

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

DATE: October 7, 2015

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
Lynn T. Mallotto, Member

Also Present: Kathleen Jurasky, District Manager

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 Alcumbrac, Lea, Mallotto, Pepper and Pye.

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

6. **ADMINISTRATIVE CALENDAR** a. **District Investments General Overview & Update – Neal Wilson, Vice President Investments Union Banc** Neal Wilson gave an overview of the District investments and stated that they are currently up approximately \$8,000.00 compared to the previous quarter. He said that he has shifted some of the District funds into CD's for better rates. Following a discussion the report was received and filed.

b. **Discussion for Approval to Appoint Trustee Alcumbrac District Treasurer** Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve appointing Trustee Alcumbrac as District Treasurer until elections at the December 2015 board meeting. Motion carried, vote 5-0 Alcumbrac, Lea, Mallotto, Pepper and Pye.

c. **Review for Discussion and Possible Approval Desert Landscape Interment Site – Concept Design Plan/Robert Parker, RGA Landscape Architects, Inc. and District Manager Jurasky** District Manager Jurasky stated that it has been a pleasure working the RGA Team and Mike Fontana to get to the design being presented to the Board. She then turned the discussion over to Ron Gregory. Mr. Gregory thanked the Board for giving his firm the opportunity to work on the design. He reviewed the two conceptual parts to the plans explaining the different components of the design and their functions. Mr. Gregory reviewed the interment and niche sections, trees, plantings and raised planters, walkways, seating, walls, plaza, circular turn-around and water feature.

Following a discussion District Manager Jurasky was directed to proceed with the project.

d. **Review for Discussion and Approval Billboard Advertising Proposals – Lamar Advertising Company** District Manager Jurasky reviewed the proposal and explained the different cost structures. Following a discussion District Manager Jurasky was directed to contact PR firms to give presentations and estimated costs at the April 2016 Board meeting for possible advertising campaigns.

6. ADMINISTRATIVE CALENDAR - continued

e. Review for Discussion and Possible Approval Contract Renewal and Compensation Request – Kirkpatrick Landscaping Services, Inc. or Denial of Request and Approve Seeking Bids (RFP's) Following a discussion District Manager Jurasky was directed to seek bids.

f. Discussion for Approval – Change Date Only of the November 12, 2015 Board Meeting District Manager Jurasky stated that the November board meeting falls on a day of the eFile Cabinet 1st Annual EDGE Conference, and she requested a date change. Following a discussion motion was made by Trustee Alcumbrac, seconded by Trustee Pepper to change the meeting date to November 10, 2015. Motion carried 4-0, Alcumbrac, Lea, Mallotto, Pepper and Pye. Motion carried, vote 5-0. Alcumbrac, Lea, Mallotto, Pepper and Pye.

g. eFile Cabinet 1st Annual EDGE Conference – November 11-13, 2015 in Las Vegas, NV Following a discussion motion was made Trustee Pepper, seconded by Trustee Lea to approve District Manager Jurasky and Administrative Assistant Brown attending the eFile Cabinet 1st Annual EDGE Conference – November 11-13, 2015 in Las Vegas, NV. Motion is to include all necessary expenses. Motion carried, roll call 5-0. Alcumbrac, Lea, Mallotto, Pepper and Pye.

h. Review for Discussion and Approval – Trustee Annual Year-End Meeting Luncheon Following a discussion motion was made by Trustee Pepper, seconded by Trustee Pye to approve scheduling the Trustee Annual Year-End Meeting Luncheon for 11:30 a.m. Thursday, December 10, 2015 at Spencer's Restaurant. District Manager Jurasky was directed to handle the scheduling with the restaurant and invitation to George Stettler and the usual attendees. Motion carried, roll call 5-0. Alcumbrac, Lea, Mallotto, Pepper and Pye.

i. Da Vall Drive Entry Remodel – Update District Manager Jurasky reported Tom Doczi, TKD & Associates and Mike Fontana is in the process of obtaining estimated costs for construction.

j. Possible Pet Cemetery – Update District Manager Jurasky reported that she hasn't received the letter of support from Supervisor Benoit's office. Following a discussion District Manager Jurasky was directed to contact his staff person.

7. LEGISLATIVE a. Resolution 08-2015, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Pepper, seconded by Trustee Alcumbrac to approve Resolution 08-2015 transferring \$18,120.38 from PreNeed Fund, 51265 to the General Fund, 51270 and \$6,350.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, vote 5-0, Alcumbrac, Lea, Mallotto, Pepper and Pye.

8. BOARD DEVELOPMENT a. Assessing Governing Board Effectiveness Recap District Manager Jurasky review the final results of the survey and discussed the items with comments. She reported that the final results were the as a whole is very effective and doing a commendable job as Board members.

9. PUBLIC HEARING CALENDAR – None

10. REPORTS a. Trustee Report Trustee Lea reported that since the Veterans Day Service at DMP has been cancelled, the Color Guard at Post 519 would like to perform symbolic ceremony at 11:00AM on Wednesday, November 11, 2015. The stated that he would be talking with them to get confirmation, and inform District Manager Jurasky of their schedule.

Trustee Lea gave a report on the CSDA Annual Conference which was held in Monterey, CA in September. He said they had some good speakers who discussed water issues/concerns, and employee/employer relations.

He also reported that he will not seek reappointment to the Board when his term ends on June 30, 2016.

Trustee Lea informed the Board that he would be on a vacation cruise, and not be in attendance at the November Board meeting.

Trustee Pye informed the Board that PSCD was awarded Excellence in Transparency and Recertification for District of Distinction.

She also said that she would like a press release for Lynn Mallotto's appointment as Trustee to the Board. District Manager Jurasky stated that she has already prepare it, and that she's waiting on Trustee Mallotto to have her photo taken. District Manager Jurasky said that a photo shot has been arranged with Ethan Kaminsky who is waiting on confirmation of a date and time

b. Manager Report – District Manager Jurasky reported that even though the Veterans Day Service has been cancelled the Palm Springs Boys & Girls Club and Cubs Scouts will post the flags throughout the cemetery.

District Manager Jurasky reviewed the meeting she had as a follow-up with Antara Energy, and explained that their proposal and energy savings for the District verses the cost for installation of solar doesn't pencil out.

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

12. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE– Safe Harbor language was read by Trustee Pye, Chairperson Convened into Closed Session at 3:30 P.M.

a. Conference with Labor Negotiators Regarding Unrepresented Employee Pursuant to Government Code Section 54954.5 (f).


Position: District Manager

13. CLOSED SESSION ANNOUNCEMENTS Returned to Open Session at 3:42 PM No reportable action

14. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:42 P.M. The next special board meeting is scheduled for 2:00 P.M., Tuesday, November 10, 2015.

DATE: _____

11-10-15


Jane Alcumbrac, Treasurer