

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

DATE: October 14, 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
Robert J. Lee, Green, de Bortnowsky & Quintanilla

Motion was made by Trustee Stettler, seconded by Trustee Alcumbrac to excuse Trustee Lea due to him having a prior commitment that was unable to be rescheduled. Motion carried, vote 4-0.

Excused: John Lea, Secretary

3. **PUBLIC COMMENTS** - None

4. **CONFIRMATION OF AGENDA** District Manager Jurasky stated that due to the meeting date change, Neal Wilson and Lund & Guttry had scheduling conflicts. She requested that items 6b and 6c be pulled from the Agenda and placed on the November 2011 Agenda. Motion was made by Trustee Stettler, seconded by Trustee Pepper to approve the Agenda with item 6b and 6c being pulled. Motion carried, vote 4-0.

5. **CONSENT CALENDAR** Motion was made by Trustee Stettler, seconded by Trustee Pepper to approve the Minutes with minor grammatical changes. Motion carried, vote 4-0.

Motion was made by Trustee Pepper, seconded by Trustee to approve Consent Calendar items 5b and 5c as presented. Motion carried, roll call 4-0.

6. **ADMINISTRATIVE CALENDAR** a. **Elizabeth Versace, The Grant Factory, LLC – Grant Writer** Elizabeth Versace, The Grant Factory, LLC gave the Board an overview of her background and company. She stated what her company has to offer the District relating to grant writing and strategic planning. She also presented the Board with various possibilities in which funds could be raised for the District. Following a discussion the Board thanked Ms. Versace, and stated that they would discuss her presentation and should the Board decide to use her services they would contact her in the near future.

b. **Lund & Guttry CPA's – Annual Audit Report** Deferred to the November Board meeting

c. **Neal Wilson, C & N Financial – General Overview of District Investments 3rd Quarter 2011** Deferred to the November Board meeting

d. **Review for Discussion and Approval – Proposals for Asbestos. Lead and Mold Testing** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve the proposal from Aspen Tree Environmental for an amount not to exceed \$1,150.00. Motion carried, roll call 4-0.

6. ADMINISTRATIVE CALENDAR - continued

e. PSCD New Office Building/Restroom - Update Michael Fontana, Michael Fontana & Associates the District's project manager reviewed the status of the project. He also informed the Board of electrical, Cathedral City easements and budget concerns. He was directed to obtain additional information regarding costs associated with his concerns and bring this information back to the Board at the November meeting.

f. New Tile Selection for Memorial Terrace Fountain Back Wall at DMP District Manager Jurasky reported that the tile samples were received, however not in time for this meeting. This item will be placed on the November agenda.

g. Review for Discussion for Approval – Trustee Annual Year-End Meeting Luncheon Following a discussion the Board approved scheduling the Trustee Annual Year-End Meeting Luncheon for 11:00 a.m. Thursday, December 8, 2011 at Spencer's Restaurant. District Manager Jurasky was directed to handle the scheduling with the restaurant and invitation to the usual attendees, and to include Harold Matzner.

h. Strategic Planning Study Session February 4, 2011 Updates – Eldon Baber, Facilitator No action taken.

7. LEGISLATIVE a. Resolution 07-2011, Transfer Interment Rights & Cost from PN to ACO & GF Motion was made by Trustee Stettler, seconded by Trustee Pepper to approve Resolution 07-2011 transferring \$22,568.46 from PreNeed Fund, 51265 to the General Fund, 51270 and \$1,650.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 4-0.

8. PUBLIC HEARING CALENDAR - None

9. REPORTS a. Trustee Report – None

b. Manager Report - District Manager Jurasky reported the a No Claims Paid in 2010-2011 for workers' compensation and Property/Liability was received from SDRMA. She stated that no claims help to reduce premiums.

10. 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

11 CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE Safe Harbor Language was read by attorney Robert J. Lee of Green, de Bortnowsky & Quintanilla. Convened into Closed Session at 3.35 p.m.

a. Public Employee Performance Evaluation Pursuant to Government Code Section 54947(b)

Title: District Manager

12. CLOSED SESSION ANNOUNCEMENTS - Returned to Open Session at 3.43 p.m. No Reportable Action

13. ADJOURNMENT Meeting was adjourned at 3:44 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, November 10, 2011

DATE: _____

George Stettler, Treasurer