

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

DATE: December 13, 2012

TIME: 11:00 A.M.

PLACE: Spencer's Restaurant, 701 Baristo Road, Palm Springs, California

1. **CALL TO ORDER** The meeting was called to order by Vice Chairperson Pepper at 11:10 A.M.

2. **ROLL CALL**

Present:

Lenny Pepper, Vice Chair
George Stettler, Treasurer
John Lea, Secretary
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager

Not Present: Jan Pye, Chair

Motion was made by Trustee Pepper, seconded by Trustee Lea to excuse Trustee Pye stating that she is possibly delayed due to traffic issues as a result of the rain. Motion carried, vote 4-0.

3. **PUBLIC COMMENTS** – None

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

5. **CONSENT CALENDAR** Trustee Stettler requested that item 5d be pulled for discussion. Motion was made by Trustee Stettler, seconded by Trustee Alcumbrac to approve the Consent Calendar with item 5d excluded. Following a discussion motion was made by Trustee Stettler, seconded by Trustee Lea to approve item 5d. Motion carried, roll call 4-0.

Trustee Pepper requested that item 6a be moved to follow item 6e to allow time for Trustee Pye to arrive.

6. **ADMINISTRATIVE CALENDAR** Item 6a moved to follow item 6e

b. Neal Wilson, C & N Financial - General Overview of District Investments 3rd Quarter 2012 Neal Wilson, C & N Financial gave the Board an overview of the District's 3rd quarter investments. Neal stated that the District's investments are doing well at this point, and are looking good thus far for the 4th quarter. He also said that he and Trustee Stettler the District's Treasurer have a meeting scheduled for next Wednesday to discuss any questions Trustee Stettler may have. Following a discussion motion was made by Trustee Alcumbrac, seconded by Trustee Stettler to accept the report as presented. Motion carried, vote 4-0.

c. Review for Discussion and Approval – Landscape Maintenance & Interment Proposal District Manager Jurasky reported that three companies were present at the mandatory job walk, and only one company, Kirkpatrick Landscaping Services, Inc. the District's current contractor submitted a proposal with no changes to the existing agreement.

District Manager Jurasky stated that she has had recent concerns regarding delays in re-seeding and tree trimming. Following a discussion motion was made by Trustee Stettler, seconded by Trustee Alcumbrac to approve the proposal with the addition of penalty clauses for poor work performance and delays. Legal language will be drafted by Steve Quintanilla the District's attorney. Motion carried, roll call 4-0.

6. ADMINISTRATIVE CALENDAR - Continued

d. Employee Performance Appreciation Bonuses District Manager Jurasky reported that she had included bonuses for the same amounts as 2011-2012 for staff in the 2012-2013 Budget. The bonuses are as follows: \$1,500.00 for Grounds Supervisor Madrigal, \$600.00 for Grounds man Reyna, \$400.00 for Office Accountant Clark and \$300.00 for Administrative Assistant Burnett. The report was received and filed.

Trustee Pye arrived at 11:27 A.M.

a. Election of Officers Following a discussion motion was made by Trustee Alcumbrac, seconded by Trustee Pepper to approve the re-election of the current slate of officers for the year 2013. Motion carried, vote 5-0.

e. PSCD New Building/Public Restrooms – District Manager Jurasky reported that the construction fencing is in place, and RDP/SCI, Inc. the general contractor is waiting on the signed Agreement from the District to proceed. Following a discussion Trustees Lea and Pye signed the Agreement as designated signers for the District.

District Manager Jurasky also reported that a meeting is scheduled for 11:00 a.m., Monday, December 17, 2012 with Andy Hall, City of Cathedral City to discuss sewer connection issues.

7. LEGISLATIVE - None

8. BOARD DISCUSSION - None

9. PUBLIC HEARING CALENDAR - None

10. REPORTS a. Trustee Report - None

b. Manager Report - District Manager Jurasky reported that she had been contacted by Desert Sun Reporter Erica Felci regarding a story on pension plans across the Coachella Valley. District Manager Jurasky stated that she had answered all the questions asked via e-mail, and that she received an e-mail reply from Ms. Felci thanking her for the prompt response.

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

c. Strategic Planning Study Session No action taken

d. Demolition of Old Office and Apartment Buildings No action taken

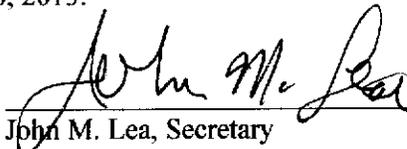
12. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE – None

13. CLOSED SESSION ANNOUNCEMENTS – None

14. ADJOURNMENT Meeting was adjourned by Trustee Pye, Chairperson at 11:35 A.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, January 10, 2013.

DATE: _____

1-10-2013


John M. Lea, Secretary