

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

DATE: July 11, 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
George Stettler, Treasurer
John Lea, Secretary
Jane Alcumbrac, Member

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

Motion was made by Trustee Pye, seconded by Trustee Alcumbrac to excuse Trustee Pepper who had informed Trustee Pye, Chair of his inability to attend the July 11, 2013 meeting. Motion carried, vote 4-0.

Excused: Lenny Pepper, Vice Chair

3. **PUBLIC COMMENTS** – None

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

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

6. **ADMINISTRATIVE CALENDAR** a. **Review for Discussion and Approval – 2013-2014 Revised Budget** Trustee Stettler stated that he and District Manager Jurasky met and made some changes that weren't reflected on the previous budget. He also discussed the state of property tax revenue in relationship to the housing market, and stated that he felt it was a sound budget. Motion was made by Trustee Lea, seconded by Trustee Alcumbrac Motion carried, roll call 4-0.

b. **Review for Approval – PSCD Reserves and Fund Balance Policy** District Manager Jurasky reviewed with the Board what comprised the reserves and fund balances.

Attorney Steve Quintanilla explained the importance of having a Reserves and Fund Balance Policy, and reviewed the policy with the Board.

Following a discussion motion was made by Trustee Stettler, seconded by Trustee Lea to approve the PSCD Reserves and Fund Balance Policy. Motion carried, vote 4-0.

c. **Review for Discussion and Approval – GASB 45 AMM Preparation – CA School Board Association** Following a discussion motion was made by Trustee Lea, seconded by Trustee Stettler to approve the proposal from CA School Board Association in the amount of \$1,500.00 for the preparation of GASB 45 AMM. Motion carried, roll call 4-0.

d. **Authorized Signature List for Riverside County** District Manager Jurasky and all Trustees except Trustee Pepper signed the authorized signature list for Riverside County. Trustee Pepper will sign at a later date.

e. CAPC Annual Education Seminar & Area Meeting – October 4-5, 2013 in Irvine, CA Following a discussion motion was made Trustee Pye, seconded by Trustee Stettler to approve Trustees, District Manager Jurasky and designated staff attendance at the CAPC Annual Education Seminar & Area Meeting in Irvine, CA. This approval is to include all necessary expenses. Motion carried, roll call 4-0.

f. CSDA Annual Conference & Exhibitors Showcase – September 16-19, 2013 in Monterey, CA Following a discussion motion was made Trustee Pye, seconded by Trustee Alcumbrac to approve Trustees and District Manager Jurasky attendance at the CSDA Annual Conference & Exhibitors Showcase n Monterey, CA. This approval is to include all necessary expenses. Motion carried, roll call 4-0.

g. PSCD New Office Building/Public Restrooms - Update District Manager Jurasky presented a scheduled outline of updates on the status and expenditure new office building/public restrooms progress. Report was received and filed.

7. LEGISLATIVE a. Resolution 04-2013, 2013-2014 Budget Adoption Motion was made by Trustee Stettler, seconded by Trustee Lea to approve Resolution 04-2013, 2013- 2014 Budget Adoption. Motion carried, roll call 4-0.

b. Ordinance 01-2013, Restricting Use of Cemetery District Property

Waive Full Reading of the Ordinance and Introduce By Title Only – An Ordinance of the Board of Trustees of the Palm Springs Cemetery District Restricting the Use of Cemetery District Property to Protect the Health, Safety and Welfare of the Public, Public Investment, and Public Property.

Reading by District Manager Jurasky.

Attorney Quintanilla reviewed the changes to Ordinance 01-2013, and explained the readings to the Board. Following a discussion motion was made by Trustee Alcumbrac, seconded by Trustee Lea to approve Ordinance 01-2013, Restricting Use of Cemetery District Property. Motion carried, vote 4-0.

c. Resolution 05-2013, Trustee Compensation Policy Following a discussion motion was made by Trustee Stettler, seconded by Trustee Lea to approve Resolution 05-2013, Trustee Compensation Policy. Motion carried, roll call 4-0.

8. BOARD DISCUSSION a. Review Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities Following a discussion motion was made by Trustee Stettler, seconded by Trustee Alcumbrac to approve the amendments to item 11, second paragraph changing date from June 30 to April 30. Also, rewording item 16 and increasing Manager purchase amount from \$1,000.00 to \$2,500.00. Motion carried, vote 4-0.

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

Trustee Pye clarified the use of Board Discussion section. Following a discussion District Manager Jurasky was directed to move Item 8b to Future Agenda Items.

9. PUBLIC HEARING CALENDAR - None

10. REPORTS a. Trustee Report Trustee Stettler expressed the desire to move to preparing a two-year budget for the fiscal year 2014-2016. Following a discussion District Manager Jurasky was directed to meet with Trustee Stettler to review the 2013-2014 after 6-months, and in April 2014 to review the preliminary 2014-2015 budget.

b. Manager Report - District Manager Jurasky reported on the status of the November 2, 2013 Day of the Dead event.

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

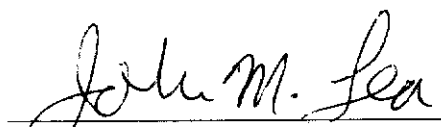
13. **CLOSED SESSION ANNOUNCEMENTS** – None

13.5 **AUTHORIZATION TO ENTER INTO A SPONSORSHIP AGREEMENT WITH WELL IN THE DESERT - URGENCY ITEM - DAY OF THE DEAD CELEBRATION** a. Following a discussion motion was made by Trustee Pye, seconded by Trustee Stettler to add agenda item 13.5 as an “Urgency Item”. Motion carried 4-0 vote.

Following further discussion motion was made by Trustee Pye, seconded by Trustee Stettler to approve entering into a partnership agreement with The Well in the Desert for the Day of the Dead Celebration. Should District Manager Jurasky need approval for any activities related to the Day of the Dead in August 2013 she was directed contact the Chair and Vice-Chair for approval, and report to the full Board at the September 2013 board meeting. Motion carried, roll call 4-0.

14. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:33 P.M. No board meeting in August. The next regular board meeting is scheduled for 2:00 P.M., Thursday, September 12, 2013.

DATE: 9-12-13



John M. Lea, Secretary