

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

DATE: February 14, 2013

TIME: 2:00 P.M.

PLACE: 31-705 Da Vall Drive, Cathedral City, CA 92234

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

Not Present: John Lea, Secretary

Motion was made by Trustee Pye, seconded by Trustee Stettler to excuse Trustee Lea due to him having a scheduled vacation. Motion carried, vote 4-0.

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 Alcumbrac to approve the Consent Calendar as presented. Motion carried, roll call 4-0.

6. **ADMINISTRATIVE CALENDAR** a. **Review for Discussion and Possible Approval – Dia de los Muertos/Day of the Dead Celebration, Saturday, November 2, 2013 from 11:00AM – 4:00PM at Desert Memorial Park** Simeon Den, Co-Chair of the Dia de los Muertos/Day of the Dead Celebration planning group gave a brief overview of his background and connection with the Cathedral City Historical Society/Agnes Pelton Society. Following a discussion the Board approved Dia de los Muertos/Day of the Dead Celebration being held at Desert Memorial Park from 11:00AM – 4:00PM on Saturday, November 2, 2013.

Attorney Steven Quintanilla stated that he just completed a special events ordinance which he could revise for the District. District Manager Jurasky was directed to work with attorney on the revisions.

b. **Review for Discussion and Approval – Proposal from Arbor Tech Services for Treatment of 31 Pine Trees for Spider Mites and 1 Mesquite Tree for Borers and Spider Mites** District Manager Jurasky informed the Board of spider mite infestation and condition of the Pine trees. Following a discussion motion was made by Trustee Stettler, seconded by Trustee Pepper to approve the proposal from Arbor Tech Services in the amount of \$5,785.00 for treatment of spider mites on 31 Pine trees and 1 Mesquite tree. Motion carried, roll call 4-0.

6. ADMINISTRATIVE CALENDAR continued

c. Review for Discussion and Approval – Proposal from Western Pump, Inc. to Refurbish Aboveground Gasoline Storage Tank for Compliance with State of California Air Resources Board Enhanced Vapor Recovery System Executive Order (EO) VR-301 District Manager Jurasky explained the Compliance Order (EO) VR-301 from the State of California Air Resources Board. Following a discussion motion was made Trustee Pepper, seconded by Trustee Stettler to approve the proposal in the amount of \$3,928.00.

d. Review for Discussion and Approval – 3-Year Audit Proposal from Lund & Guttry, CPA LLP Following a discussion motion was made by Trustee Pepper, seconded by Trustee Stettler to approve the 3-year proposal from in the amounts \$11,000.00 (2013), \$11,250.00 (2014) and \$11,500.00 from Lund & Guttry, CPA LLC for audit services. Motion carried, roll call 4-0.

e. USC Price Executive Education Forum – USC Davidson Conference Center, March 8 -9, 2013 Trustee Pye stated that if she attends there would be no hotel expense; she would only request the District cover one-half of other expenses. Following a discussion motion was made by Trustee Pye seconded, by Trustee Pepper to approve Trustees and District Manager attendance at the USC Price Executive Education Forum – USC Davidson Conference Center, March 8 -9, 2013 in Los Angeles, CA. Motion is to include all necessary expenses. Motion carried, roll call 4-0.

f. Local Public Cemetery Districts Area Meeting – March 21, 2013 in Anaheim, CA Motion was made by Trustee Alcumbrac seconded, by Trustee Pepper to approve Trustees, District Manager and selected Staff attendance at the Local Public Cemetery Districts Area Meeting on March 21, 2013 in Anaheim, CA. Motion is to include all necessary expenses. Motion carried, roll call 4-0.

g. CAPC Annual Conference – April 4-6, 2013 in Monterey, CA Motion was made by Trustee Pye seconded, by Trustee Stettler to approve Trustees, District Manager and selected Staff attendance at the CAPC Annual Conference on April 4-6, 2013 in Monterey, CA. Motion is to include all necessary expenses. Motion carried, roll call 4-0.

h. Review for Discussion and Approval – PSCD Services/History Presentation to Local City Councils by District Manager Jurasky Following a discussion District Manager Jurasky was directed to exhibit the District's presentation about us to city councils, chamber and others. The presentations are to start after SDFL District of Distinction, and is to include information about the new administration building, District achievements and Day of the Dead celebration in November 2013.

i. Discussion and Approval – Trustee Rights, Responsibilities and Liabilities Training – Green, de Bortnowsky & Quintanilla Following a discussion motion was made by Trustee Pye, seconded by Trustee Pepper to schedule Trustee Rights, Responsibilities & Liabilities and Sexual Harassment Training facilitated by Steven, GDQ at 11:00 AM on either Monday, March 4, 2013 or Monday, March 11, 2013 at Escena Golf Club. District Manager was directed to check availability at Escena, and notify the Board and attorney Quintanilla of the date. Motion is to include all necessary expenses. Motion carried, roll call 4-0.

j. PSCD New Office Building/Public Restrooms – Update District Manager Jurasky reviewed budget worksheet and updated the actual building status.

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 the current audit was approved by SDLF for District of Distinction, however there are now new requirements. She stated that most of which the District are already complying with, and that the most important item is for Board completion of sexual harassment training. Sexual harassment training will take place in March, after training District Manager Jurasky will resubmit to SDLF.

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

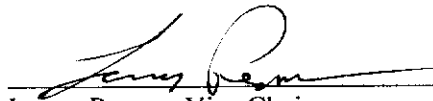
d. **Demolition of Old Office and Apartment Buildings** No action taken

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 3:00 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, March 14, 2013.

DATE: 3-14-13


Lenny Pepper, Vice Chairperson