

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

DATE: October 11, 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 Vice Chairperson Pepper at 2:00 P.M.

2. **ROLL CALL**

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

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

3. **PUBLIC COMMENTS** – Sheila Lutzker in attendance for the discussion of Agenda item 6b.

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

5. **CONSENT CALENDAR** Trustee Pye stated that Trustee Pepper noted a few clerical errors in the minutes which have been corrected. Motion was made by Trustee Pepper, seconded by Trustee Malotto to approve the Consent Calendar as amended with edits to the minutes that corrected clerical errors. Motion carried, roll call 5-0 Alcumbrac, Kleindienst Malotto, Pepper and Pye.

6. **ADMINISTRATIVE CALENDAR** a. **District Investment General Overview – Neal Wilson, C & N Financial**
Neal Wilson presented the new format of the investment reports, reviewed the listing of holdings due dates, estimated income for the next twelve months and the listings with monthly income amounts. He further stated that the investment reports show the bond rating analysis and percentages of the portfolio investments. Following a discussion, the reports were received and filed. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Malotto, Pepper and Pye.

b. **Disposal of Solar Lights – Response from Cathedral City Environmental Conservation & Public Works Manager** Following a review of the response from the City and a discussion District Manager Jurasky was directed to contact Lowes and Home Depot to find out if either has a solar lights disposal program. Her findings if available will be placed on the November agenda

7. **LEGISLATIVE CALENDAR** a. **Resolution 8-2018, Adopting a Paid Leave Policy** Following a discussion this item was deferred to a future date.

b. **Resolution 25-2018, Adopting a Polygraph Test Policy** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Kleindienst to approve Resolution 25-2018, Adopting a Paid Leave Policy. Motion carried; vote 5-0 Alcumbrac, Kleindienst, Malotto, Pepper and Pye.

c. **Resolution 26-2018, 2018-2019 Budget Allocation Transfer** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Malotto to approve Resolution 26-2018, 2018-2019 Budget Allocation transferring \$25,500.00 from ACO fund 51275 to GF 51270. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Malotto, Pepper and Pye.

7. **LEGISLATIVE CALENDAR** - continued

d. **Resolution 27-2018, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve Resolution 27-2018 transferring \$18,729.27 from PreNeed Fund, 51265 to the General Fund, 51270 and \$4,700.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0 Alcumbrac, Kleindienst, Mallotto, Pepper and Pye.

8. **TRUSTEE SIGNATURES** Trustee signatures were completed

9. **BOARD DEVELOPMENT** – None

10. **PUBLIC HEARING CALENDAR** – None

11. **COMMITTEES** – None

12. **REPORTS** a. **Trustee Report** – Trustee Pye asked about the Day of the Dead banners at Forest Lawn, she thought it was in partnership with PSCD. District Manager Jurasky explained that they sponsor the Coachella Valley Cemetery District and the advertisement is for that event.

b. **District Manager Report** – District Manager Jurasky updated the Board on the progress of data reentry as a result of the network server being hacked and files encrypted.

Trustees Mallotto and Pepper both stated that they needed to leave due to prior work commitments. Following a discussion, the Board agreed to adjourn the meeting to 2:00 P.M., Monday, October 29, 2018.

Trustee Mallotto left the meeting at 3:20 P.M.

District Manager Jurasky informed the Board of a letter she received from Walter Williams addresses to the Board with his suggestions and ideas to improve the cemetery. She stated that talked with him by phone for about 35+ minutes regarding items in the three-page letter and inform him of that the District is doing to address some of them how the District operates and invited him to come to the cemetery for a tour. He declined the offer stating he was fine with her answers and the insight it had given him.

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

Trustee Pepper left the meeting at 3:25 P.M.

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE Deferred to the 2:00 P.M. Monday, October 29, 2018 adjourned meeting.

a. Conference with Legal Counsel – Regarding Potential Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): (One Potential Case)

b. Conference with Labor Negotiator (Government Code § 54954.5) District's Designated Labor Negotiator: Steven B. Quintanilla, General Counsel **Unrepresented Employee:** District Manager

15. CLOSED SESSION ANNOUNCEMENTS

16. OPEN SESSION a. **District Manager Employment Agreement, Salary Compensation and Other Terms** Deferred to the 2:00 P.M., Monday, October 29, 2018 adjourned meeting.

17. ADJOURNMENT Meeting was adjourned to 2:00 P.M., Monday, October 29, 2018 by Trustee Pye at 3:24 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, November 8, 2018.

The adjourned meeting was reopened at 3:27 P.M. by a motion made by Trustee Kleindienst, seconded by Trustee Alcumbrac to readdress item 6b. Following a discussion motion made by Trustee Kleindienst, seconded by Trustee Alcumbrac directing attorney Quintanilla to prepare a policy creating an auxiliary called Friends of the Palm Springs Cemetery District for the purpose disposal of solar lights with a Board sub-committee to meet with the auxiliary as needed.

Meeting was adjourned to 2:00 P.M., Monday, October 29, 2018 by Trustee Pye at 3:37 P.M.

DATE: _____

11-8-18



William G. Kleindienst, Secretary