

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

**DATE:** November 10, 2011

**TIME:** 2:00 P.M.

**PLACE:** Palm Springs Cemetery District, 31-705 Da Vall Drive, Cathedral City, California

**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  
George Stettler, Treasurer  
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager  
Steven B. Quintanilla, Green, de Bortnowsky & Quintanilla

Motion was made by Trustee Pye, seconded by Trustee Alcumbrac to excuse Trustee Lea who is on a scheduled vacation.

Excused: John Lea, Secretary

**3. PUBLIC COMMENTS** - None

**4. CONFIRMATION OF AGENDA** Motion was made by Trustee Pepper, seconded by Trustee Stettler to approve the Agenda as presented. Motion carried, vote 4-0.

**5. CONSENT CALENDAR** Motion was made by Trustee Pepper, seconded by Trustee Stettler to approve the Consent Calendar as presented. Motion carried, roll call 4-0.

**6. ADMINISTRATIVE CALENDAR** **a. Lund & Guttry CPA's – Annual Audit Report** The 2010-2011 Annual Audit Report was presented by Arturo Ceja, Lund & Guttry. Following a discussion was made by Trustee Stettler, seconded by Trustee Pepper to approve the report as presented. Motion carried, vote 4-0.

**b. Neal Wilson, C & N Financial – General Overview of District Investments 3rd Quarter 2011** Neal Wilson, C & N Financial gave the Board an overview of the District's 3<sup>rd</sup> quarter investments. Neal stated that the District's investments have seen a 1-2% increase, and that he has moved some of the investments to short term treasury bonds. Following a discussion the Board accepted the report as presented.

**c. PSCD New Office Building/Public Restrooms Update** District Manager Jurasky reported that a meeting is scheduled for 2:00 p.m., Monday, November 14, 2011 with DLR Group, Michael Fontana and the lighting consultant to discuss masonry substitution, interior elevations, restroom accessories/partitions, lighting and electrical/data requirements.

**d. Ratification of Chairperson Pye and Vice Chairperson Pepper Executive Decision - Replace Stolen Ramon Road Gate Controller as an Urgency Measure** District Manager Jurasky reported that sometime after hours on November 2, 2011 the Ramon Road gate controller was stolen, which made the gate inoperable. She stated that replacing the controller was imperative, and she had contacted Trustees Pye and Pepper for approval of a \$3,000.00 proposal from Patton Door & Gate for a new controller and installation. Following a discussion motion was made by Trustee Stettler, seconded by Trustee Alcumbrac to ratify the urgency measure. Motion carried, roll call 4-0.

**6. ADMINISTRATIVE CALENDAR - continued**

**e. Discussion District Paying an Expense Which Includes Alcoholic Beverages – District Policy** Attorney Steven Quintanilla stated that there is nothing in the CA Health & Safety Code that prohibits public cemetery districts from purchasing alcoholic beverages for a District function.

**f. New Tile Selection for Memorial Terrace Fountain Back Wall at DMP** District Manager Jurasky presented the Board with the sample tile selections for the fountain back wall. Following a discussion motion was made by Trustee Stettler, seconded by Trustee Alcumbrac to approve the tile selections and the proposal from Arizona Tile in the amount of \$4,000.00, plus \$500.00 to cover any unforeseen details. Motion carried, roll call 4-0.

**g. Discussion Veterans Day Service at DMP** No action taken

**h. Review for Discussion and Possible Approval – Day of the Dead Ceremony at DMP** District Manager Jurasky expressed concerns about the theft of the Ramon Road gate controller, and the activities at DMP after hours and on the weekends. She stated that some families are using the cemetery grounds as if it is a playground/park, playing football and soccer, and that there is always empty alcohol bottles and cans being left on the grounds. She stated that this is ongoing, and showed the Board photos of numerous alcohol bottles and cans that were picked up by the grounds crew.

Following a discussion the Board agreed to remove/disconnect the pressure plate which allows vehicles to exit the cemetery grounds once the gate closes. The removal/disconnect of the pressure plate will be effective March 30, 2012, and anyone locked inside would be instructed to call the Cathedral City Police Department. District Manager Jurasky was directed to post signs in both English and Spanish to inform visitors of this change. The signs are to be posted by January 1, 2012 to allow a minimum of three month notice. District Manager Jurasky is to discuss this with the Cathedral City police department before posting the signs.

She was also directed to obtain information for hiring a security company to patrol the cemetery grounds at DMP for a two (2) hour period in the late afternoon/early evening.

District Manager Jurasky expressed a desire and reasons for a Day of the Dead celebration being held at DMP. Following a discussion District Manager Jurasky was directed to work with the community to investigate the possibility of a Day of the Dead celebration being held at Desert Memorial Park in 2012.

**i. Strategic Planning Study Session January 2012 – Elizabeth Versace, Grant Factory - Facilitator** Following a discussion District Manager Jurasky was directed to contact Elizabeth Versace and request a proposal for grant writing. The strategic planning study session was deferred until after the completion of the new office building.

**7. LEGISLATIVE - None**

**8. BOARD DISCUSSION - None**

**9. PUBLIC HEARING CALENDAR - None**

**10. REPORTS     a. **Trustee Report** – None**

**b. **Manager Report**** - District Manager Jurasky showed the Board the revised PSCD documents folder.

**11. FUTURE AGENDA ITEMS**    **a. Discussion in 2012/2013 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

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

**13. CLOSED SESSION ANNOUNCEMENTS** - None

**14. ADJOURNMENT**    Meeting was adjourned at 3:09 P.M.    The next special board meeting is scheduled for 11:00 A.M., Thursday, December 8, 2011 at Spencer’s Restaurant in Palm Springs, CA

DATE: \_\_\_\_\_

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George Stettler, Treasurer