

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

DATE: June 13, 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.

Trustee Pye informed the Board that she has another meeting at 3:00 PM and has to leave at 2:40 PM. Lenny as Vice Chair will conduct the remainder of the meeting.

2. **ROLL CALL** Present: Jan Pye, Chair
Lenny Pepper, Vice Chair
George Stettler, Treasurer
John Lea, Secretary
Jane Alcumbrac, Member

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

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Attorney Quintanilla requested that the board add a potential litigation item as an “Urgency Item” to Closed Session. He stated that it is regarding the city of La Quinta suing the Department of Finance over tax issues which the District has not been formally served. He also stated that the District will be served regarding this issue. Motion was made by Trustee Stettler, seconded by Trustee Lea to approve adding potential litigation item as an “Urgency Item” to Closed Session. Motion carried, vote 5-0.

Motion was made by Trustee Pepper, seconded by Trustee Stettler to approve the Agenda with the Urgency Item added. Motion carried, vote 5-0.

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

6. **ADMINISTRATIVE CALENDAR** a. **Neal Wilson, C & N Financial – General Overview of District Investments 1st Quarter 2013** Neal Wilson, C & N Financial gave the Board an overview of the District’s 1st quarter investments. Following a discussion motion was made by Trustee Stettler, seconded by Trustee Pepper to receive and file the District’s 1st quarter investment report. Motion carried, vote 5-0.

b. **Proposed Increase in District Manager’s Annual Compensation**

Recommendation: That the Board take whatever action it deems appropriate and direct Legal Counsel to prepare any necessary amendments to the District Manager’s Employment Agreement.

Motion was made by Trustee Pepper, seconded by Trustee Stettler to approve an annual salary increase for District Manager Jurasky in the amount of \$4,500.00. District Manager Jurasky expressed her gratitude and stated she truly enjoys her job.

c. **Review for Discussion and Approval - PSCD Expense and Reimbursement Policy** No action taken

d. **Review for Discussion and Approval - PSCD Reserves Policy** No action taken

e. **Authorized Signature List for Riverside County** District Manager Jurasky explained the purpose of the authorized signature list, and stated that the form was in her office. Form will be signed by Trustees at a later date.

f. Review for Discussion and Approval – Allocation of Funds for 2013-2014 Development Projects Following a discussion it was agreed that this agenda item will be addressed under item 7b.

g. Review for Discussion and Approval – Future 2015-2017 Development Projects Following a discussion motion was made by Trustee Stettler, seconded by Trustee Lea to receive and file the distribution of funds allocations for future 2015-2017 development projects. Motion carried, vote 5-0.

h. Review for Discussion and Approval – 2013-2014 Proposed Schedule of Charges Following a discussion the 2013-2014 Schedule of Charges were approved as listed.

i. Review for Discussion and Approval – 2013-2014 Proposed Budget Following a discussion it was agreed that this agenda item will be addressed under item 7b.

j. CSDA General Manager Leadership Summit – July 14-16, 2013 in Newport Beach, CA Following a discussion motion was made Trustee Pepper, seconded by Trustee Lea to approve Trustees and District Manager Jurasky attending the CSDA General Manager Leadership Summit. This approval is to include all necessary expenses. Motion carried, roll call 5-0.

k. Well #4 Repairs – Update District Manager Jurasky reported that Well #4 is repaired and back in operation.

7. LEGISLATIVE **a. Resolution 03-2013, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Stettler, seconded by Trustee Pepper to approve Resolution 03-2013 transferring \$14,641.47 from PreNeed Fund, 51265 to the General Fund, 51270. Motion carried, roll call 5-0.

b. Resolution 04-2013, 2013-2014 Budget Adoption Following a discussion motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve the 2013-2014 Budget. District Manager Jurasky was directed to edit the revenue projections, and once edited review the edited revenue projections and proposed budget with Trustee Stettler. This item is to be placed on the July 11, 2013 agenda.

8. BOARD DISCUSSION **a. Review Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities** No action taken.

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

9. PUBLIC HEARING CALENDAR - None

10. REPORTS **a. Trustee Report** Trustee Pepper expressed his concerns regarding a potential litigation issue. The Board acknowledged is concerns and directed attorney Quintanilla to prepare a letter addressing them.

Trustee Stettler stated that he was concerned with how the purchases of furnishings for new building are being handled. He said that he wants to make sure that all purchases are being handled properly, and with Board approval when required.

Following a discussion District Manager was directed to schedule a meeting with Trustees Alcumbrac and Stettler, the new building sub-committee to review the furnishings plan and proposal.

b. Manager Report - District Manager Jurasky reported that Kirkpatrick Landscaping has responded favorably to the District's concerns about them adhering to the maintenance schedule.

Trustee Pye left the meeting at 2:43 PM

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** – Safe Harbor language was read by Steven Quintanilla the District’s general legal counsel. Convened into Closed Session at 2:50 P.M.

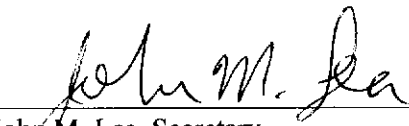
a. Conference with Legal Counsel regarding potential initiation of litigation pursuant to Government Code Section 54956.9: (one case)

Convened into Open Session at 2:54 P.M.

13. **CLOSED SESSION ANNOUNCEMENTS** – No reportable action.

14. **ADJOURNMENT** Meeting was adjourned by Trustee Pepper at 2:55P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, July 11, 2013.

DATE: 7-11-13



John M. Lea, Secretary