

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

DATE: May 10, 2012

TIME: 2:00 P.M.

PLACE: Palm Springs Cemetery District, 31-705 Da Vall Drive, Cathedral City, California

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
John Lea, Secretary
Jane Alcumbrac, Member

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

3. **PUBLIC COMMENTS** - None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Pepper, seconded by Trustee Lea to approve the Agenda as presented. Motion carried, vote 5-0.

5. **CONSENT CALENDAR** Trustee Pepper requested that item 5a be pulled for minor corrections. Motion was made by Trustee Alcumbrac, seconded by Trustee Stettler to approve items 5b, 5c and 5d on the Consent Calendar. Motion carried, roll call 5-0.

Motion was made by Trustee Stettler, seconded by Trustee Lea to approve item 5a (April 12, 2012 Meeting Minutes) with the following corrections: item 5 second paragraph replace "Pye" with "Alcumbrac", item 6c second paragraph third line, remove "to" after "place" and item 6d second line add "letter" after "certified". Motion carried, vote 5-0.

Trustee Pye stated that Chris Mills architect was in attendance, and she requested that agenda items 6c and 6d be addressed first on the Administrative Calendar.

6. **ADMINISTRATIVE CALENDAR** c. **Review for Discussion – DLR Group WWCOT Architects – Lead Architect** Following a discussion motion was made by Trustee Stettler, seconded by Trustee Alcumbrac to approve changing architectural firms. The new firm will be Prest-Vuksic Architects with Chris Mills being specified as the District's architect. Attorney Steve Quintanilla was directed to handle all concerns and legal matters relating to the change and completion of the project. Motion carried, roll call 5-0.

d. **Review for Discussion and Approval General Contractor – PSCD New Building Project** Following a discussion there were no objections to sending a Request for Bid package to the six (6) preselected general contractors.

a. **Discussion and Approval Trustees Reappointment Letter- Riverside County Board of Supervisors** During the discussion Trustees Pye and Lea expressed a desire to continue to serve on the PSCD Board. Following the discussion motion was made by Trustee Stettler, seconded by Trustee Pepper directing District Manager Jurasky send a letter to the Riverside County Board of Supervisors requesting the reappointment of Trustees Pye and Lea. Motion carried, vote 5-0.

b. **Employee Performance Evaluation – District Manager** Trustee Pye stated that she will be revising the evaluation form and would distribute to all Trustees for completion before the June 14, 2012 board meeting. She also requested that the District Manager evaluation process begin in April each year.

6. ADMINISTRATIVE CALENDAR - Continued

e. Review Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities

During the discussion Trustee Pye stated that there should be a budget line item for “PSCD Conference Donations”. The other Trustees agreed, and District Manager Jurasky was directed to add PSCD Conference Donations as a budget line item. Following the discussion the Board agreed that no revisions were needed to the Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities.

f. Review Investment Policy of the Palm Springs Cemetery District

Following a discussion Trustee Stettler requested that there be a review of the investment policy with Neal Wilson, C & N Financial the District’s investment advisor to make sure no changes are necessary.

g. Review for Discussion PSCD Schedule of Charges Format

Following a discussion it was determined that the format change was needed for budget purposes only. Trustee Pye requested that District Manager Jurasky e-mail her the schedule of charges and she would provide with a template.

h. DMP Break Room & Restroom Remodel – Update

District Manager Jurasky reported that the remodel will be complete after the installation of one cabinet and the final walk thru. She stated completion will be in 5-7 days.

i. PSCD New Office Building/Public Restrooms – Update

District Manager Jurasky reported that attorney Steve Quintanilla is in the process of preparing the Bid Documents.

7. LEGISLATIVE a. Resolution 03-2012, Transfer Interments Rights & Costs from PN to ACO & GF
Motion was made by Trustee Pepper, seconded by Trustee Stettler to approve Resolution 03-2012 transferring \$12,287.86 from PreNeed Fund, 51265 to the General Fund, 51270 and \$800.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0.

8. BOARD DISCUSSION - None

9. PUBLIC HEARING CALENDAR - None

10. REPORTS a. Trustee Report - None

b. Manager Report

- District Manager Jurasky reported that there was minor wall damage from an auto accident that occurred on April 18, 2012. She stated that she is waiting on insurance information from the Cathedral City police department accident report.

District Manager Jurasky also reported that someone had left the water spigot on at Welwood Murray Cemetery, and that the water flow caused a section of the cemetery to become flooded. She stated that a water valve was installed to automatically shut off when the handle is released.

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

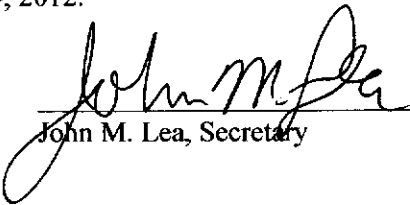
12. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE – Safe Harbor language was read by Steven Quintanilla the District’s general legal counsel. Convened into Closed Session at 3:23 P.M.

a. Conference with Legal Counsel – Anticipated Litigation, Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (One potential case)

13. CLOSED SESSION ANNOUNCEMENTS Returned to open session at 3:45 P.M. No reportable action

14. ADJOURNMENT Meeting was adjourned by Trustee Pye, Chairperson at 3:45 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, June 14, 2012.

DATE: 6-14-12



John M. Lea, Secretary