

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

DATE: January 9, 2020

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 2:01 P.M.

2. **ROLL CALL**

Present: Jan M. Pye, Chairperson
William G. Kleindienst, Vice Chairperson (arrived at 2:04 P.M.)
Lynn T. Mallotto, Treasurer
Bary A. Freet, Member, Secretary
Tim M. Radigan-Brophy, Member

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

3. **PUBLIC COMMENTS** – None

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

5. **CONSENT CALENDAR** Motion was made by Trustee Freet, seconded by Trustee Radigan-Brophy to approve the Consent Calendar as presented. Motion carried; roll call 4-0 Freet, Mallotto, Pye and Radigan-Brophy.

6. **ADMINISTRATIVE CALENDAR** a. **Rob Dennis, RT Dennis Accountancy- Annual Audit Report**
Trustees, District's Legal Counsel and Investment Advisor introduced themselves and welcomed Mr. Dennis.

Mr. Dennis reviewed the independent audit report and stated that the report has a clean opinion. He stated that the District has a good system set-up for the internal control of handling cash. He said he frequently uses PSCD as a good example of how to do fund accounting properly with all accounts set-up independently.

Trustee Kleindienst arrived at 2:04 P.M.

He reviewed the different funds and explained how they performed this audit year as compared to last year, and said they did well. Mr. Dennis stated that staff was very cooperative and provided all that was asked for.

Following a review of the annual audit report by Rob Dennis, and a discussion motion was made by Trustee Freet, seconded by Trustee Mallotto to receive and file the audit report. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

b. District Investment General Overview & Update – Neal Wilson, Wealth Consulting Group (formerly C & N Financial) Neal Wilson presented the investment reports, reviewed the listing of holdings and stated the District's investment portfolio did well in 2019. He reported a 5.1% increase to the P/N fund, 5.9% increase to the ACO fund and a 2.94% increase to the EDC fund. He further reported a 3.75% net overall rate of return on the total portfolio with a net increase of \$315,000.00.

Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Kleindienst to receive and file the investment report. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

The investment sub-committee will be meeting with Mr. Wilson in the near future to discuss investment strategies.

c. Review for Discussion and Possible Approval PSCD Landscape Maintenance - Proposals District Manager Jurasky presented the Board with a spreadsheet listing the companies and their proposals. She also stated that she had contacted their references, and gave them an overview of her findings. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve the proposal in the amount of \$296,400.00 (annual), \$24,700.00 (per month), \$484.00 (per Saturday interment) and \$527.00 (per Sunday interment) from Nissho of California. Motion carried, roll call 5-0, Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Due to possible conflict Trustee Kleindienst left meeting at 2:35PM

d. East 40 Acres Lease Agreement District Manager Jurasky presented the Board with updated parcel plans and cost estimates from Bert Garland.

Trustee Kleindienst returned to meeting at 2:38 P.M., and advised the Board that he currently has on conflict.

Following a discussion, the land lease sub-committee was directed to meet with the city of Rancho Mirage to determine where the stand on the development plan as presented, and report to the Board at a future date.

e. DMP Tamarisk Trees Removal Project - Update District Manager Jurasky reported that all the Tamarisk tree including their root have been removed and the ground was graded to level the area of removal. She stated the project was completed to the ground supervisor and her satisfaction; however, the trees were covering damage to the block wall that belongs to Campanile.

She showed to Board several photos of the damage, and stated that contacted Barajas Masonry to get a proposal for the cost of repairs.

District Manager Jurasky reported that the repair proposal from Barajas Masonry in the amount of \$9,709.00 indicated the wall does not meet any block wall standards, and during visual inspection of the damaged section he found only one (1) vertical rebar in 30 LF.

She further reported that she had spoken with Joseph Rivani, Global Investment & Development, LLC the property owners, sent him the proposal from Barajas Masonry, and suggested that there be a 50/50 split of the above cost to repair the block wall. She stated that after their discussion regarding the block wall the Mr. Rivani agreed to the 50/50 split.

Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto directing District Manager Jurasky to work with attorney Quintanilla on a settlement letter to be sent to Mr. Rivani regarding the cost for the repairs of the block wall. Motion carried, roll call 5-0, Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Trustee Pye noting the graffiti on the wall, and following a discussion District Manager was directed to have the graffiti painted over.

f. Review for Discussion Tamarisk Trees Removal – Campanile Block Wall Damage Discussed with agenda item 6e.

7. LEGISLATIVE CALENDAR a. Resolution 2-2020, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve Resolution 2-2020 transferring \$16,184.57 from PreNeed Fund, 51265 to the General Fund, 51270 and \$3,465.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0. Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

8. **TRUSTEE SIGNATURES AND ATTORNEY** All signatures were completed.

9. **BOARD DEVELOPMENT** – None

10. **PUBLIC HEARING CALENDAR** – None

11. **COMMITTEE REPORTS** Trustee Pye inquired about the District Manager evaluation barometer and if the ad hoc sub-committee had a report. Trustee Kleindienst stated that due to his excessive social calendar of the holidays they have not met, however they will endeavor to meet in advance of the next Board meeting.

12. **REPORTS** a. **Trustee Report**

b. **District Manager Report** District Manager Jurasky reported on the Wreaths Across American event that was held at DMP on December 14, 2019. She stated that it was well attended for a 1st event, and the volunteers from the Cahuilla Chapter Daughters of the American Revolution were plentiful, amazing and great to work with. She further reported that 600 wreaths across the cemetery was so beautiful, and on several days after the event visitors came to the office inquiring about them and how they could participate. She shared photos and a video of the event with the Board.

Trustee Kleindienst reported he had spoken with one of the organizers to discuss placing wreaths at Welwood Murray Cemetery next year, and he stated that he would volunteer his time and efforts to raise the money necessary to purchase the wreaths. He said that he would have volunteers at Welwood Murray Cemetery to place the wreaths in conjunction with the ceremony at Desert Memorial Park.

District Manager Jurasky reviewed the strategic plan dashboard and explained the status of each item. She also reported that to date there were 262 surveys mailed and 42 returned, which is a 16% return rate. She stated that all the surveys except one were very complimentary.

District Manager Jurasky stated that Trustee Freet had a concern regarding the meeting minutes when a Trustee arrives late. In the roll call section of the minutes if a Trustee arrives late it is reflected that the Trustee was not present, and later in the minutes you can see when they arrived. His concern, if you just look at roll call it appears that the Trustee was not in attendance. Following a discussion, it was agreed that on future agenda minutes a Trustee arriving late will be listed under “Present” with a noted time of arrival, and still listed in the minutes body of text where they arrived.

Trustee Freet also had some questions regarding the Landscape Maintenance Agreement.

1. Section 2 – Hours of Welwood Murray Cemetery not mentioned.

No staff at Welwood Murray Cemetery

2. Section 2 (d) – Shouldn't we request contact information for “emergency” call-out response and request that responsible personnel respond to call-out within a reasonable timeframe.

Interments are scheduled so there isn't a need for “emergency”.

3. Section 3 – What does this mean? We have already told the Service Provider the holiday schedule.

In case they have holiday not recognized by the District.

4. Section 17 – Inclement Weather This is probably here for a reason, but do we really need to have this section.

Following a discussion this section to be removed.

5. PART III (d) – Do we really want to direct the method (blown).

Following a discussion “blown” was replaced with “cleared and”.

6. PART III (h) – Must conform to all prevailing local, state, federal safety requirement while work on cemetery.

Following a discussion this item to be removed

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
- d. **Review for Discussion and Possible Approval the Concept of Public Restrooms – Veteran Chapel** No action taken
- e. **PSCD Maser Plan – Desert Memorial Park** No action taken
14. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – None
15. **CLOSED SESSION ANNOUNCEMENT** – None
16. **OPEN SESSION** – None
17. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:31 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, February 13, 2020.

DATE: 2/13/2020



Bary A. Freet, Secretary