

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

DATE: November 8, 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
Steve 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** 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. **Lund & Guttry CPA's – Annual Audit Report** Gary Dack, CPA gave the Board an overview of the annual audit report. Following a discussion motion was made by Trustee Stettler, seconded by Trustee Lea to vote on acceptance of the annual audit report at the next board meeting. This delay will allow the Board adequate time to review the report in detail. Motion carried, vote 5-0.

b. **Review of Bids for Discussion and Approval – Selection of General Contractor for New Administration Building and Public Restrooms** The District's project manager Michael Fontana gave an over view of the proposals submitted. Trustee Stettler reported to the Board the findings of the sub-committee and recommendations. Chris Mills, architect reported on his involvement working with RDP/SCI, Inc. Following a discussion motion was made by Trustee Stettler, seconded Trustee Pepper to approve the proposal from RDP/SCI, Inc. in the amount \$1,149,700.00 for the construction of the New Administration Building and Public Restrooms.

Michael Fontana gave a brief outline of the selection process/timeline and suggested that the Board proceed with the Notice of Award. Motion carried, roll call 5-0.

c. **Discussion for Possible Approval – Temporary Employee Budget Increase Amount** Following a discussion motion was made by Trustee Stettler, seconded Lea to approve increasing "Temporary Employee" budget from \$1,500.00 to \$8,000.00 for the fiscal year 2012-2013. Motion carried, roll call 5-0.

d. **Discussion for Possible Approval – Sell of Family Benches** Following a discussion District Manager was directed to continue to investigate placement location of benches, how many and the cost for each bench including the foundation, and bring the information back to the Board at a future date.

6. ADMINISTRATIVE CALENDAR - Continued

e. Review for Completion and Signature – Trustee I-9 Forms All Trustees reviewed and completed their respective I-9 forms. District Manager received and will file.

f. PSCD New Office Building/Public Restrooms – Update General Contractors Selected at this board meeting

7. LEGISLATIVE a. Resolution 09-2012, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Pepper, seconded by Trustee Stettler to approve Resolution 09-2012 transferring \$7,846.88 from PreNeed Fund, 51265 to the General Fund, 51270 and \$600.00 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 - 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, Chairperson at 3:14 P.M. Board of Trustees Ethics Training is scheduled for 11:00 A.M., Thursday, December 6, 2012 at Escena Golf Club.

The next special board meeting is scheduled for 11:00 A.M., Thursday, December 13, 2012 Spencer's Restaurant.

DATE: _____

12-13-12



John M. Lea, Secretary