

**PALM SPRINGS CEMETERY DISTRICT
AGENDA
SPECIAL MEETING
OF THE
BOARD OF TRUSTEES**

Tuesday, March 12, 2024 at 2:00 P.M.

31-705 Da Vall Drive, Cathedral City, California

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact District Manager Kathleen Jurasky by telephone at (760) 328-3316 forty-eight hours prior to the meeting. Such timely notification will enable the District to make reasonable arrangements to ensure accessibility to this meeting. [CFR 35.102-35.104, ADA title 11].

**FACE MASKS COVERING YOUR MOUTH AND NOSE ARE REQUIRED
AND MUST BE WORN INSIDE THE DISTRICT OFFICE**

The Public May Also Observe the Meeting and Offer Public Comment Remotely

If you would like to participate in this Board Meeting via teleconference, please follow these instructions: YOU MAY JOIN MEETING AND COMMENT VIA ZOOM AT:

<https://us02web.zoom.us/j/2464673948>; or

CALL IN: 669-900-6833 MEETING ID: 246 467 3948

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

During this part of the meeting, the public is invited to address the Board of Trustees on any matter **not on the Agenda** or any item on the **Consent Agenda** by stepping to the lectern and giving his or her name and city of residence for the record. Unless additional time is authorized by the Board of Trustees, remarks on Agenda items shall be limited to 3 minutes. **If you wish to speak on an agenda item, please wait to be recognized by the Presiding Officer when that Agenda item is opened for public comments.**

4. CONFIRMATION OF AGENDA

During this part of the meeting, the Board of Trustees may announce any items being pulled from the Agenda or continued to another date.

Items not appearing on the Agenda may be added to the Agenda as "Urgency items" provided two-thirds of the Trustees present determine there is a need to take immediate action on the item and the need to take immediate action came to the attention of the Board of Trustees after the posting of the Agenda.

5. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine in nature and will be enacted by one roll call vote. There will be no separate discussion of these items unless a Trustee or member of the public requests that a specific item be removed from the Consent Calendar for separate discussion and/or action.

- a. Approval of February 8, Regular Meeting Minutes

5. CONSENT CALENDAR - continued

b.	Approval of February Expenditures		
	General Fund		\$ 98,757.24
	February Reimburse Voucher 1802	\$ 35,003.13	
	February Reimburse Voucher 1803	\$ 63,754.11	
	Accumulative Capital Outlay		\$ 5,628.75
	February Reimburse Voucher 1804	\$ 5,628.75	
	Pet Memorial Park Cemetery		\$.00
	Total February 29, 2024 Expenditures Checks & Visa/Debit Card		
	24856-24887 & Direct Deposits (Payroll)		\$104,385.99
c.	Financial Reports as of February 29, 2024 (F-1 thru F-5A)		

6. ADMINISTRATIVE CALENDAR

- a. Rob Dennis, RT Dennis Accountancy – Annual Audit Report
- b. District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group
- c. Review for Discussion and Approval of Dates for PSCD 2024 Strategic Planning Meetings
- d. Review and Sign Form 700 – Statement of Economic Interests
- e. California Special Districts Association (CSDA) Legislative Days May 21-22, 2024, in Sacramento, CA
- f. Review and Discussion for Voting - Riverside Local Agency Formation Commission (LAFCO) Elections

7. LEGISLATIVE CALENDAR – None

8. TRUSTEES AND ATTORNEY SIGNATURES

9. BOARD DEVELOPMENT

- a. Primary Roles and Responsibilities

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. Manager

13. FUTURE AGENDA ITEMS

- a. Discussion in 2025/2026 – Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums
- b. Postcard Survey Mailing to the Community to Determine Pre-Planning Needs
- c. Marketing/Advertising
- d. Future Long-Range Planning – PSCD Staffing

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE

- a. Conference With Legal Counsel – Potential Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4)
One Potential Case
- b. Lease Agreement Delinquent Prior Years Property Taxes Riverside County Treasurer – Update
- c. East 40 Acres Lease Agreement – Update (Nothing to Report)

15. CLOSED SESSION ANNOUNCEMENT

16. OPEN SESSION

17. ADJOURNMENT

**THIS AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M.,
FRIDAY, March 8, 2024**

Kathleen Jurasky, District Manager

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

DATE: February 8, 2024
TIME: 2:00 P.M.
PLACE: 31-705 Da Vall Drive, Cathedral City, California 92234

1. **CALL TO ORDER** Meeting was called to order by Trustee Pye at 2:00 P.M.

WELCOME RETURNING BOARD MEMBER AND OATH OF OFFICE

Tim Radigan-Brophy

The Oath of Office for Tim Radigan-Brophy was administered by District Manager Jurasky.

2. **ROLL CALL** Trustee Platter informed District Manager due to an injury she unable to attend the meeting in person, requested she attend remotely via ZOOM. Motion was made by Trustee Mallotto, seconded by Trustee Smith to approve Trustee Platter attending the meeting remotely via ZOOM. Motion carried; roll call 4-0 Mallotto, Pye, Radigan-Brophy and Smith. Trustee Platter abstained.

Present: Jan M. Pye, Chairperson
Michael V. Smith, Vice Chairperson
Lynn T. Mallotto, Treasurer
LaFaye M. Platter, Secretary
Tim Radigan-Brophy

Also Present: Kathleen Jurasky, District Manager

Not Present: Steven B. Quintanilla, Quintanilla & Associates

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Smith to approve the agenda with items 6e and 6f being moved to Closed Session due to potential litigation. Motion carried; roll call 5-0 Mallotto, Platter, Pye, Radigan-Brophy and Smith.

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

6. **ADMINISTRATIVE CALENDAR** a. **PSCD 2024 Strategic Planning Process – Jim McComb, Wild Card Strategy** Mr. McComb reviewed the Board of Trustees “Plan-to-Plan” Session, and discussed the session objectives, importance of being “Strategic”, steps in the District Strategic planning process, roles and responsibilities for Trustees, District Manager and planning facilitator. He detailed the 2024 District Strategic Planning Objectives and Define Calendar Parameters.

Following the presentation there was a discussion and Mr. McCombs answered questions. District Manager Jurasky will be contacting the Board to schedule possible dates for the strategic planning sessions.

In preparation for the planning sessions Mr. McComb stated that he will be emailing a list of questions for the consideration of the Trustees and District Manager.

b. **Rob Dennis, RT Dennis Accountancy – Annual Audit** This item was deferred to the March 2024 meeting.

6. ADMINISTRATIVE CALENDAR - continued

c. District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group Mr. Wilson reported the combined investment accounts as of December 31, 2023, was \$11,109,947.00. He stated approximately \$7.4 million or roughly 66% of investments are maturing in 2024.

He requested a meeting with Trustees Malotto and Smith, the District’s investment sub-committee to discuss reinvesting the monies coming due. A meeting is scheduled for 10:00 A.M on February 6, 2024, and a plan will be presented to the Board at the March 2024 board meeting.

The report from Mr. Wilson was received and filed.

d. Review for Discussion and Possible Approval Adjustments to Employee Benefits.

PSCD contribution for health, vision, dental and life (employee only) will be raised from \$1,250.00 to \$1,800.00 monthly retroactive effective January 1, 2024. Any employee that has paid out of pocket money more than \$1,250.00 will be reimbursed. This does not apply to the District Manager.

Vacation Leave

The following schedule applies only to full-time employees hired prior to May 9, 2019: This does not apply to the District Manager.

Schedule 1

Years of Service	Hours Accrued Monthly	Days Per Year
6 months through 5th Year	8	12
6 th Years through 10 th Year	10	15
11 th Year	12.67	19
12 th Year through Separation	13.34	20

The following schedule applies only to full-time employees hired on or after May 9, 2019:

Schedule 2

Years of Service	Hours Accrued Monthly	Days Per Year
6 months through 5th Year	6.67	10
6 th Years through Separation	10	15

Vacation Leave change: All employees hired after May 9, 2019, will receive the same Vacation Leave benefit as employees hired prior to May 9, 2019, as noted above in Schedule 1.

Sick Leave for employees hired before May 9, 2019, currently receive 96 work hours (12 workdays), and employees hired after May 9, 2019, currently receive 48 work hours (6 workdays).

Sick Leave change for all employees hired before or after May 9, 2019, all employees will receive 120 work hours (15 workdays).

6. ADMINISTRATIVE CALENDAR - continued

Personal Time Off (PTO) Leave

Only full-time employees hired before May 9, 2019, shall be entitled to paid Personal Time Off (PTO) Leave as set forth in this section. Any employee hired on or after May 9, 2019, shall not be entitled to paid PTO leave as set forth in this section.

After completing the six (6) month probationary period with the District, a full-time employee who was hired before May 9, 2019, is eligible to receive 32 work hours (4 workdays) paid PTO leave on the first-year anniversary of his or her employment with the District, and every annual anniversary date thereafter.

Full-time employees hired on or after May 9, 2019, part-time, temporary and seasonal employees are not entitled to paid PTO leave.

Personal Time Off (PTO) Leave change: All employees will receive 40 work hours (5 workdays).

Birthday Leave

For full-time employees hired prior to May 9, 2019, commencing on the date of completion of an employee's first six months of continuous full-time employment with the District, the employee may take a single paid workday off for employee's birthday.

Full-time employees hired on or after May 9, 2019, and part-time, hourly, temporary and seasonal employees are not entitled to a paid birthday off.

All employees receive 8 hours (1 workday) off for the employee's birthday.

Paid holidays include the following:

Holiday	Paid Day Off ⁽¹⁾
New Year's Day	January 1
Martin Luther King Jr.'s Day	Third Monday in January
Presidents' Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas	December 25

Paid Holidays off changes: Veterans Day, 1/2 Day off on Christmas Eve and 1/2 Day off on New Years Eve will be added to the current paid holidays off.

Following a discussion motion was made by Trustee Smith, seconded by Trustee Platter to approve the changes to employee benefits. Motion carried; roll call 5-0 Mallotto, Platter, Pye, Radigan-Brophy and Smith.

6. ADMINISTRATIVE CALENDAR - continued

e. Lease Agreement Current and Prior Property Taxes - Update

f. East 40 Acres Lease Agreement – Update Nothing to report – No action taken

Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Smith to move agenda items 6e and 6f to Closed Session due to potential litigation.

Trustee Platter had a prior commitment and left the meeting at 3:26 P.M.

7. LEGISLATIVE a. Resolution 1-2024, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Mallotto, seconded by Trustee Smith to approve Resolution 1-2024 transferring \$14,000.78 from PreNeed Fund, 51265 to the General Fund, 51270 and \$9,400.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0. Mallotto, Platter, Pye, Radigan-Brophy and Smith.

8. TRUSTEE AND ATTORNEY SIGNATURES All documents were signed as needed by the Trustees.

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS – None

12. REPORTS a. Trustee Report – None

b. District Manager District Manager Jurasky reported to the board that she is researching the possibility of placing an ossuary for cremated remains at DMP near the fountain by the District office. Also, revisiting a section for green burials at DMP.

13. FUTURE AGENDA ITEMS a. Discussion in 2024/2025 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/Advertising No action taken

d. Future Long-Range Planning – PSCD Staff No action taken

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE Safe Harbor language was read by attorney Steve Quintanilla. Convened into Closed Session at 3:55 P.M.

Conference with Legal Counsel – Regarding Potential Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): (One Potential Case)

e. Lease Agreement Current and Prior Property Taxes - Update

f. East 40 Acres Lease Agreement – Update Nothing to report.

Returned to Open Session at 3:55 P.M.

15. CLOSED SESSION ANNOUNCEMENT – Attorney Steve Quintanilla announced no reportable action.

16. OPEN SESSION – None

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:56 P.M. The next special board meeting is scheduled for 2:00 P.M., Tuesday, March 12, 2024.

DATE: _____

LaFaye M. Platter, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

Date	Check #	Line Description	Debit Amo	Credit Amo
2/1/24	24856	INV 253998 - LANDSCAPE MAINTENANCE FOR JAN 2024 NISSHO OF CALIFORNIA, INC	24,700.00	24,700.00
2/1/24	24857	FEB 2024 PSCD EMPLOYEE DENTAL HEALTH INSURANCE EXPENSE STANDARD INSURANCE COMPANY RB	511.52	511.52
2/1/24	24858	FEB 2024 PSCD EMPLOYEE VISION INSURANCE EXPENSE METLIFE GROUP BENEFITS	58.80	58.80
2/1/24	24859	INV 5874 JAN 2024 FERTIGATION SERVICE ECOFERT, INC	1,350.00	1,350.00
2/1/24	24860	INV 21024 - REPAIR CHAIN LINK FENCE SAM'S FENCE INC	1,875.00	1,875.00
2/1/24	24861	INV 849469766 - CA HEALTH & SAFETY CODES THOMSON REUTERS	398.04	398.04
2/6/24	24862	VOID***VOID***VOID		
2/6/24	24863	INV 9001885309 - (6) #5 VAULTS INV 9001901964 - (1) #0 LINER; (2) #5 VAULTS; (6) #5 LINERS; (1) B VAULT MATTHEWS INTERNATIONAL CORP	1,896.00 2,841.00	4,737.00
2/6/24	24864	INV 2402133 - SECURITY PATROL FOR FEB 2024 MAXWELL SECURITY SERVICES, INC	825.00	825.00
2/6/24	24865	FEB 2024 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	63.52	63.52
2/6/24	24866	INV W31853 - BACKHOE SERVICE POWERPLAN OIB (RDO EQUIPMENT)	921.72	921.72
2/8/24	24867	REPURCHASE INTERMENT COSTS PAID BY CONTRACT 1430 ONE-THIRD OF \$1,009.80 GERI FINERMAN	336.60	336.60
2/8/24	24868	REPURCHASE INTERMENT COSTS PAID BY CONTRACT 1430 ONE-THIRD OF \$1,009.80 RICHARD FINERMAN	336.60	336.60
2/8/24	24869	REPURCHASE INTERMENT COSTS PAID BY CONTRACT 1430 ONE-THIRD OF \$1,009.80 BARBARA WILLIAMS	336.60	336.60
2/21/24	24870	YELLOW PAGE ADVERTISING FOR 1/1/24 TO 12/31/24 THRYV	2,358.09	2,358.09
2/21/24	24871	IN909579 - KYOCERA COPIER CONTRACT FOR 2/16/24 TO 3/15/24 AIS	242.89	242.89
2/21/24	24872	INV 9001946610 - (2) #5 VAULTS; (10) #5 LINERS MATTHEWS INTERNATIONAL CORP	3,357.00	3,357.00
2/21/24	24873	INV YRD-2-15 - REPAIR WMC'S STONE WALL JOHN BARAJAS	925.00	925.00
2/21/24	24874	INV 2531.001-25 - SECTION B-39 THRU B-44 LANDSCAPE ARCHITECTU INV 2531.003-13 - SECTION B-39 THRU B-44 ENGINEERING & ENVIROM MSA CONSULTING, INC	1,020.00 1,643.75	2,663.75

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

Date	Check #	Line Description	Debit Amo	Credit Amo
2/21/24	24875	INV 2657 - GENERAL LEGAL SERVICES FOR SEP 2023	180.00	
		INV 2658 - PERSONNEL MATTERS LEGAL SERVICES FOR SEP 2023	180.00	
		INV 2659 - GENERAL LEGAL SERVICES FOR OCT 2023	920.00	
		INV 2660 - PERSONNEL MATTERS LEGAL SERVICES FOR OCT 2023	1,941.00	
		INV 2661 - GENERAL LEGAL SERVICES FOR NOV 2023	160.00	
		INV 2662 - PERSONNEL MATTERS LEGAL SERVICES FOR NOV 2023	175.50	
		QUINTANILLA & ASSOCIATES		3,556.50
2/21/24	24876	(10) EMAIL SUBSCRIPTIONS FOR 2024 ERICH FISCHER	718.80	718.80
2/26/24	24877	GROUND SUPERVISOR CELL PHONE FOR 2/20/24 - 3/19/24 T-MOBILE	125.65	125.65
2/26/24	24878	MAR 2024 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	63.52	63.52
2/26/24	24879	MAR 2024 PSCD EMPLOYEE DENTAL INSURANCE EXPENSE STANDARD INSURANCE COMPANY RB	511.52	511.52
2/27/24	24880	INV 72090 - (24) GRAY VASES; (12) BROWN VASES WITH PLASTIC CASI ASCO PACIFIC, INC.	1,347.78	1,347.78
2/27/24	24881	INV 5228234 - COURIER SERVICE ON 2/7/24 GLS US	27.73	27.73
2/27/24	24882	MAR 2024 PSCD EMPLOYEE VISION INSURANCE EXPENSE METLIFE GROUP BENEFITS	58.80	58.80
2/27/24	24883	GENERAL LEGAL SERVICES IN DEC 2023	657.50	
		LEGAL SERVICES FOR PERSONNEL MATTERS IN DEC 2023	235.00	
		GENERAL LEGAL MATTERS IN JAN 2024	240.00	
		QUINTANILLA & ASSOCIATES		1,132.50
2/29/24	24884	FEB 2024 PSCD EMPLOYEE RETIREMENT EXPENSE - K JURASKY	757.83	
		FEB 2024 EMPLOYEE 403B PAYABLE - K JURASKY	2,576.94	
		INVESCO INVESTMENT SERVICES, INC		3,334.77
2/29/24	24885	FEB 2024 PSCD EMPLOYEE RETIREMENT EXPENSE - E ARCHILA FRANKLIN - TEMPLETON	336.00	336.00
2/29/24	24886	FEB 2024 PSCD EMPLOYEE RETIREMENT EXPENSE - S LOZANO FRANKLIN - TEMPLETON	283.36	283.36
2/29/24	24887	FEB 2024 PSCD EMPLOYEE RETIREMENT EXPENSE - S VICKREY FRANKLIN - TEMPLETON	296.80	296.80
2/6/24	AMAZON	AMAZON - STAFF APPRECIATION CARDS KJ COMPANY DEBIT CARD	40.18	40.18
2/9/24	AMAZON	AMAZON - SHELVING FOR NEW OUTSIDE STORAGE ROOM KJ COMPANY DEBIT CARD	262.38	262.38
2/9/24	AMAZON	AMAZON - CONFERENCE SPEAKER & MICROPHONE FOR BOT ZOOM KJ COMPANY DEBIT CARD	76.11	76.11
2/13/24	AMAZON	AMAZON - FACE MASKS KJ COMPANY DEBIT CARD	54.36	54.36
2/8/24	APPLE	ICLOUD+ WITH 200 GB OF STORAGE KJ COMPANY DEBIT CARD	2.99	2.99
2/1/24	BURRTEC	TRASH SERVICE FOR FEB 2024	603.53	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

Date	Check #	Line Description	Debit Amo	Credit Amo
		BURRTEC WASTE & RECYCLING SVCS		603.53
2/8/24	CALPERS	FEB 2024 PSCD EMPLOYEE HEALTH INSURANCE EXPENSE	6,398.47	
		FEB 2024 PSCD RETIREE HEALTH INSURANCE EXPENSE	449.58	
		FEB 2024 EMPLOYEE PORTION OF HEALTH INSURANCE	476.55	
		CALPERS		7,324.60
2/9/24	COLONIAL	JAN 2024 EXTRA HEALTH INSURACE FOR K JURASKY	203.78	
		COLONIAL LIFE		203.78
2/9/24	CVWD	332245-850914 - WELL REPLENISHMENT FOR JAN 2024	1,289.88	
		COACHELLA VALLEY WATER DISTRICT		1,289.88
2/21/24	CVWD	CVWD 559833-884768 COMMERCIAL FOR FEB 2024	33.01	
		COACHELLA VALLEY WATER DISTRICT		33.01
2/21/24	CVWD	CVWD BUSINESS 180819-512108 FOR FEB 2024	25.41	
		COACHELLA VALLEY WATER DISTRICT		25.41
2/21/24	CVWD	CVWD 559831-884770 FIRE PROTECTION	86.99	
		COACHELLA VALLEY WATER DISTRICT		86.99
2/21/24	DEBIT EA	HOME DEPOT - WATERHOSE, STAKES, MARKER LINE REEL, RODEN	334.00	
		EA COMPANY DEBIT CARD		334.00
2/2/24	DEBIT KJ	SPENCERS - TRUSTEE ANNUAL LUNCHEON FOR 2023	399.21	
		KJ COMPANY DEBIT CARD		399.21
2/21/24	DESERT AL	INV 483797 - OFFICE MONITORING FOR 3/01/2024 - 5/31/24	89.85	
		EXTENDED WARRANTY DAI EQUIPMENT FOR 3/01/24 - 5/31/24	179.85	
		DESERT ALARM		269.70
2/21/24	DESERT AL	INV 483675 - MAINTENANCE MONITORING FOR 3/01/24 TO 5/31/24	89.85	
		DESERT ALARM		89.85
2/21/24	DESERT AL	INV 483176 - FIRE MONITORING FOR 3/01/24 TO 5/31/24	119.97	
		DESERT ALARM		119.97
2/7/24	DON & SS	DON & SS - LUNCH FOR EMPLOYEE SAFETY MEETING	147.89	
		EA COMPANY DEBIT CARD		147.89
2/9/24	DWA	DWA WMC USAGE FOR FEB 2024	345.32	
		DESERT WATER		345.32
2/9/24	EDD_TAX	SIT P/R 01/25/2024 TO 02/07/2024 PAID 02/09/2024	301.19	
		SDI P/R 01/25/2024 TO 02/07/2024 PAID 02/09/2024	153.07	
		EMPLOYMENT DEVELOPMENT DEPT		454.26
2/23/24	EDD_TAX	SIT P/R 02/08/2024 TO 02/21/2024 PAID 02/23/2024	301.19	
		SDI P/R 02/08/2024 TO 02/21/2024 PAID 02/23/2024	163.86	
		EMPLOYMENT DEVELOPMENT DEPT		465.05
2/9/24	EDD_TAXa	SUI P/R 01/25/2024 TO 02/07/2024 PAID 02/09/2024	258.48	
		CA EDU & TRAINING P/R 01/25/2024 TO 02/07/2024 PAID 02/09/2024	8.34	
		EMPLOYMENT DEVELOPMENT DEPT		266.82
2/23/24	EDD_TAXa	SUI P/R 02/08/2024 TO 02/21/2024 PAID 02/23/2024	128.52	
		CA EDU & TRAINING P/R 02/08/2024 TO 02/21/2024 PAID 02/23/2024	4.15	
		EMPLOYMENT DEVELOPMENT DEPT		132.67
2/27/24	EDISON	8000493032 ADMIN BUILDING FOR 01/10/24 TO 02/08/24	754.89	
		8001545238 DAVALL GATE FOR 01/11/24 TO 02/11/24	26.90	
		8002601833 WELL #4 FOR 01/09/24 TO 02/07/24	2,070.43	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Feb 1, 2024 to Feb 29, 2024

Date	Check #	Line Description	Debit Amo	Credit Amo
		8003526191 WELL #2 FOR 01/11/24 TO 02/11/24	328.69	
		8004476833 WMC FOR 01/11/24 TO 02/11/24	16.15	
		8004476833 WMC DCE FOR 01/11/24 TO 02/11/24	0.58	
		SO CAL EDISON		3,197.64
2/9/24	EXPRESS_T	FIT P/R 01/25/2024 TO 02/07/2024 PAID 02/09/2024	1,060.33	
		SOCIAL SECURITY P/R 01/25/2024 TO 02/07/2024 PAID 02/09/2024	1,725.72	
		MEDICARE P/R 01/25/2024 TO 02/07/2024 PAID 02/09/2024	403.60	
		BANK OF AMERICA		3,189.65
2/23/24	EXPRESS_T	FIT P/R 02/08/2024 TO 02/21/2024 PAID 02/23/2024	1,060.33	
		SOCIAL SECURITY P/R 02/08/2024 TO 02/21/2024 PAID 02/23/2024	1,846.88	
		MEDICARE P/R 02/08/2024 TO 02/21/2024 PAID 02/23/2024	431.94	
		BANK OF AMERICA		3,339.15
2/9/24	FEES	P/R 01/25/2024 TO 02/07/2024 PAID 02/09/2024	95.23	
		CBIZ PAYROLL		95.23
2/23/24	FEES	P/R 02/08/2024 TO 02/21/2024 PAID 02/23/2024	111.24	
		CBIZ PAYROLL		111.24
2/14/24	FRONTIER	OFFICE PHONES FOR 02/07/24 TO 03/06/24	521.26	
		FRONTIER		521.26
2/1/24	ONE RING	INV000000758146 - OFFICE WI FI FOR FEB 2024	200.00	
		ONE RING NETWORKS		200.00
2/13/24	STAPLES	STAPLES - COPY PAPER & OTHER SUPPLIES	306.59	
		KJ COMPANY DEBIT CARD		306.59
2/20/24	STERICYC	INV 8006203545 - SHRED (10) BOXES OF FILES	546.33	
		STERICYCLE, INC		546.33
2/1/24	USPS	USPS - POSTAGE STAMPS	136.00	
		EA COMPANY DEBIT CARD		136.00
2/7/24	USPS	USPS - CERTIFIED MAIL FOR DELINQUENT CONTRACTS	26.19	
		EA COMPANY DEBIT CARD		26.19
	Total		82,488.10	82,488.10

**PALM SPRINGS CEMETERY DISTRICT
PAYROLL DISBURSEMENT JOURNAL - GENERAL FUND
For February 2024**

Date	Reference	Employee	Amount
2/9/2024	6096	KATHLEEN JURASKY	3,052.66
2/9/2024	6097	STEPHANIE C. LOZANO	1,604.88
2/9/2024	6098	SCOTT W. VICKREY	1,674.60
2/9/2024	6099	EDGAR F. ARCHILA	1,949.14
2/9/2024	6100	GABRIEL C. HERRERA	1,417.59
2/9/2024	6101	LYNN T. MALLOTTO	163.87
2/9/2024	6102	MICHAEL V. SMITH	163.87
2/9/2024	6108	KATHLEEN JURASKY	3,052.63
2/23/2024	6109	KATHLEEN JURASKY	400.00
2/23/2024	6110	STEPHANIE C. LOZANO	1,604.85
2/23/2024	6111	SCOTT W. VICKREY	2,627.70
2/23/2024	6112	EDGAR F. ARCHILA	1,949.13
2/23/2024	6113	GABRIEL C. HERRERA	1,417.59
2/23/2024	6114	LYNN T. MALLOTTO	163.88
2/23/2024	6115	LAFAYE M. PLATTER	163.87
2/23/2024	6116	JAN M. PYE	163.87
2/23/2024	6117	TIM RADIGAN-BROPHY	163.88
2/23/2024	6118	MICHAEL V. SMITH	163.88
2/1/2024 thru 2/29/2024			21,897.89

**GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP
For February 2024**

February Cash Disbursement Journal		82,488.10
February Payroll Disbursement Journal		21,897.89
TOTAL PSCD DISBURSEMENTS		104,385.99
TOTAL GENERAL FUND EXPENDITURES		98,757.24
February Payment Voucher # 1802	35,003.13	
February Payment Voucher # 1803	63,754.11	
Total Payment Vouchers		98,757.24
TOTAL ACO EXPENDITURES		5,628.75
February ACO Payment Voucher # 1804		5,628.75
MSA Consulting Inc.		
Section B-39 - B-44 Landscape Architectur	1,440.00	
Section B-39 - B-44 Engineering & Env.	600.00	
Check 24843 dated 1/26/24	2,040.00	
John Barajas - WMC Stone Wall		
Check 24873 dated 2/21/24	925.00	
MSA Consulting Inc.		
Section B-39 - B-44 Landscape Architectur	1,020.00	
Section B-39 - B-44 Engineering & Env.	1,643.75	
Check 24874 dated 2/21/24	2,663.75	
PET CEMETERY DRAWDOWNS		0.00
Loan Amount:	25,000.00	
Current Balance Remaining:	15,000.00	
TOTAL FEBRUARY 2024 DISBURSEMENTS		104,385.99

**PALM SPRINGS CEMETERY DISTRICT
SITE SALES & INTERMENTS
February 2024**

SALES

	Prior Months		February		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	151	0	25	0	176	0	225	0
Adult, A&B	5	0	0	0	5	0	12	0
Premium	5	0	0	0	5	0	5	0
Child	3	0	0	0	3	0	5	0
Cremation	20	0	4	0	24	0	22	2
Niche	26	0	1	0	27	0	23	0
TOTALS	210	0	30	0	240	0	292	2

LOT REPURCHASES

	Prior Months		February		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	11	1	0	0	11	1	15	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	11	1	0	0	11	1	15	0

TOTAL INTERMENTS

	Prior Months		February		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	121	1	22	1	143	2	157	0
Child	4	0	0	0	4	0	6	0
Cremation	34	1	6	1	40	2	38	2
Niche	17	0	0	0	17	0	22	0
TOTALS	176	2	28	2	204	4	223	2

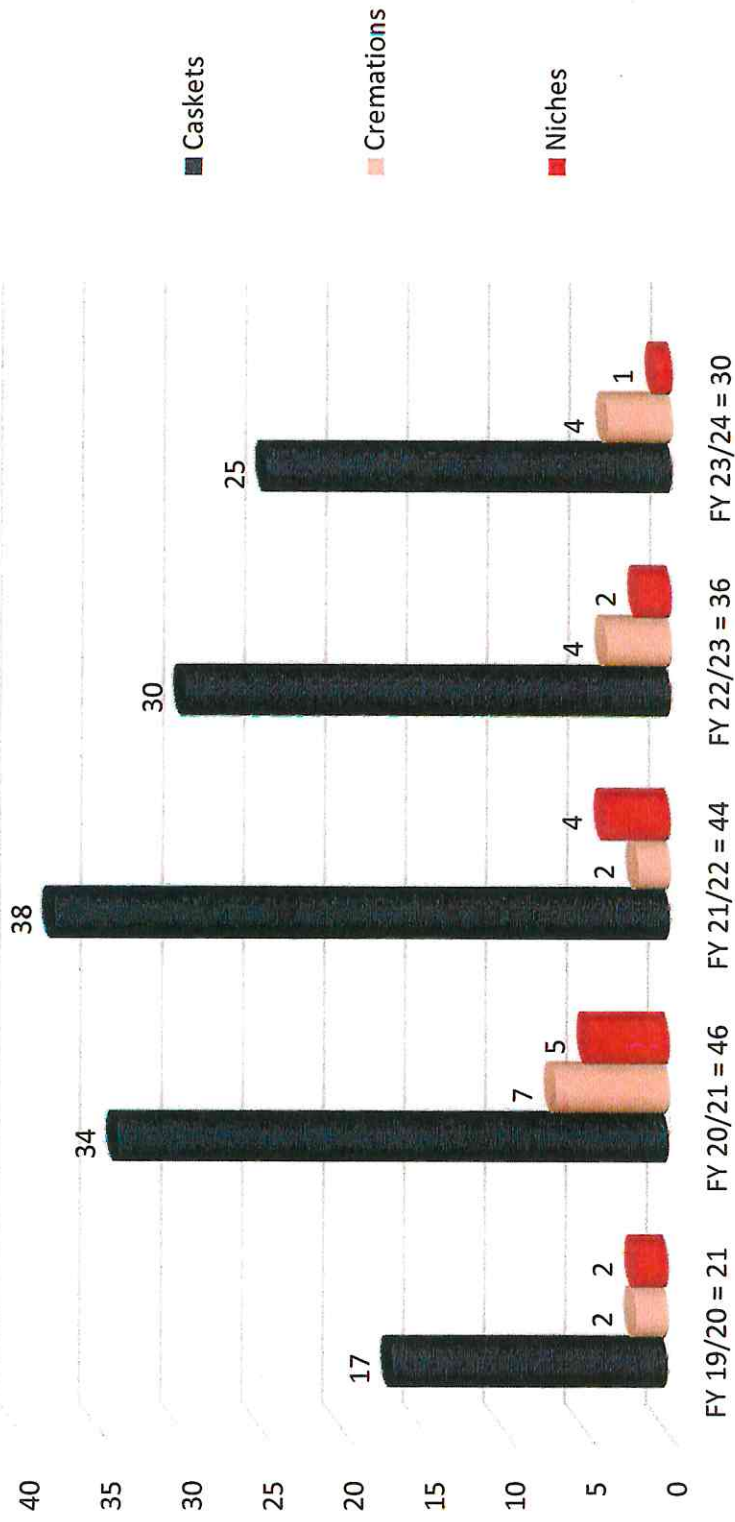
SATURDAY INTERMENTS

	Prior Months		February		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	0	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0

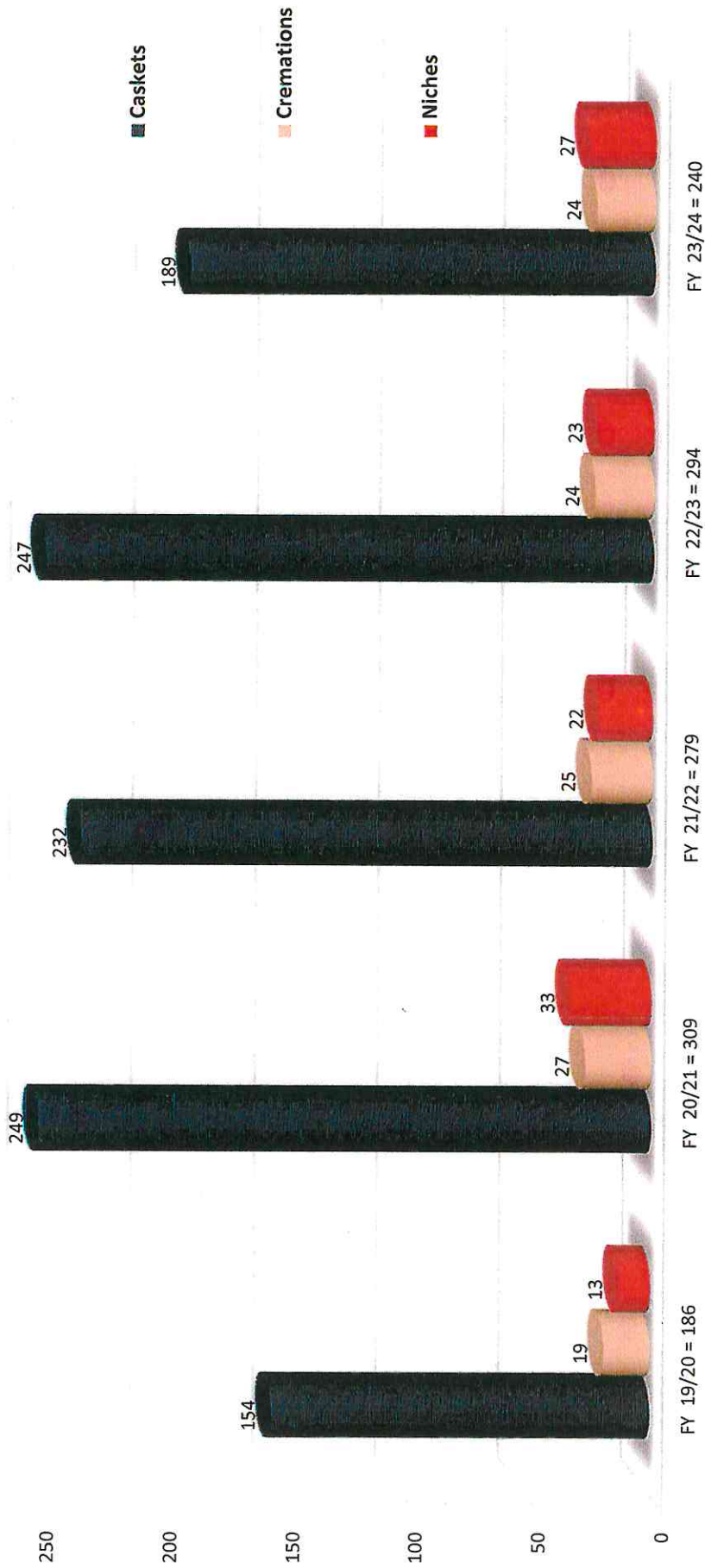
SUNDAY INTERMENTS

	Prior Months		February		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	0	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0

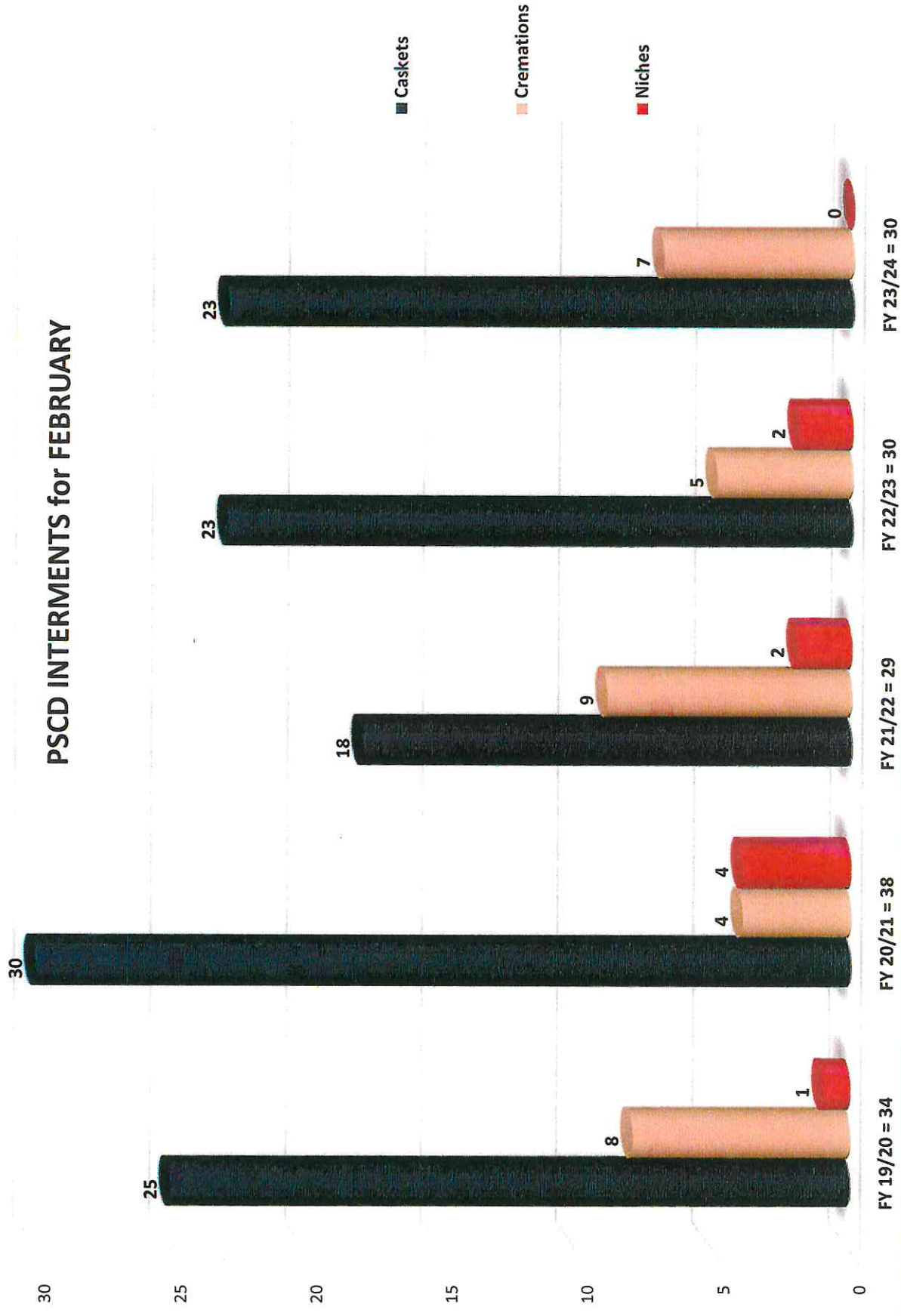
PSCD Site Sales by Fiscal Years 19/20 to 23/24 for FEBRUARY



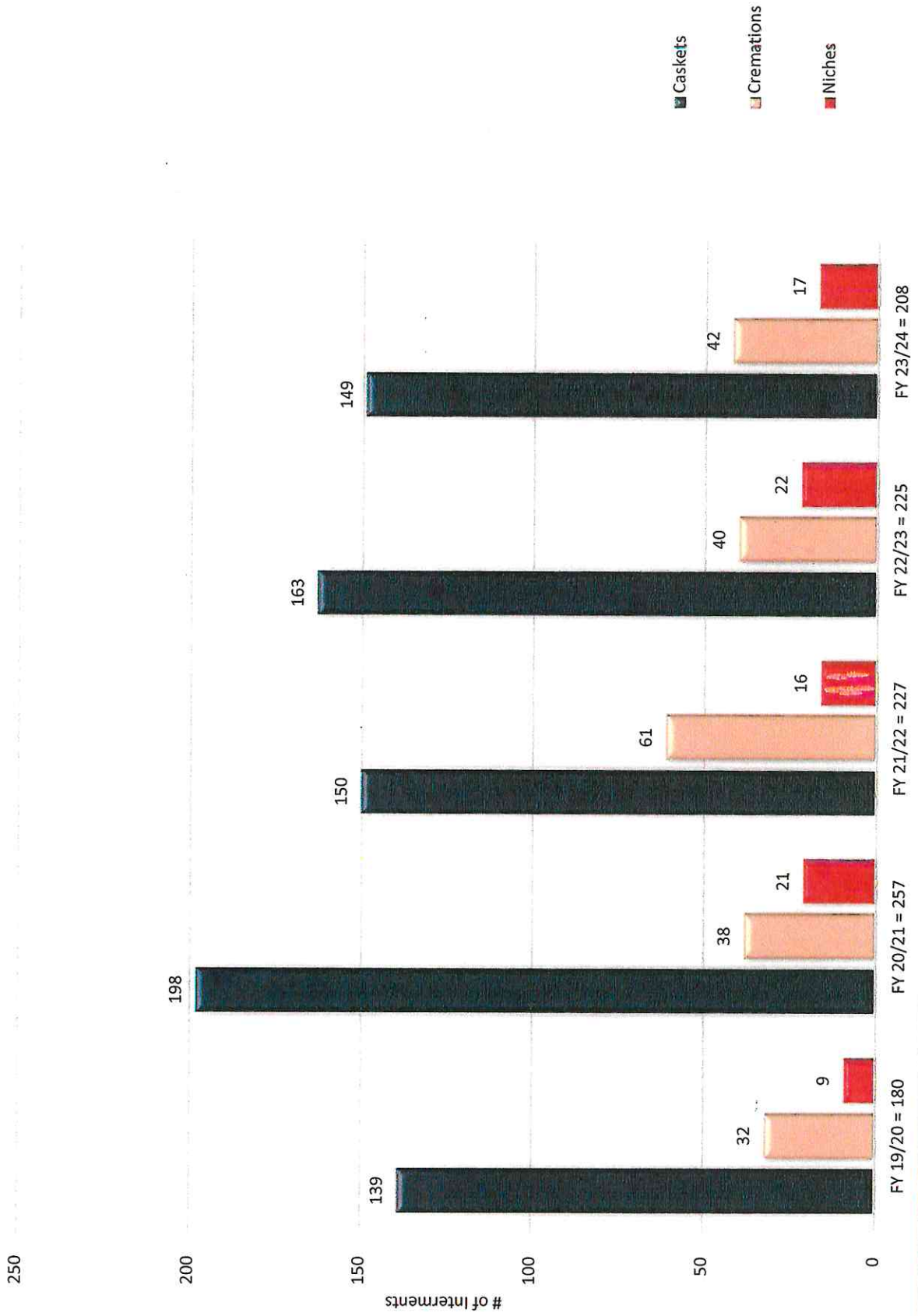
PSCD Site Sales by Fiscal Years 19/20 - 23/24 thru FEBRUARY



PSCD INTERMENTS for FEBRUARY



PSCD INTERMENTS BY FISCAL YEARS 19/20 - 23/24 thru FEBRUARY



PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2024

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	42,300.00	29,125.00	13,175	240,730.00	232,880.00	7,850
MISC SPECIAL SET-UP	0.00	225.00	(225)	0.00	1,011.50	(1,012)
RETURNED CHECK BANK CHARGE	150.00	0.00	150	210.00	150.00	60
INTEREST RECEIVED	0.74	0.42	0	14,553.48	8.54	14,545
LAND LEASE	6,937.09	6,676.70	260	55,496.72	57,419.80	(1,923)
MISC INCOME	0.00	0.00	0	25.00	2,944.57	(2,920)
CREDIT CARD CONVEN FEE	693.81	550.36	143	5,518.26	5,369.52	149
WITNESS GRAVE CLOSING	1,000.00	2,200.00	(1,200)	8,800.00	3,600.00	5,200
TAX COLLECTIONS	564.42	49.77	515	288,439.36	253,503.04	34,936
VAULTS	2,900.00	1,175.00	1,725	13,340.00	9,640.00	3,700
CREMATION VAULTS	900.00	450.00	450	3,420.00	3,260.00	160
LINERS	2,730.00	2,340.00	390	20,680.00	21,590.00	(910)
GRAVE VASES	816.75	1,951.75	(1,135)	8,531.09	10,000.30	(1,469)
ENR SURCHARGE	4,500.00	1,770.00	2,730	30,990.00	30,230.00	760
LOT TRANSFERS	700.00	0.00	700	1,700.00	800.00	900
COUNTY INTEREST INCOME	559.13	430.14	129	11,645.17	2,667.08	8,978
DONATIONS & GRANTS	0.00	8.08	(8)	1,004.51	12.40	992
HANDLING FEE	12,210.00	8,195.00	4,015	71,455.00	71,070.00	385
PRENEED CONTRACT SERVICE CHG	500.00	900.00	(400)	4,000.00	7,500.00	(3,500)
VASE/HDSTN SET & CLEAN	3,850.00	5,705.00	(1,855)	36,730.00	39,505.00	(2,775)
TOTAL REVENUE	81,311.94	61,752.22	19,560	817,268.59	753,161.75	64,107
EXPENSES						
REGULAR SALARIES	27,892.01	21,090.54	6,801	266,184.41	185,134.55	81,050
BOT MEETING COMPENSATION	1,077.54	718.36	359	5,746.88	7,004.01	(1,257)
BOT CONFERENCES	0.00	535.00	(535)	1,254.00	2,710.00	(1,456)
BOT TRAVEL & EXPENSES	0.00	512.40	(512)	1,405.11	547.00	858
RETIREMENT/PENSION	1,673.99	1,445.72	228	16,386.59	13,410.31	2,976
FICA	1,786.30	1,342.34	444	16,776.37	11,829.23	4,947
MEDICARE	417.77	313.93	104	3,923.53	2,766.50	1,157
EMPLOYEE GROUP INSURANCE	8,619.25	5,231.66	3,388	50,379.51	40,274.13	10,105
RETREE GROUP INSURANCE	449.58	421.41	28	3,427.52	3,141.71	286
UNEMPLOYMENT INSURANCE	387.00	540.08	(153)	1,307.45	1,890.23	(583)
WORKERS COMP INSURANCE	1,413.92	1,537.21	(123)	12,590.47	12,311.74	279
ELECTRICITY	3,197.64	3,413.34	(216)	51,274.32	51,316.08	(42)
TELEPHONE	646.91	584.22	63	6,224.99	5,829.10	396
WATER	1,780.61	2,320.85	(540)	27,216.12	25,524.29	1,692
CAPC CONFERENCE DONATIONS	0.00	200.00	(200)	0.00	200.00	(200)
COMMUNITY OUTREACH	0.00	110.00	(110)	2,000.15	110.00	1,890
VISA-MASTER CHG FEES	909.40	545.59	364	5,568.52	5,235.75	333
RETURNED CHECK	0.00	0.00	0	0.00	105.00	(105)
COUNTY SERVICE CHARGE	0.00	125.56	(126)	411.60	570.60	(159)
EDUCATION	0.00	0.00	0	0.00	121.40	(121)
GENERAL INSURANCE	2,849.45	2,430.47	419	22,795.60	19,443.76	3,352
LEGAL	4,689.00	1,360.50	3,329	5,626.00	7,180.50	(1,555)
LOT REPURCHASE	0.00	2,780.00	(2,780)	2,790.00	11,230.00	(8,440)
OFFICE EXPENSE	3,000.10	1,826.86	1,173	14,742.92	15,342.90	(600)
TRAVEL & CONVENTION	0.00	1,137.40	(1,137)	3,366.65	1,821.99	1,545
UNIFORMS & SAFETY EQUIPMENT	0.00	365.40	(365)	158.73	463.26	(305)
MTG EXP & SUPPLIES	475.32	0.00	475	1,104.73	955.65	149
AUDIT	0.00	8,500.00	(8,500)	0.00	8,500.00	(8,500)
ADVERTISING/PUBLICITY	2,358.09	206.85	2,151	2,762.64	1,780.68	982
MEMBERSHIP & DUES	0.00	300.00	(300)	7,326.00	6,657.16	669
CA EDUCATION & TRAINING (EDD)	12.49	10.00	2	40.66	35.01	6
AUTO TRUCK EXPENSE	0.00	0.00	0	589.93	2,716.60	(2,127)
LARGE EQUIPMENT REPAIRS	921.72	0.00	922	1,467.22	743.93	723
EQUIPMENT REPAIRS	0.00	0.00	0	0.00	31.53	(32)
IRRIGATION SYSTEM REPAIRS	0.00	304.49	(304)	3,116.40	1,523.45	1,593
FERTILIZER AND SEED	1,350.00	0.00	1,350	21,733.99	15,306.08	6,428
GASOLINE, OIL, TIRES	0.00	0.00	0	3,712.34	3,324.96	387
PLANT & BUILDING	3,040.73	2,399.99	641	24,756.65	14,140.26	10,616
TOOLS & SUPPLIES	334.00	903.09	(569)	2,918.25	2,674.87	243
GRAVE LINERS & VAULTS	8,094.00	4,450.00	3,644	43,356.66	38,753.09	4,604
GRAVE VASES	1,347.78	1,293.80	54	7,888.51	5,844.57	2,044
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0	172,900.00	172,688.62	211
SECURITY CAMERA EXPENSE	179.70	179.70	0	539.10	539.10	0
DMP GROUNDS SECURITY	825.00	825.00	0	6,600.00	6,600.00	0
COVID-19 EXPENSES	54.36	0.00	54	239.16	345.92	(107)
TOTAL EXPENSES	(104,483.66)	(94,961.76)	(9,522)	(822,609.68)	(708,675.52)	(113,934)
NET CHANGE FROM OPERATIONS	(23,171.72)	(33,209.54)	10,038	(5,341.09)	44,486.23	(49,827)
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	0.00	0	0.00	2,260,000.00	(2,260,000)
RESERVE TRANSFER OUT	0.00	0.00	0	0.00	2,260,000.00	(2,260,000)
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0	0.00	0.00	0
NET CHANGE	(23,171.72)	(33,209.54)	10,038	(5,341.09)	44,486.23	(49,827)

PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2024

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
OPEN AND CLOSE	42,300.00	26,819.00	15,481	240,730.00	321,828.00	(81,098)
MISC SPECIAL SET-UP	0.00	117.00	(117)	0.00	1,400.00	(1,400)
RETURNED CHECK BANK CHARGE	150.00	13.00	137	210.00	150.00	60
INTEREST RECEIVED	0.74	1.00	0	14,553.48	20.00	14,533
LAND LEASE	6,937.09	6,677.00	260	55,496.72	80,120.00	(24,623)
MISC INCOME	0.00	0.00	0	25.00	0.00	25
CREDIT CARD CONVEN FEE	693.81	833.00	(139)	5,518.26	10,000.00	(4,482)
SAT INTERMENT SURCHARGE	0.00	1,633.00	(1,633)	0.00	19,600.00	(19,600)
SUN INTERMENT SURCHARGE	0.00	733.00	(733)	0.00	8,800.00	(8,800)
WITNESS GRAVE CLOSING	1,000.00	625.00	375	8,800.00	7,500.00	1,300
TAX COLLECTIONS	564.42	0.00	564	288,439.36	484,240.00	(195,801)
VAULTS	2,900.00	1,274.00	1,626	13,340.00	15,284.00	(1,944)
CREMATION VAULTS	900.00	425.00	475	3,420.00	5,100.00	(1,680)
LINERS	2,730.00	2,321.00	409	20,680.00	27,855.00	(7,175)
GRAVE VASES	816.75	1,102.00	(285)	8,531.09	13,225.00	(4,694)
MEMORIAL WALL INCOME	0.00	25.00	(25)	0.00	300.00	(300)
ENR SURCHARGE	4,500.00	4,221.00	279	30,990.00	50,650.00	(19,660)
LOT TRANSFERS	700.00	83.00	617	1,700.00	1,000.00	700
COUNTY INTEREST INCOME	559.13	500.00	59	11,645.17	4,500.00	7,145
DONATIONS & GRANTS	0.00	0.00	0	1,004.51	0.00	1,005
HANDLING FEE	12,210.00	8,307.00	3,903	71,455.00	99,685.00	(28,230)
PRENEED CONTRACT SERVICE CHG	500.00	1,083.00	(583)	4,000.00	13,000.00	(9,000)
VASE/HDSTN SET & CLEAN	3,850.00	4,921.00	(1,071)	36,730.00	59,055.00	(22,325)
TOTAL REVENUE	81,311.94	61,713.00	19,599	817,268.59	1,223,312.00	(406,043)
REGULAR SALARIES	27,892.01	29,807.00	(1,915)	266,184.41	357,689.00	(91,505)
BOT MEETING COMPENSATION	1,077.54	1,347.00	(269)	5,746.88	13,469.00	(7,722)
BOT CONFERENCES	0.00	1,000.00	(1,000)	1,254.00	3,000.00	(1,746)
BOT TRAVEL & EXPENSES	0.00	1,000.00	(1,000)	1,405.11	3,000.00	(1,595)
TEMPORARY HELP	0.00	833.00	(833)	0.00	10,000.00	(10,000)
RETIREMENT/PENSION	1,673.99	2,087.00	(413)	16,386.59	25,038.00	(8,651)
FICA	1,786.30	1,671.00	115	16,776.37	20,052.00	(3,276)
MEDICARE	417.77	418.00	0	3,923.53	5,016.00	(1,092)
EMPLOYEE GROUP INSURANCE	8,619.25	7,245.00	1,374	50,379.51	86,940.00	(36,560)
RETIREE GROUP INSURANCE	449.58	462.00	(12)	3,427.52	5,545.00	(2,117)
UNEMPLOYMENT INSURANCE	387.00	995.00	(608)	1,307.45	3,395.00	(2,088)
WORKERS COMP INSURANCE	1,413.92	1,840.00	(426)	12,590.47	22,083.00	(9,493)
ELECTRICITY	3,197.64	5,613.00	(2,415)	51,274.32	67,350.00	(16,076)
TELEPHONE	646.91	770.00	(123)	6,224.99	9,243.00	(3,018)
WATER	1,780.61	3,311.00	(1,530)	27,216.12	39,728.00	(12,512)
CAPC CONFERENCE DONATIONS	0.00	200.00	(200)	0.00	200.00	(200)
COMMUNITY OUTREACH	0.00	83.00	(83)	2,000.15	1,000.00	1,000
VISA-MASTER CHG FEES	909.40	583.00	326	5,568.52	7,000.00	(1,431)
RETURNED CHECK	0.00	8.00	(8)	0.00	100.00	(100)
COUNTY SERVICE CHARGE	0.00	92.00	(92)	411.60	1,100.00	(688)
EDUCATION	0.00	33.00	(33)	0.00	400.00	(400)
GENERAL INSURANCE	2,849.45	2,850.00	(1)	22,795.60	34,200.00	(11,404)
LEGAL	4,689.00	1,250.00	3,439	5,626.00	15,000.00	(9,374)
LOT REPURCHASE	0.00	833.00	(833)	2,790.00	10,000.00	(7,210)
OFFICE EXPENSE	3,000.10	1,583.00	1,417	14,742.92	19,000.00	(4,257)
TRAVEL & CONVENTION	0.00	500.00	(500)	3,366.65	6,000.00	(2,633)
UNIFORMS & SAFETY EQUIPMENT	0.00	83.00	(83)	158.73	1,000.00	(841)
MTG EXP & SUPPLIES	475.32	125.00	350	1,104.73	1,500.00	(395)
AUDIT	0.00	8,500.00	(8,500)	0.00	8,500.00	(8,500)
ADVERTISING/PUBLICITY	2,358.09	375.00	1,983	2,762.64	4,500.00	(1,737)
MEMBERSHIP & DUES	0.00	583.00	(583)	7,326.00	7,000.00	326
CA EDUCATION & TRAINING (EDD)	12.49	0.00	12	40.66	0.00	41
AUTO TRUCK EXPENSE	0.00	417.00	(417)	589.93	5,000.00	(4,410)
LARGE EQUIPMENT REPAIRS	921.72	500.00	422	1,467.22	6,000.00	(4,533)
EQUIPMENT REPAIRS	0.00	250.00	(250)	0.00	3,000.00	(3,000)
IRRIGATION SYSTEM REPAIRS	0.00	583.00	(583)	3,116.40	7,000.00	(3,884)
FERTILIZER AND SEED	1,350.00	2,000.00	(650)	21,733.99	38,000.00	(16,266)
GASOLINE, OIL, TIRES	0.00	583.00	(583)	3,712.34	7,000.00	(3,288)
PLANT & BUILDING	3,040.73	1,667.00	1,374	24,756.65	20,000.00	4,757
ROAD MAINTENANCE	0.00	7,446.00	(7,446)	0.00	89,355.00	(89,355)
TOOLS & SUPPLIES	334.00	250.00	84	2,918.25	3,000.00	(82)
GRAVE LINERS & VAULTS	8,094.00	4,654.00	3,440	43,356.66	55,850.00	(12,493)
GRAVE VASES	1,347.78	709.00	639	7,888.51	8,510.00	(621)
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0	172,900.00	296,400.00	(123,500)
CONTRACT BURIALS	0.00	333.00	(333)	0.00	4,000.00	(4,000)
SECURITY CAMERA EXPENSE	179.70	83.00	97	539.10	1,000.00	(461)
DMP GROUNDS SECURITY	825.00	825.00	0	6,600.00	9,900.00	(3,300)
COVID-19 EXPENSES	54.36	0.00	54	239.16	0.00	239
TOTAL EXPENSES	104,483.66	121,080.00	(16,596)	822,609.68	1,342,063.00	(519,453)
NET CHANGE FROM OPERATIONS	(23,171.72)	(59,367.00)	36,195	(5,341.09)	(118,751.00)	113,410
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	11,562.00	(11,562)	0.00	138,751.00	(138,751)
OTHER EXPENSE APPROP CONTING	0.00	(1,667.00)	1,667	0.00	(20,000.00)	20,000
NET CHANGE	(23,171.72)	(49,472.00)	26,300	(5,341.09)	0.00	(5,341)

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2024**

REVENUE	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
BURIAL RIGHT SALES	33,400.00	36,700.00	(3,300)	217,610.00	222,620.00	(5,010)
COUNTY INTEREST INCOME	1,533.30	1,151.99	381	33,566.62	7,373.31	26,193
CURRENT INTEREST & DIVIDENDS	4,031.46	969.16	3,062	24,992.67	16,630.85	8,362
GAIN/LOSS INVESTMENT FMV	2,596.49	(8,014.60)	10,611	20,150.31	(31,519.01)	51,669
TOTAL REVENUE	<u>41,561.25</u>	<u>30,806.55</u>	<u>10,755</u>	<u>296,319.60</u>	<u>215,105.15</u>	<u>81,214</u>
EXPENSES						
INVESTMENT ADVISOR FEES	1,345.04	0.00	1,345	4,012.65	4,214.16	(202)
COUNTY SERVICE CHARGE	0.00	22.38	(22)	37.47	43.23	(6)
TOTAL EXPENSES	<u>1,345.04</u>	<u>22.38</u>	<u>1,323</u>	<u>4,050.12</u>	<u>4,257.39</u>	<u>(207)</u>
NET CHANGE FROM OPERATION	<u>40,216.21</u>	<u>30,784.17</u>	<u>9,432</u>	<u>292,269.48</u>	<u>210,847.76</u>	<u>81,422</u>
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	9,400.00	0.00	9,400	45,435.00	23,140.00	22,295
TOTAL OTHER	<u>9,400.00</u>	<u>0.00</u>	<u>9,400</u>	<u>45,435.00</u>	<u>23,140.00</u>	<u>22,295</u>
NET CHANGE	<u>49,616.21</u>	<u>30,784.17</u>	<u>18,832</u>	<u>337,704.48</u>	<u>233,987.76</u>	<u>103,717</u>

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2024**

REVENUE	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
WMC ENDOWMENT CARE	60.00	0.00	60	60.00	1,490.00	(1,430)
ENDOWMENT CARE DEPOSITS	18,965.00	29,744.00	(10,779)	128,000.00	188,066.00	(60,066)
CURRENT INTEREST & DIVIDENDS	39,459.28	12,100.02	27,359	118,860.34	61,883.08	56,977
COUNTY INTEREST INCOME	335.96	757.41	(421)	8,747.89	6,314.44	2,433
GAIN/LOSS INVESTMENT FMV	14,846.69	(45,885.26)	60,732	140,591.64	(121,225.01)	261,817
TOTAL REVENUE	73,666.93	(3,283.83)	76,951	396,259.87	136,528.51	259,731
EXPENSES						
INVESTMENT ADVISOR FEES	6,936.43	0.00	6,936	20,673.56	22,520.88	(1,847)
COUNTY SERVICE CHARGE	0.00	6.10	(6)	0.00	6.10	(6)
TOTAL EXPENSES	6,936.43	6.10	6,930	20,673.56	22,526.98	(1,853)
NET CHANGE	66,730.50	(3,289.93)	70,020	375,586.31	114,001.53	261,585

**PRENEED FUND
INCOME STATEMENT
FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2024**

REVENUE	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
CURRENT SALES	12,396.67	20,058.00	(7,661)	108,478.82	181,243.55	(72,765)
CURRENT DEFERRED REVENUE	5,639.48	18,857.08	(13,218)	64,522.04	104,664.46	(40,142)
COUNTY INTEREST INCOME	519.89	678.29	(158)	8,336.63	5,041.60	3,295
CURRENT INTEREST & DIVIDENDS GAIN/LOSS INVESTMENTS FMV	15,148.87 (897.93)	3,807.60 (17,637.19)	11,341 16,739	55,231.60 46,735.43	33,409.32 (48,535.39)	21,822 95,271
TOTAL REVENUE	32,806.98	25,763.78	7,043	283,304.52	275,823.54	7,481
EXPENSES						
INVESTMENT FEES	2,780.10	0.00	2,780	8,284.16	8,406.98	(123)
COUNTY SERVICE CHARGES	0.00	7.12	(7)	1.02	7.46	(6)
LOSS ON TRANSFER (INTER COSTS)	1,908.52	0.00	1,909	5,419.25	2,468.33	2,951
SALES TRANSFR OUT (PRIOR YR)	9,400.00	0.00	9,400	47,185.00	23,140.00	24,045
TOTAL EXPENSES	14,088.62	7.12	14,082	60,889.43	34,022.77	26,867
NET CHANGE	18,718.36	25,756.66	(7,038)	222,415.09	241,800.77	(19,386)



California Special
Districts Association
Districts Stronger Together

May 21-22, 2024
SHERATON GRAND SACRAMENTO HOTEL

2024 SPECIAL DISTRICTS LEGISLATIVE DAYS

**Legislative
Office Visits
are Back!**

For the first time since the pandemic, CSDA will pre-arrange legislative office visits so you can meet with Legislators and Capitol staff in the new Capitol Annex Swing Space. Attendees will be grouped with special districts from your region to advocate for special districts and the communities we collectively serve.



@CSDADISTRICTS
FACEBOOK.COM/CSDADISTRICTS
#DISTRICTSADVOCATE



Senator
ANNA CABALLERO
Chair, Appropriations
Committee



Senator
MARIE ALVARADO-GIL
Vice-Chair, Rural Caucus



Assembly Member
GREGG HART
Chair, Joint Legislative Audit
Committee

WOW
Legislators of the
Year will be in
attendance!

Agenda at a Glance

SUBJECT TO CHANGE

Tuesday, May 21, 2024

8:00 A.M. – 6:30 P.M.

8:00–8:30 A.M.

Registration and Breakfast Buffet Line Opens

8:30–9:30 A.M.

Breakfast with Legislators of the Year

- Senator Anna Caballero
- Senator Marie Alvarado-Gil
- Assembly Member Gregg Hart

9:30–11:00 A.M.

State Legislative Update

11:00–11:30 A.M.

Advocacy Briefing

11:30 A.M.–12:30 P.M.

Lunch and Group Preparations

12:30–1:00 P.M.

Shuttles Depart to Capitol Annex Swing Space

1:00–5:00 P.M.

Legislative Office Visits

- Pre-arranged visits in Legislative Offices

5:00–6:30 P.M.

Private Legislative Reception

Wednesday, May 22, 2024

8:00 A.M. – 11:30 A.M.

8:00–8:30 A.M.

Breakfast Buffet Line Opens

8:30–9:30 A.M.

Briefing on Critical Supreme Court Case Impacting Local Revenues and Government Functions

- Legislature of the State of California et al. vs. Weber could determine the ability of special districts and other agencies to provide essential services and infrastructure to their communities

9:30–10:30 A.M.

How to Maximize Working with Contract Lobbyists and Associations

10:30–11:30 A.M.

Beyond Legislative Days: Building Out Your District's Government and Media Relations Program Wherever It May be Today

11:30 A.M.

Closing

As the California State Legislature wrestles with a projected \$38-58 billion budget deficit and the courts and voters contemplate major constitutional actions on funding for essential services and infrastructure, there is one place where all special districts can come together to understand and influence our shared public policy challenges – **Special Districts Legislative Days**.

Lawmakers in Sacramento are making critical decisions that will impact the budget and operations of your district and your community. Special Districts Legislative Days is your opportunity to join with all types of special districts, large and small, north and south, rural and urban to strengthen our voice. Issues like revenue, governance, labor, and public works matter to all districts whether they provide water, sanitation, fire protection, parks, cemeteries, healthcare, mosquito abatement, resource conservation, ports, harbors, airports, libraries, or other essential services.



SPECIAL DISTRICTS LEGISLATIVE DAYS

May 21-22, 2024
SHERATON GRAND SACRAMENTO HOTEL



EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 24, 2024

- CSDA Member - \$345 Early Registration / \$430 Regular Registration
- Non-Member - \$515 Early Registration / \$645 Regular Registration

Three Ways to Register

- *Online:* Visit legislatedays.csdanet
- *Fax number:* 916.520.2465. All faxed forms must include credit card payment.
- *Mail:* CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Simply contact membership@csda.net or call toll-free at 877-924-2732. It's not too late to become a CSDA member!

Full registration includes the evening reception and meals as indicated in the agenda.

Payment must accompany registration in order to process.

<input type="checkbox"/> CSDA Member: \$345/EARLY BIRD	<input type="checkbox"/> Non-Member: \$515/EARLY BIRD	Total \$: <input type="text"/>
<input type="checkbox"/> CSDA Member: \$430/AFTER APRIL 24	<input type="checkbox"/> Non-Member: \$645/AFTER APRIL 24	

Name/Title:		
District:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		
Emergency Contact Name/Phone Number:		

LEGISLATIVE OFFICE VISITS

CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts.

- Yes-I want CSDA to pre-arrange Legislative Office Visits for me together with a group of attendees from my region to advocate for special districts during day one of the conference.
- No-I will not be participating in the pre-arranged Legislative Office Visits in the Capitol Annex Swing Space during day one of the conference..

PAYMENT

Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express			
Acct. name:		Acct. Number:	
Expiration date:	CVC:	Zip:	Authorized Signature:

SPECIAL NEEDS

- Vegetarian Other:

Cancellations must be made in writing and received via fax, mail, or email no later than April 24, 2024, at 5:00 p.m. All cancellations made within the specified time will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after April 24, 2024. Substitutions are acceptable and must be done in writing no later than May 10, 2024 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.

Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csdanet/about-csda/who-we-are.



California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814

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Kathleen Jurasky District Manager
 PALM SPRINGS CEMETERY DISTRICT
 31705 DA VALL DR
 CATHEDRAL CITY CA 92234-3277



SPECIAL DISTRICTS LEGISLATIVE DAYS

May 21-22, 2024
 SHERATON GRAND SACRAMENTO HOTEL



Map is not to scale



Hotel Information

Sheraton Grand Sacramento Hotel
 1230 J Street, Sacramento, CA 95814

Room Rates

CSDA room reservations in the CSDA room block start at the rate of \$212 plus tax and fees per day.

Reservation Cut-Off Date

The room reservation cut-off is April 24, 2024; however, space is limited and may sell out before this date. The link for reservations will be emailed following registration.

Agenda Item 6f

Review and Discussion for Voting - Riverside Local Agency Formation Commission (LAFCO) Elections

2024 BALLOT INSTRUCTIONS

2024 OFFICIAL ELECTION BALLOT

EASTERN REGION CANDIDATES (2)

**Bruce C. Underwood
Cástulo R. Estrada**

COUNTY WIDE CANDADITES (5)

**Bernard Murphy
Steve A. Pastor
Angela D. Little
Harvey Ryan
Richard Lawhead**

ONE BALLOT FOR EACH SPECIAL DISTRICT



February 15, 2024

via electronic mail

2024 BALLOT INSTRUCTIONS FOR SPECIAL DISTRICT SELECTION COMMITTEE- ONE (1) EASTERN REGION REGULAR MEMBER AND ONE (1) COUNTYWIDE ALTERNATE MEMBER OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):

Please read these instructions carefully before completing your ballots.

As previously announced, a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time, therefore, the selection proceedings are being conducted by electronic mail or regular USPS mail. A nomination period for the positions in the title above was opened on December 15, 2023, and closed at 5:00 p.m. on February 13, 2024.

Enclosed you will find an official election ballot for each position as follows:

One (1) LAFCO Regular Special District Member – Eastern Region: A total of two (2) eligible nominations were received for this position. Although candidates were restricted to the Eastern Region area of the County, all members of the SDSC may cast ballots for this position.

One (1) LAFCO Alternate Special District Member – Countywide: A total of five (5) eligible nominations were received for this position. Candidates for the Alternate Special District Member are not restricted to a Region, and all members of the SDSC may cast ballots for this position.

All members of the SDSC may cast a ballot for one (1) Regular member for the Eastern Region, and one (1) for the Alternate member Countywide.

Pursuant to procedures adopted by the Selection Committee in 2016, the election for a LAFCO regular member position will be conducted using Instant Runoff Voting (IRV). IRV eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority. An example demonstrating how IRV works is attached.

Please fill out your ballot by ranking each region's nominees in the order of preference, using "1" for your first choice, "2" for your second choice, "3" for your third choice and so on. Please note ranking more than one candidate will not work against your first choice candidate, however, voting for only one candidate is allowed. Do not mark the same number beside more than one candidate and do not skip numbers.

General Instructions and Information:

- Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on Monday, April 15, 2024.**
- Only the presiding officer or another board member authorized by your board of directors to vote, may cast the ballots. Board members designated by their district board to vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballots are cast. District managers or other staff members may not vote.
- The voting member must print his or her name on the ballots as well as sign and date the certification indicating he or she is authorized to vote for the district.
- We must receive each ballot with an original signature. However, if you deliver your ballot via electronic mail, you may return a scanned copy of the signed ballot by email to rholtzclaw@lafco.org
- Failure to follow these instructions will invalidate the ballot not meeting these requirements.

Finally, these positions ensure special districts are appropriately represented on the LAFCO Commission. Appointments are only valid if ballots representing a quorum, from 29 of our 55 independent special districts, are returned. Please return your ballots in a timely manner.

If you have any questions, please contact our office at (951) 369-0631.

Sincerely,



Gary Thompson
Executive Officer

cc: Special District Selection Committee - District Managers

Attachments:

2024 Special District Selection Committee – Official Election Ballots
Instant Runoff Voting Election Process (IRV)

EASTERN REGION CANDIDATES (2)
Bruce C. Underwood
Cástulo R. Estrada

February 15, 2024

via electronic mail

**SPECIAL DISTRICT SELECTION COMMITTEE
REGULAR MEMBER
2024 BALLOT**

Name of District: _____
Print District Name Here (required)

Certification of voting member:

I, _____ hereby certify that I am (check one):
Print Name Here (required)

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization previously transmitted attached]

Signature (required) _____ Date (required)

**Regular Special District Member of the
Local Agency Formation Commission – Eastern Region – Riverside County**
(Term running May 6, 2024 through May 1, 2028)

Please rank the candidates in preferential order, "1" being the first preference, "2" being the second.

	<i>Circle rank for each candidate</i>	
BRUCE UNDERWOOD, Coachella Valley Public Cemetery District	1	2
CÁSTULO ESTRADA, Coachella Valley Water District	1	2

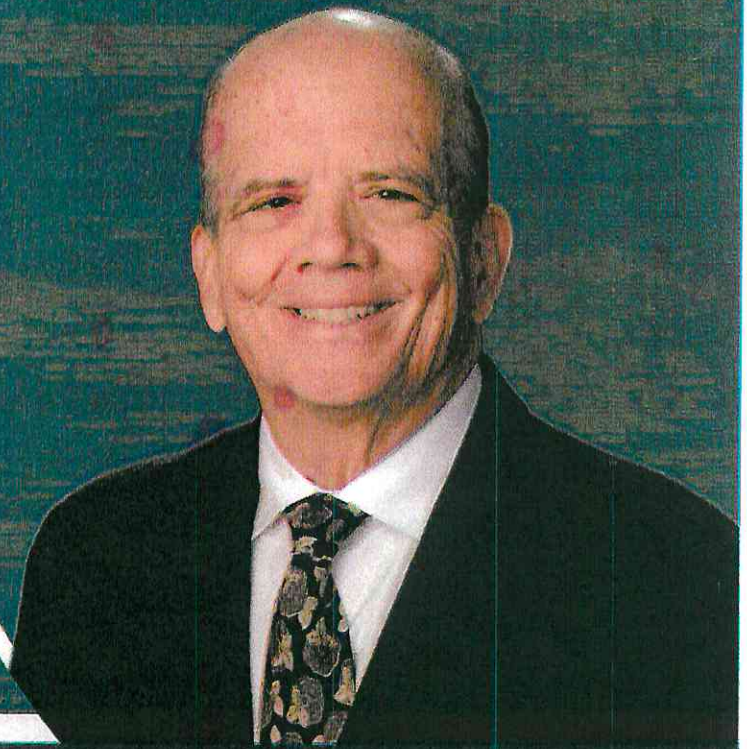
Listed in random drawing order conducted on 2/14/2024 at 9:39 a.m.

Completed ballots must be delivered via electronic mail to moltzclaw@lafco.org, or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 15, 2024.**



**Bruce Underwood,
Dr. P.H., C.N.S.**

CANDIDATE STATEMENT



I am pleased to announce my candidacy for the special district (eastern) representative seat on the Riverside County Local Agency Formation Commission (LAFCO).

Serving on the Coachella Valley Public Cemetery District Board, I am the former President and a current Trustee. I began my service on the Board in 2018 and am currently serving my second term. My experience and commitment to supporting the vital role Special Districts play in our community is extensive, including past service on the Board of the Coachella Valley Recreation and Park District, and the Coachella Valley Mosquito and Vector Control District. In my professional capacity I have also worked with several local Special Districts supporting their employees through healthy living initiatives. My knowledge, background and experience with Special Districts is broad, a unique knowledge set I hope to bring to the LAFCO commission.

My service in the community has also provided me unique perspectives on leadership and problem solving. I have had the great pleasure of working with organizations that make a difference in our community, including the Heart Institute of the Desert Foundation, The Regional Access Project, the American Preventive Care Association, and many more. I have also been afforded the opportunity to shape future leaders, working in education at Chapman University and the Loma Linda University School of Public Health. In a career that has spanned twenty-five years of experience and community involvement, with increasing levels of responsibility and leadership, I have earned a reputation for professional competency, civic responsibility, and personal integrity among colleagues, clients, students, and community leaders.

Special Districts are unique, and they deserve representation with a depth of knowledge and understanding that spans the vast scope of critical services they provide. With Special District experience that stretches across eastern Riverside County, and a broad scope of services, mine will be a voice of fair and reasoned oversight on this important commission.

I look forward to being your voice in government.



COACHELLA VALLEY
WATER DISTRICT



Please join us in supporting:
Cástulo Estrada
for Riverside LAFCO Special District Representative

Elected to the Coachella Valley Water District in 2014, Mr. Estrada was re-elected in 2018 and appointed without opposition in 2022 to his current term, which ends in 2026. During his tenure at CVWD, he has led the formation of the Coachella Valley Disadvantaged Communities Infrastructure Task Force which collaborates with stakeholders to develop and implement master plans and pursue funding to develop clean drinking water and sanitation services for residents of the Eastern Coachella Valley. Last year, CVWD secured over \$75 million to fund DAC drinking water and sewer projects with two high-priority projects underway.

Mr. Estrada has served on the Salton Sea Authority Board of Directors since 2014, including a term as the President of the Board in 2019/2020 and his current term as Secretary.

Mr. Estrada was appointed by the State Water Resources Control Board in 2019 and was reappointed through 2024 as a member of the Safe and Affordable Funding for Equity and Resilience (SAFER) Advisory Group. Mr. Estrada brings a wide range of expertise in infrastructure planning and development and has demonstrated the ability to engage stakeholders collaboratively, which has yielded results. His dedicated leadership abilities have contributed significantly to the Coachella Valley and the surrounding areas he serves.

A native of the Coachella Valley, Mr. Estrada also serves as the Utilities Manager for the City of Coachella and has a civil engineering degree from California State Polytechnic University, Pomona. He resides in Coachella with his wife, Cindy, and two children.

COUNTY WIDE CANDADITES (5)

Bernard Murphy

Steve A. Pastor

Angela D. Little

Harvey Ryan

Richard Lawhead

February 15, 2024

via electronic mail

**SPECIAL DISTRICT SELECTION COMMITTEE
ALTERNATE MEMBER
2024 BALLOT**

Name of District: _____
Print District Name Here (required)

Certification of voting member:

I, _____ hereby certify that I am (check one):
Print Name Here (required)

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization previously transmitted attached]

Signature (required) Date (required)

**Alternate Special District Member of the
Local Agency Formation Commission (Countywide)**
(Term running May 6, 2024 through May 1, 2028)

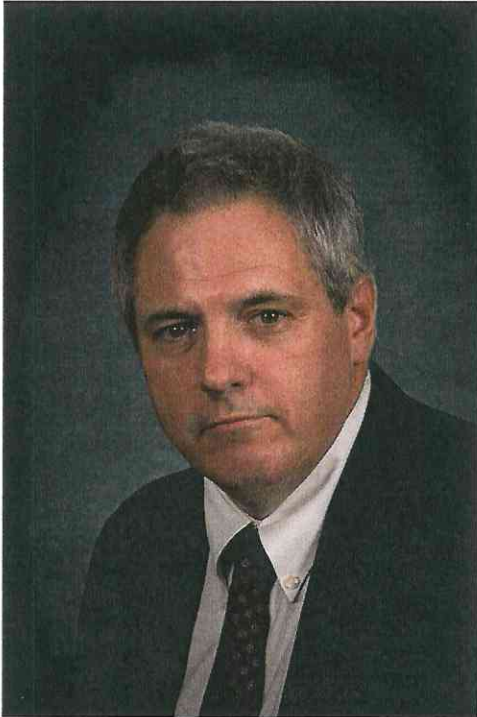
Please rank the candidates in preferential order, "1" being the first preference, "2" being the second, etc.:

	<i>Circle rank for each candidate</i>				
BERNARD MURPHY, Rubidoux Community Services District	1	2	3	4	5
STEVE PASTOR, Lake Hemet Municipal Water District	1	2	3	4	5
ANGELA LITTLE, Valley-Wide Recreation & Park District	1	2	3	4	5
HARVEY RYAN, Elsinore Valley Municipal Water District	1	2	3	4	5
RICHARD LAWHEAD, Beaumont-Cherry Valley Recreation & Park District	1	2	3	4	5

Listed in random drawing order conducted on 2/14/2024 at 9:39 a.m.

Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 15, 2024.**

Bernard Murphy, Director



An engineer by trade, Bernard Murphy understands water and wastewater infrastructure. Appointed to the Rubidoux Community Services District board of directors in April 2016, Murphy was then elected to the board in November of that same year.

Murphy has worked for more than 25 years in the engineering industry, starting out at JF Davidson right after graduating from Cal Poly Pomona. His career has included stays at the Army Corps of Engineers, Keith Companies in Las Vegas, Hewitt Zollars in Orange County, and Hunsacker; his specialty in engineering is in storm drain projects. In 2006, Murphy launched Wilson Murphy Engineering. His company works on engineering projects throughout Southern California.

This self-described life-long learner grew up in Oakland, attending schools in the Bay Area. Murphy continues to add to his education from Cal Poly Pomona, Bachelor of Science in Civil Engineering, by taking engineering master's degree level course work at the University of Las Vegas and the University of California at Irvine.

Although his first job was delivering newspapers for the Alameda Times Star, he also fixed cars, which continues to be one of his passions. He has a '74 GMC Jimmy that he invests time in.

Murphy's interest in public service was nurtured early on by his family, who volunteered their home's basement as a polling place in the '70s and '80s. He has continued this legacy by volunteering to work at the polls and handout ballots since about 2000 for his home precinct.

"I first became interested in voting when I was 8 or 9 when people voted in our basement," Murphy described. His mother worked on numerous local Bay Area commissions such as the effort to get a new library in Alameda. He got involved in high school politics and was the senior student representative to the local school board in 1983. With his engineering background, Murphy decided to continue his service to the community and political system by joining the Rubidoux board.



Steven A. Pastor

Vice President



Steven A. Pastor has lived in the San Jacinto Valley for 44 years and represents District 5. He holds a Bachelor of Arts degree in history from California State University, San Diego.

After college, Steve served in the U.S. Army. Upon being discharged from the army, Steve moved to the San Jacinto Valley to work on the family herb farm. He has been involved with agriculture and agricultural businesses ever since.

He is a graduate fellow of the California Agricultural Leadership Program (Class 27) and past-president of the California State Historic Citrus Park's Non-Profit Management Corporation. He has served on many water committees and boards over the years including the Riverside County Water Task Force and the Water Master's Technical Advisory Committee. Steve's goal is ensure that Lake Hemet Municipal Water District continues to provide safe and clean drinking and agricultural water to its customers in the most efficient way possible. Division 5, Term until December 6, 2024.




Angela Domenigoni Little

Thank you so much for your service on your board! Special Districts are perhaps the least known relative to the good work they do in their area, and I applaud your many, many acts of service. As a fellow community leader and servant, it would be my honor to represent all of us on LAFCO.

I considered running in the last election, but opted to support Phil Williams after speaking with him personally, and understanding the values we shared. Phil was a true public servant and it is my honor to attempt to fill his seat.

Recent experience with LAFCO in the MSR process has made me more appreciative of what LAFCO is and does. I love our Special District values and narrow focus in delivering services effectively and efficiently.

Contact Info

 951-775-1323 cell

 awlittle@msn.com
Board@GoRecreation.org

LAFCO SPECIAL DISTRICTS ELECTION

Valley-Wide Recreation & Park District

Qualifications/ Strengths

- Real Estate
 - Maintenance
 - Development
 - Renting
 - Lending
 - Land use / Planning
 - Fair Dealing, Transparency & Accountability
 - Logical and systematic when reviewing facts of complex issues - Each case rest on its own merits.
 - Natural instincts as well as business, and technology skills relevant to Spheres of Influence, Annexations & Plans of Service and their impacts to Special Districts.
 - Empathy, kindness and consideration of others time and perspective
-

Experience

- 5th generation of community service and leadership in my pioneer family of origin
- Lifetime Riverside County resident (age 58)
- President, Winchester/Homeland Town Association
 - Land Use Committee - proactive in Winchester Community Development Plan (GPA 1207)
 - Proponent of community-based development considering future residents and service delivery

Harvey R. Ryan



Beginning his fifth four-year term as a Board Member is a local business owner who moved to Lake Elsinore in 1981 and immediately became involved in the community and local public service, serving on the City Planning Commission and the RDA. He is raising his children here, and is concerned about maintaining our rural atmosphere, improving service to local citizens and controlling rate increases.

Director Ryan has served on several committees, and as District representative for multiple organizations, including: Legislative, Conservation & Outreach, Finance & Administration Committee, Engineering and Operations Committee, Water Planning Committee, Groundwater Advisory, EMWD Group, Lake Elsinore Chamber of Commerce (including Student of the Month and Year), ACWA Region 9, and several others.

He has served as Board President in 2008, 2012, 2017 and 2018, Vice President in 2007, 2011, 2015, 2016, and 2024, and as Board Treasurer in 2006, 2010, 2021, and 2023.



BEAUMONT - CHERRY VALLEY
RECREATION AND PARK DISTRICT
Creating Opportunities for a Healthy Community

**Parks
Make
Life
Better!**

Board Member

Richard Lawhead

Position: Director

Term: 2023 - 2024

No additional information

INSTANT RUNOFF VOTING (IRV) ELECTION PROCESS

Introduction

In 2016, the Special District Selection Committee voted to utilize instant runoff voting (IRV) for all future elections to select members to the Riverside Local Agency Formation Commission (LAFCO). IRV is a method of conducting elections with three or more candidates whereby a majority determines the winner without the need to have a second ballot/runoff proceeding. A separate runoff election could cause a delay of more than 90 days, as well as causing LAFCO additional expense.

The explanation below and example that follows illustrates how the instant runoff voting method will be used for determining the winner in a fictional election for the "Porcupine LAFCO" Special District Commissioner open seat. A process similar to the one explained below will be utilized to determine the Riverside LAFCO Special District Member.

Ballot Specifications and Directions to Voters

The ballot will allow a voter to rank candidates in order of preference. All nominated candidates are listed on the ballot. Voters will vote for candidates by indicating their first-choice candidate, their second-choice candidate, their third-choice candidate, and so on.

The voter will indicate his/her first choice by marking or circling the number "1" beside a candidate's name, the second choice by marking or circling the number "2" by that candidate's name, the third choice by marking the number "3," and so on, for as many choices as the voter wishes.

Voters are free to rank only one candidate, however, doing so does not offer any additional advantage to that candidate, as ranking additional candidates cannot help defeat a voter's first-choice candidate. Voters must not mark the same number beside more than one candidate or skip rank numbers.

Ballot Counting

The ballots cast will be tabulated and the result declared by the official responsible for conducting the election. Votes will be counted for each candidate using the following procedure:

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- A majority is a number of votes greater than half (50%+1) of the total number of ballots received.
- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a number of votes constituting a majority, that candidate shall be declared elected.

- If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his/her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. This candidate shall be declared elected.

Example:

Four candidates are running for the Porcupine LAFCO Special District Commissioner open seat: Paul Alto, Mort Bragg, Charlene Newberry, and Samantha Cruz. 60 ballots are cast, therefore a candidate needs a majority of 31 votes to win the election:

- Alto is ranked #1 on 10 ballots
- Bragg is ranked #1 on 25 ballots
- Newberry is ranked #1 on 5 ballots
- Cruz is ranked #1 on 20 ballots

In the first round no one receives the required majority of 31 votes. Newberry, as the candidate receiving the fewest first (#1) choice votes, is eliminated. Those 5 ballots that had Newberry ranked as their first (#1) choice are reviewed for their second (#2) choice. On those 5 ballots:

- Alto is ranked #2 on 3 of those 5 ballots
- Bragg is ranked #2 on 1 of those 5 ballots
- Cruz is ranked #2 on 1 of the 5 ballots.

These second (#2) choice votes, which are now first (#1) choice votes for the succeeding candidates, are added to the results of the first (#1) choice count in round one as follows:

- Alto has 10 plus 3 for a total of 13 votes
- Bragg has 25 plus 1 for a total of 26 votes
- Cruz has 20 plus 1 for a total of 21 votes

Thus, in the second round, no one receives the required majority of 31 votes. Alto, as the candidate receiving the fewest adjusted first (#1) choice votes in this round is eliminated. Those thirteen ballots that had Alto ranked as their adjusted first (#1) choice are reviewed for their second (#2) choice, or (third (#3) choice, if adjusted from the previous round). On those 13 ballots:

- Bragg is ranked #2 (plus one adjusted #1 from the first round) on 8 of those 13 ballots
- Cruz is ranked #2 (plus one adjusted #1 from the first round) on 4 of the 13 ballots.

These second (#2) choice or third (#3) choice votes, are now designated as first (#1) choice votes for the succeeding candidates, and are added to the results of the adjusted first (#1) choice count from the second round as follows:

- Bragg has 26 plus 8 for a total of 34 votes
- Cruz has 21 plus 4 for a total of 25 votes
- One of the ballots did not pick a second or third choice candidate.

Bragg wins with 34 votes (the required majority was 31) and Cruz is second with 25 votes.



Primary Roles and Responsibilities

One of the first and most important distinctions to make in your work as a board member is the difference between your responsibilities and those of the general manager and staff. Clearly understanding and respecting these roles, and how they interact, is critical to the long-term success and sustainability of your special district.

Role of a Board Member

One of the most significant responsibilities as a board member is to understand that the board is a team and you need to work together as such. Understanding the dynamics of the group, as well as the individual perspectives and opinions of your fellow board members, is crucial to the success of the team, the district, and community you represent. This united approach will help to strengthen the district and provide the grounds for maintaining a clear vision of the future, a unity of purpose, and a cohesive board.

The specific responsibilities of the board are clustered into five areas:

1. Setting the direction for the district;
2. Establishing and supporting the policies and structure of the district;
3. Overseeing the financial resources necessary to fund the district;
4. Guiding employee relations policy, including the hiring and supervising of the general manager who, in turn, operates the district and hires/manages its staff; and
5. Serving as community leaders who communicate effectively on behalf of the district.

Setting Direction

The board establishes the special district's mission and vision. In building a mission statement, the board must clearly understand the purpose of the district and answer the question of "why?" Why does the district exist? It will also be helpful for the board to identify core values that guide the district in its mission.

When developing a vision statement, the board must answer the question of "what?" What would the district look like should it accomplish its mission to the fullest extent? Doing so requires agreement on the board as to what the future of the district should look like.

With a mission and vision as its foundation, the board sets direction through the district's strategic plan, which may guide the development of more specific objectives for implementation by the general manager and staff. In developing a strategic plan, the board will evaluate the present, anticipate the future, and prioritize goals that must be accomplished to achieve the vision. Strategic plans should be reviewed periodically and adjusted appropriately.

Establishing Policies

Policies are written statements specifying the manner in which the district's business is conducted. The board's job is to develop, maintain, revise, and enforce the district's policies. These policies provide needed direction for the general manager and staff, and for the constituents of the district.

One may view a special district's enabling act in California statute as the framework or "constitution" the district must operate under as a "subdivision of the state." However, independent special districts are not state entities, nor are they entities of a city or county. They are independent local governments, which are separate legal entities similar to other municipalities. Board-approved policies, resolutions, and ordinances are the tools by which boards direct the district in achieving its mission and securing its vision within the boundaries of its enabling act.

Board policies should guide district governance, such as board meetings, agendas, and minutes, board conduct, and rules of order. Policies should also be adopted

concerning district finances, personnel, communications, and other key functions.

While policies are approved by the board and may be requested by the board, they are typically drafted and recommended by staff. Sometimes this is done with review and direction of a board subcommittee.

Overseeing Finances

Boards ensure sound fiscal policy exists and that practices and controls are in place so that the district, board, general manager, and staff have direct accountability to their constituents. Furthermore, the board will approve an annual budget and request and approve periodic reports on the fiscal status of the district.

Commensurate with the board's role in financial oversight and fiduciary responsibilities, it should establish a financial reserve policy and capital improvement plan (CIP). It will also approve contracts of certain size and scope according to State law and board policy. To ensure adequate funding to provide quality services and infrastructure to its community, the board must impose sufficient rates, fees, and taxes.

Guiding Employee Relations

The board's charge is to support and assess the performance of the general manager, approve personnel policies, establish salary structure and benefits packages, approve memorandums of understanding (MOUs) negotiated with labor, approve job descriptions and organizational structure, and establish a

strong communications link between the board and general manager.

One of the most important decisions a board will ever make is the hiring of a general manager. Other than a district's general counsel and some rare additional exceptions for large special districts, the general manager is the only individual the board hires and supervises.

The general manager is responsible for hiring and supervising all other staff, sometimes through senior or mid-level managers in larger districts. Empowering the general manager to successfully carry out this key duty is critical to the success of the district. This should include a fair and constructive annual general manager evaluation process.

Serving as Community Leaders

A district and its board are linked in the eyes of the public and often seen as one and the same. Therefore, the conduct of board members reflects upon the district and the community it serves. This holds true during board meetings and formal district events, as well as during other interactions with community, the media, businesses, and other levels of government. Even the personal lives and behaviors of a board member can impact the perception and effectiveness of the district.

In your role as a board member, your board may designate you to formally represent your board to other organizations or participate in ceremonial events. Boards will often establish policies to guide such situations. It is



To expand your knowledge further, visit csda.net to find CSDA's *Sample Policy Handbook*, *Special District Reserve Guidelines*, and *CSDA's California Public Records Act Compliance Manual* to learn more.

important to distinguish when you are speaking on behalf of the board and when you are speaking as an individual. However, as a public official, you should recognize that people will often construe your speech and actions as representative of your district, its staff, and your fellow board members regardless of the manner, time, and place in which they occur. This reality should lead board members to be thoughtful, intentional, and unified, not to be silent or absent.

It is a mistake for a special district to attempt to “fly under the radar.” Transparency is essential to democracy, and scrutiny is inevitable in government. This will be covered more in the next chapter, *Accountability and Transparency*, but here it is important to note that board members play a key role in a special district’s public outreach and engagement efforts. If a special district and its leaders are not telling the story of the district, somebody else will.

Role of the General Manager and Staff

The general manager is the executive staff officer of the district and for the board. This individual administers the district, providing day-to-day leadership, and maintains exclusive management and control of the operations and works of the district within State law and the policies of the board. In some districts, this position may be referred to as the district administrator, chief executive officer, executive director, district director, or another title. For the purposes of this handbook, it will be referred to as general manager.

Overarching best practices for a general manager include:

1. Developing and delivering reports to keep the board of directors and public well-informed of district operations and the status of district goals;
2. Providing recommendations on actions requiring board approval, including policies, resolutions, ordinances, and other matters;
3. Maintaining and advancing the operations of the district and implementing those policies, strategies, and directives approved by the board; and
4. Playing an active role in moving the district forward in serving its mission, carrying out its strategic plan, and attaining its vision.

As noted previously, the general manager has authority over and directs all employees, including hiring, supervision, evaluations, promotions, disciplinary actions, and terminations. All directives for staff should be given by the general manager or designated supervisor within the district. Authority may be delegated to other staff or consultants at the general manager’s discretion.

The general manager should dutifully and faithfully carry into effect the lawfully expressed policies of the board, including planning the short, medium, and long-term work program for the district, facilitating constructive and harmonious board relations, preparing and managing the district budget, conducting studies, and delivering written and oral presentations.



Visit sdlf.org to download the **SDLF High Performing District Checklist** to provide special districts with best practices related to the areas of finance and human resources.



Best practices that make the best board members:

- Do your homework: Read all board packets and materials in advance of meetings.
- Don’t play “gotcha”: Share questions with the general manager in advance of the board meeting.
- Listen first, speak second: Prioritize understanding the perspectives of others.
- Build an expertise: Find an important issue that other board members are not already invested in and become a leader, such as on LAFCO, environmental sustainability, etc.
- Stick to principles, not positions: Develop strong and well-considered principles, rather than digging heels into one position or a false dichotomy.
- Oppose the action, not the implementation: When necessary, vote “No” on a board agenda item, but don’t undermine or obstruct the successful implementation of board-approved decisions. Support and respect the actions of the board as a whole.