

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

DATE: May 9, 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
John Lea, Secretary
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager

3. **PUBLIC COMMENTS** -- None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Stettler, seconded by Trustee Alcumbrac to approve the Agenda as presented. 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 4-0. Trustee Pye voiced her approval of the Consent Calendar, however abstained from approval of the Minutes because she was not in attendance at the May 9, 2013 board meeting.

6. **ADMINISTRATIVE CALENDAR** a. **Well #4 Repairs – Update** District Manager Jurasky reported that the pump equipment and all parts for the well repairs have been delivered to South West Pump & Drilling with the exception of the bowl assembly, which is expected to be delivered around May 24, 2013. She also reported that wire brushing of the well column will start on May 15, 2013.

b. **Discussion for Implementation of a PSCD Expense and Reimbursement Policy** Following a discussion District Manager Jurasky was directed to prepare a PSCD Expense and Reimbursement Policy for review and approval by the Board at a future meeting.

c. **Discussion for Implementation of a PSCD Reserves Policy** Following a discussion District Manager Jurasky was directed to prepare a Reserves Policy for review and approval by the Board at a future meeting.

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

e. **Review Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities** Following a discussion the Board agreed to change Board of Trustees General Provisions and Government Item 11 paragraph 2 written evaluation completion date from “July 1 each year” to “April 30 each year”.

In addition, Item 16 (in its entirety) regarding Trustees approval of expenditures exceeding \$10,000.00 is placed on the agenda as a sub item under any expenditure requiring Board approval.

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

g. **Employee Performance Evaluation – District Manager** Following a discussion the Board agreed to hold a special meeting at 10:00 A.M., Friday, May 31, 2013 for the Employee Performance Evaluation - District Manager.

7. **LEGISLATIVE** - None

8. **BOARD DISCUSSION** - Trustee Pye requested the Board of Trustees General Provisions & Government, Trustee Duties & Responsibilities and Investment Policy of the Palm Springs Cemetery District be placed under Board Discussion on a monthly basis.

9. **PUBLIC HEARING CALENDAR** - None

10. **REPORTS** a. **Trustee Report** Trustee Lea discussed the upcoming Memorial Day Services being held at DMP on May 27, 2013.

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

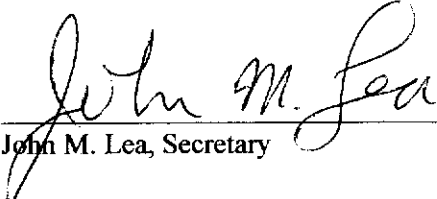
d. **Demolition of Old Office and Apartment Buildings** No action taken

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

13. **CLOSED SESSION ANNOUNCEMENTS** – None

14. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 2:50 P.M. The next special board meeting is scheduled for 10:00 A.M., Friday, May 31, 2013. The next regular board meeting is scheduled for 2:00 P.M., Thursday, June 13, 2013.

DATE: 6-13-13



John M. Lea, Secretary