

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

DATE: September 12, 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
George Stettler, Treasurer
John Lea, Secretary
Jane Alcumbrac, Member

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

Motion was made by Trustee Stettler, seconded by Trustee Lea to excuse Trustee Pepper who had informed Trustee Pye, Chair of his inability to attend the September 12, 2013 meeting due a work commitment. Motion carried, vote 4-0.

Excused: Lenny Pepper, Vice Chair

3. **PUBLIC COMMENTS** – None

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

5. **CONSENT CALENDAR** Trustee Pye requested that agenda items 5b and 5c be pulled for discussion. Motion was made by Trustee Stettler, seconded by Trustee Lea to approve items 5a, 5d, 5e and 5f of the Consent Calendar. Motion carried, roll call 4-0.

Following a discussion Trustee Stettler stated that he would be contacting Neal Wilson, C & N Financial to discuss the District's investments. Motion was made by Trustee Stettler, seconded by Trustee Lea to approve agenda items 5b and 5c. Motion carried, roll call 4-0.

6. **ADMINISTRATIVE CALENDAR** a. **Review for Discussion and Approval New Building Signage – Proposal from Best Signs, Inc.** District Manager Jurasky presented the signs to the Board and explained their applications. Following the presentation motion was made by Trustee Stettler, seconded by Trustee Lea to approve the proposal in the amount of 3,188.78 from Best Signs, Inc. Motion carried, roll call 4-0.

b. **Discussion and Approval Date/Time - PSCD New Administration Building Grand Opening**
Following a discussion the Board agreed to approve scheduling the grand opening for Monday, October 28, 2013 from 3:00PM – 5:00PM. District Manager Jurasky stated that her plan is to involve all the chambers in the District.

c. **Local Public Cemetery Districts Area Meeting – October 17, 2013 at Summit Cemetery District in Beaumont, CA** The Board approved Trustees, District Manager and selected Staff attendance at the Local Public Cemetery Districts Area Meeting on October 17, 2013 in Beaumont, CA. Motion is to include all necessary expenses. Motion carried, roll call 4-0.

d. **Discussion for Approval – District Manager Jurasky to Run for Re-election to the CAPC Board.** Motion was made by Trustee Stettler, seconded by Trustee Pye to approve District Manager Jurasky running for re-election to the CAPC board. Motion carried, vote 4-0.

7. **LEGISLATIVE** a. **Resolution 06-2013, Declare Property Surplus with the Intent of Disposing of Surplus Property by Sale** Following a discussion motion was made by Trustee Stettler, seconded by Trustee Lea to approve Resolution 06-2013 to Declare Property Surplus with the Intent of Disposing of Surplus Property by Sale. Motion carried, roll call 4-0.

8. **BOARD DISCUSSION** a. **Mission Statement & Vision Statement** No action taken

b. **Cemetery Maps – Desert Memorial Park, Welwood Murray Cemetery and Boundaries** No action taken

9. **PUBLIC HEARING CALENDAR** - None

10. **REPORTS** a. **Trustee Report** Trustees Stettler and Alcumbrac missed addressing corrections to Minutes agenda item 5a. Agenda item 5a was readdressed, and following corrections motion was made by Trustee Stettler, seconded by Trustee Lea to approve the July 3, 2013 and July 11, 2013 minutes as corrected. Motion carried, vote 4-0.

Trustee Stettler inquired as to the requirements for a city permit for the Day of the Dead event. District Manager Jurasky stated that she would be in contact with the city of Cathedral City regarding permit requirements and also the Cathedral City police department.

b. **Manager Report** - District Manager Jurasky presented the Board with promotional information for the Day of the Dead celebration, and discussed the tentative program, art contest and daily events.

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

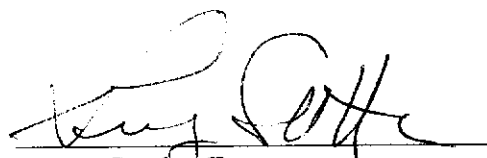
e. **Review Investment Policy of the Palm Springs Cemetery District** No action taken

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 regular board meeting is scheduled for 2:00 P.M., Thursday, October 11, 2013.

DATE: 10-10-13


George Stettler, Treasurer