

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

DATE: April 11, 2019

TIME: 2:00 P.M.

PLACE: 31-705 Da Vall Drive, Cathedral City, California 92234

1. **CALL TO ORDER** The meeting was called to order by Chairperson Pye at 2:00 P.M.

2. **ROLL CALL**

Present: Jan M. Pye, Chairperson
William G. Kleindienst, Vice Chairperson
Bary A. Freet, Member, Secretary
Lynn T. Mallotto, Treasurer
Tim M. Radigan-Brophy, Member

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

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve the Agenda as presented. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

5. **CONSENT CALENDAR** Motion was made by Trustee Mallotto, seconded by Trustee Kleindienst to approve the Consent Calendar as presented. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Radigan-Brophy and Pye.

6. **ADMINISTRATIVE CALENDAR** a. **District Investment General Overview & Update – Neal Wilson, C & N Financial** Mr. Wilson stated that due to funds in the investment accounts being transferred from LPL Financial to TD Ameritrade there are no reports this month. He further stated that the investment reports will be sent each month electronically via the PSCD email address, and District Manager Jurasky can download them.

Mr. Wilson reported that currently the 2-year treasury is paying more than the 10-year or very close to the same, which is usually one indicator of a pending recession. He said that it was no guarantee, however it is a very strong sign because it doesn't happen very often. He also said this doesn't affect the District because he will make sure the investments are kept in shorter terms to keep the funds safe.

He asked the investment committee meet with him within the next few weeks to discuss in greater details, and he said will email them to schedule. Trustee Mallotto said she will contact District Manager Jurasky with the date and time when the meeting has been scheduled.

b. **Review for Discussion and Approval to Treat Trees for Borers and Spotted Spider Mites at DMP-Proposal Desert Arborist Services.** Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve the proposal from Desert Arborist Services in the amount of \$11,580.00 to treat designated trees at DMP. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

- c. Review Proposals for Discussion and Possible Approval to Patch and Texture Damaged Stucco Exterior Walls - DMP** District Manager Jurasky stated she wants to pull this item due to the fact that three companies were suppose to submit bids, she only received one. She further stated she had been in contact with the other two who informed her of different delay issues, and would be submitting early next week. Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Freet to approve allowing the companies an additional two weeks to submit proposals, and setting a maximum budget of \$7,500.00 for the project.
- d. CSDA Legislative Days May 21-22, 2019 in Sacramento, CA** Following a discussion motion was made by Trustee Freet, seconded by Mallotto to approve Trustees and District Manager Jurasky attending CSDA Legislative Days in Sacramento, CA. This approval is to include all necessary expenses. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.
- e. Special District Association of Riverside County (ADARC) Luncheon April 18, 2019 in Beaumont, CA** Following a discussion Trustees Kleindienst, Pye and District Manager Jurasky stated they will attend. Attendance is to include all necessary expenses. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.
- f. CAPC Local Area Meeting Pomerado Cemetery District May 16, 2019 in Poway, CA** Following a discussion motion was made by Trustee Freet, seconded by Kleindienst to approve District Manager Jurasky attending the CAPC Local Area meeting in Poway, CA. Attendance is to include all necessary expenses. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.
- g. Discussion and Approval – Schedule Date for Strategic Planning Session #2 and #3** Following a discussion Sessions #2 was scheduled for 1pm-4pm on Monday, April 15, 2019, and Sessions #3 was scheduled for 1pm-4pm on Wednesday, May 15, 2019 both to be held at the District office.
- h. LGBTQ Veterans Memorial Official State Monument Dedication Ceremony & Awards Luncheon** District Manager Jurasky reviewed the schedule of events for the dedication cemetery including the time, and location of the awards luncheon. Trustees Kleindienst, Mallotto, Pye, Radigan-Brophy and District Manager Jurasky will attend the ceremony. Trustees Kleindienst, Pye and District Manager Jurasky will attend the awards luncheon, and the cost of \$22.00 per person for the luncheon will be paid by the District.
- 7. LEGISLATIVE CALENDAR**
- a. Resolution 1-2019, Adopting a Paid Leave Policy** Following a discussion District Manager Jurasky was directed to work with attorney Quintanilla to implement to changes. The policy will then be emailed to Trustees Kleindienst and Mallotto for review. This item to the placed on the May agenda for Board's final approval.
- b. Resolution 2-2019, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Freet, seconded by Trustee Kleindienst to approve Resolution 2-2019 transferring \$18,378.82 from PreNeed Fund, 51265 to the General Fund, 51270 and \$6,255.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0. Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.
- c. Resolution 3-2019, In House Resolution – Intra-Budgetary Transfer of Funds from Road Maintenance to Meeting Expense and Supplies** Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Mallotto to approve Resolution 3-2019 transferring \$15,00000 from Road Maintenance, 84417, to Meeting Expense and Supplies, 83319 to cover strategic planning facilitation a non-budgeted expense. Motion carried, roll call 5-0. Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

8. **TRUSTEE SIGNATURES AND ATTORNEY** Trustees and attorney signatures were completed.
9. **BOARD DEVELOPMENT** a. **Investment Policy** – No action taken
10. **PUBLIC HEARING CALENDAR** – None
11. **COMMITTEE REPORTS** – None
12. **REPORTS** a. **Trustee Report** – Trustee Pye reported she and Trustee Kleindienst will be discussing the upcoming evaluation of District Manager Jurasky, and she will be emailing documents to the other Board members for their review and evaluation participation.
- b. **District Manager Report** – District Manager Jurasky reported she and Trustee Pye attended the Well in the Desert Visionary Awards Luncheon, and one of the honorees was the Glenn & Opal Barnett Foundation. She stated that Glenn Barnett prior to his death donated funds to have the gates at Welwood Murray Cemetery repainted.
- She also reported that at this past CAPC conference Carol Griese, District Manager from San Jacinto Cemetery District asked her if she was looking to hire because a current office employee of hers was leaving due to the commute from Desert Hot Springs to San Jacinto. District Manager Jurasky informed the Board that she had met with the lady, and she is a possible candidate as an office assistant should the Board desire to fill this position.
13. **FUTURE AGENDA ITEMS** a. **Discussion in 2020/2021 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. **Marketing** No action taken
14. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – None
15. **CLOSED SESSION ANNOUNCEMENT** – None
16. **OPEN SESSION**
17. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:30 P.M. The next board meeting is scheduled for 2:00 P.M., Thursday, May 9, 2019.

DATE: _____

5/9/19



Bary A. Freet, Secretary