

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

DATE: December 12, 2013

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 Chairperson Pye at 11:02 A.M.

Trustee Pye, Chair stated that Trustee Pepper had contacted her to inform her that due to a work commitment he would be unable to attend the December 12, 2013 board meeting. Motion was made by Trustee Alcumbrac, seconded by Trustee Stettler to approve Trustee Pepper's absence. Motion carried, vote 4-0.

2. **ROLL CALL**

Present: Jan Pye, Chair
George Stettler, Treasurer
John Lea, Secretary
Jane Alcumbrac, Member

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

Not Present: Lenny Pepper, Vice Chair

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 Pye requested that item 5a be pulled for an edit. Motion was made by Trustee Stettler, seconded by Trustee Alcumbrac to approve items 5b through 5d of the Consent Calendar. Motion carried, roll call 4-0.

Trustee Pye requested that the last sentence of the second paragraph be deleted from item 10a. Motion was made by Trustee Lea, seconded by Trustee Alcumbrac to approve the edit to item 10a of the Minutes. Motion carried, vote 4-0.

6. **ADMINISTRATIVE CALENDAR** a. **Election of Officers** Following a discussion motion was made by Trustee Stettler, seconded by Trustee Lea to approve no changes to the current slate of officers for 2014. Motion carried, vote 4-0.

b. **Review for Discussion – Demolition of Old Office and Apartment Buildings** District Manager Jurasky stated that she had obtain a quote from G & M Construction to give the Board an estimated of the approximate cost to demo the buildings and haul away. The quote was in the amount of \$30,000.00.

She also stated that she was still waiting on a response from the Rancho Mirage and Cathedral City fire departments regarding using the building for training. Following a discussion motion was made by Trustee Stettler, seconded by Trustee Alcumbrac directing District Manger Jurasky to give them until January 15, 2014 to reply. If no reply by January 15th District Manager Jurasky was directed seek bids (RFP) for the demolition of the buildings and haul away. Motion carried, vote 4-0.

c. **Review New Building Expenditures** District Manager reviewed the new build expense report with the Board, and stated that the building came in under budget. Following a discussion the expense report was received and filed.

d. **Review for Discussion – New Building Notice of Acceptance** Following a discussion motion was made by Trustee Stettler, seconded by Trustee Lea to approve the acceptance of the new building. Attorney Quintanilla was directed to prepare the necessary paperwork for formal acceptance. Motion carried, vote 4-0.

e. **Discussion for Possible District Manager Title Change** – No action taken

f. **Employee Performance Appreciation Bonuses** District Manager Jurasky reported that she had included bonuses for the same amounts as 2012-2013 for staff in the 2013-2014 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, \$300.00 for Administrative Assistant Burnett and \$100.00 for Office Assistant Felix. The report was received and filed.

7. **LEGISLATIVE** - None

8. **BOARD DEVELOPMENT a. What You Should Know as a Special District Board Member and Why** This item is to be placed on the January 9, 2014 Agenda

9. **PUBLIC HEARING CALENDAR** – None

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

b. **Manager Report** – None

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** This item is to be removed and place on the February 13, 2014 Agenda for Board action.

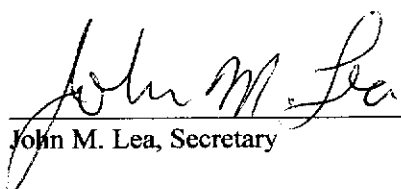
e. **Review Investment Policy of the Palm Springs Cemetery District** No action taken

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

13. **CLOSED SESSION ANNOUNCEMENTS** – None

14. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 11:27 A.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, January 9, 2014.

DATE: 1-9-14



John M. Lea, Secretary