

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

**DATE:** October 8, 2014

**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  
John M. Lea, Secretary  
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager  
Steven Quintanilla, Quintanilla & Associates

Not Present: George Stettler, Treasurer

Motion was made by Trustee Pepper, seconded by Trustee Lea to excuse Trustee Stettler. Motion carried, vote 4-0.

Excused: George Stettler, Treasurer

3. **PUBLIC COMMENTS** – Captain Charles Robinson of the Cathedral City police department came to explain and update the Board on the status of the shooting incident that happened outside of Desert Memorial Park cemetery.

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

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

6. **ADMINISTRATIVE CALENDAR** a. **Neal Wilson, C & N Financial – General Overview of District Investments 3<sup>rd</sup> Quarter** Deferred to the November Board meeting

b. **Review for Discussion and Possible Approval Canopy at Veterans Chapel – Proposal USA Shade & Fabric Structures** Deferred to the November Board meeting

c. **Review for Discussion and Possible Approval Da Vall Entry Redesign & Signage** Trustee Alcumbrac suggested that the entry have an arch over the entry. Following a discussion District Manager Jurasky was directed to investigate the possibility of an archway at the entry and bring designs to a future meeting.

d. **Discussion to Schedule Ethics Training in December** Following a discussion District Manager was directed to e-mail the Board with possible dates on a Wednesday to schedule the training and selection a location.

e. **Review for Discussion and Approval – Trustee Annual Year-End Meeting Luncheon** Following a discussion the Board approved scheduling the Trustee Annual Year-End Meeting Luncheon for 11:30 a.m. Thursday, December 11, 2014 at Spencer's Restaurant. District Manager Jurasky was directed to handle the scheduling with the restaurant and invitation to the usual attendees. Motion carried, roll call 4-0.

**f. Vacation, PTO and Sick Leave - District Manager CA** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve the amended changes to the agreement with District Manger Jurasky as follows: The District Manager shall be entitled to 31 day per year of vacation time which shall be accrued monthly on a pro rata basis.

The District Manager shall be allowed to carry no more than 21 days of any unused vacation time from any given calendar year to a subsequent calendar year without the approval of the Board of Trustees, with any remaining accrued vacation in excess of 21 days for the subject current calendar year being cashed out no later than December 30 of said current calendar year. The District Manager, in lieu of taking vacation, may cash out any accrued unused vacation at any time. Upon termination, all unpaid accrued vacation time will be paid at employee's current salary rate. Motion carried, vote 4-0.

**g. CSDA Special District Leadership Academy Conference – November 16-19, 2014 in Anaheim, CA** Following a discussion District Manager was directed to find out what sessions the Board needs to complete in order to maintain the District of Distinction accreditation and when other sessions are being offered. She was further directed the report her findings back to the Board.

**h. Review for Discussion and Possible Action – Letter from Sannipoli Corporation/Whited Cemetery Service** Following a discussion the Board approved carrying the specialty premium vaults from Sannipoli Corporation/Whited Cemetery Service and staying with Legrand for the standard vaults and liners.

**7. LEGISLATIVE - None**

**8. BOARD DEVELOPMENT a. “Take-a-Ways” Reports from those who attended CSDA Annual Conference** Trustee Lea give the Board an overview of the “Conflict of Interest” session he attended. He also stated that the session on the “Board Reading and Understanding Financial Statements” was informative. Trustee Lea said that he was very proud of how PSCD Board and Staff operate the District.

Trustee Pye gave the Board an overview of the session “Leading at the Speed of Trust” presented by Stephen M. R. Covey. She stated that the best session she attended was regarding PR for “Crisis Communication”, which covered in detail on how to effectively communicate with media and the public during a crisis.

District Manager Jurasky reported to the Board how she used the CSDA/SDRMA staff contacts at the conference to help with composing a statement for the media and public in reference to the shooting. She stated that the assistance from CSDA/SDRMA staff made it much easier to deal with the shooting incident.

**9. PUBLIC HEARING CALENDAR - None**

**10. REPORTS a. Trustee Report** - Trustee Alcumbrac thanked the Board for the 20 year luncheon and recognition. She stated that she was surprised and extremely touched. Trustee Pepper expressed the same sentiments.

**b. Manager Report** - District Manager Jurasky reminded the Board that Day of the Dead will be held at DMP from 11:00am-4:00pm, Saturday, November 1, 2014. She also stated that there will be an altar in honor of Pasqual Quiroz, the first Mexican-American born in the village of Palm Springs and that he is interred in Desert Memorial Park.

District Manager Jurasky thanked Trustee Pye for giving Steve Nelson her contact information regarding the Day of the Dead event. She stated that Mr. Nelson had called her, and that they had a great conversation and he has agreed to help raise funds for the Day of the Dead event.

**b. Manager Report – continued**

District Manager Jurasky reported that on Tuesday, September 30th she gave a tour of the PSCD office and grounds to fifteen SDRMA Board members who were attending the CSDA conference in Palm Springs. She stated that they were very impressed with the District offices, and how clean the maintenance shop bays and break room for grounds crew were.

She also stated that they were pleased and surprised to find coffee, juice, water and treats provided for their visit. She said that one of the Board members commented that no other District had ever done that for them.

Trustee Alcumbrac asked if the District was still hosting Veterans Day. District Manager Jurasky said yes, 10:00a.m, Tuesday, November 11, 2014 at DMP.

**11. FUTURE AGENDA ITEMS a. Discussion in 2015/2016 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. Discussion for Possible Pet Cemetery** No action taken

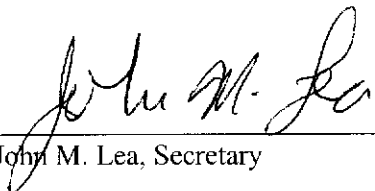
**12. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – None

**13. CLOSED SESSION ANNOUNCEMENTS** – None

**14. ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:32 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, November 13, 2014.

DATE: \_\_\_\_\_

11-13-14

  
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John M. Lea, Secretary