by Trustee Pepper to approve Resolution 16-2018, Adopting Donation Policy. Motion carried; vote 4-0 Alcumbrac, Kleindienst, Pepper, and Pye.
- c. Resolution 17-2018, Adopting Vehicle Use Policy** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve Resolution 17-2018, Adopting Vehicle Use Policy. Motion carried; vote 4-0 Alcumbrac, Kleindienst, Pepper, and Pye.
- d. Resolution 18-2018, Adopting Employee Conduct Policies** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve Resolution 18-2018, Adopting Employee Conduct Policies. Motion carried; vote 4-0 Alcumbrac, Kleindienst, Pepper, and Pye.
- e. Resolution 19-2018, Adopting Employee Confidentiality Policies** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve Resolution 19-2018, Adopting Employee Confidentiality Policies. Motion carried; vote 4-0 Alcumbrac, Kleindienst, Pepper, and Pye.
- f. Resolution 20-2018, Adopting Employee Hours and Breaks Policies** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve Resolution 20-2018, Adopting Employee Hours and Breaks Policies. Motion carried; vote 4-0 Alcumbrac, Kleindienst, Pepper, and Pye.
- g. Resolution 21-2018, Adopting Employee Wages and Benefits Policies** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve Resolution 21-2018, Adopting Employee Wages and Benefits Policies. Motion carried; vote 4-0 Alcumbrac, Kleindienst, Pepper, and Pye.
- h. Resolution 22-2018, Adopting Employment Relationships and Termination Policies** Following a review and discussion, a motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve Resolution 22-2018, Adopting Employment Relationships and Termination Policies. Motion carried; vote 4-0 Alcumbrac, Kleindienst, Pepper, and Pye.
- i. Resolution 23-2018, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve Resolution 23-2018 transferring \$12,986.31 from PreNeed Fund, 51265 to the General Fund, 51270 and \$5,595.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 4-0, Alcumbrac, Kleindienst, Pepper and Pye.
- 8. TRUSTEE SIGNATURES** All documents were signed by Trustees
- 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 3:34 P.M.

Returned to Open Session at 3:49 P.M.

15. CLOSED SESSION ANNOUNCEMENTS – No reportable action

16. OPEN SESSION – None

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:49 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, July 12, 2018.

DATE: 7-12-18



William G. Kleindienst, Secretary