

**PALM SPRINGS CEMETERY DISTRICT**  
**AGENDA**  
**REGULAR MEETING**  
**OF THE**  
**BOARD OF TRUSTEES**  
**Thursday, September 14, 2023 at 2:00 P.M. Ordered Adjourned to**  
**Tuesday, October 3, 2023, at 2:00 p.m.**  
31-705 Da Vall Drive, Cathedral City, California

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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**

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**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**

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENTS**

At this time, pursuant to the Brown Act, any person may comment on matters of general interest within the subject matter jurisdiction of the Board of Trustees, NOT listed on the agenda. Pursuant to the Brown Act, the Board of Trustees will not take action on or discuss matters raised during Public Comment portion of the agenda that are not listed on the agenda.

Comments shall be limited to three (3) minutes per speaker. Speakers may not yield their time to others without the consent of the Presiding Officer. All comments shall be directed to the Board of Trustees and shall be devoid of any personal attacks unrelated to District business. Members of the public are expected to maintain a professional, courteous decorum during 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 July 13, 2023 Meeting Minutes – No August Meeting – September 14, 2023 Meeting Ordered Adjourned to October 3, 2023.

**5. CONSENT CALENDAR - continued**

- b. Approval of July & August Expenditures
  - General Fund \$ 282,754.92
  - July Reimburse Voucher 1781 \$ 83,157.03
  - July Reimburse Voucher 1782 \$ 23,623.29
  - July Reimburse Voucher 1783 \$ 79,131.64
  - Aug Reimburse Voucher 1786 \$ 30,214.41
  - Aug Reimburse Voucher 1787 \$ 66,628.55
  
  - Accumulative Capital Outlay \$ 13,831.32
  - Jun Reimburse Voucher 1779 \$ 5,460.00 July Expenditure
  - July Reimburse Voucher 1785 \$ 978.75
  - Aug Reimburse Voucher 1788 \$ 7,392.57
  
  - Pet Memorial Park Cemetery \$ .00
  - Total July 31, 2023 & August 31, 2023 Expenditures Checks & Visa/Debit Card  
24621-24686 & Direct Deposits (Payroll) \$ 296,586.24
- c. Financial Reports as of August 31, 2023 (F-1 thru F-5A)

**6. ADMINISTRATIVE CALENDAR**

- a. Review for Discussion and Possible Approval Current Strategic Plan Update – Proposal from Jim McComb, Strategic Planner
- b. Welwood Murray Niche Project - Update
- c. Review for Discussion and Approval – Revised Allocation of Funds for 2023-2024 Development Projects
- d. Review for Discussion and Possible Approval – J. Diaz Request to Donate a Bench for Section A-38
- e. Family Surveys Returned Report and Discussion to Continue or Discontinue Family Survey

**7. LEGISLATIVE CALENDAR**

- a. Resolution 8-2023, Transfer Interment Rights & Costs from PN to ACO & GF

**8. TRUSTEE AND ATTORNEY SIGNATURES**

**9. BOARD DEVELOPMENT – None**

**10. PUBLIC HEARING CALENDAR – None**

**11. COMMITTEES**

**12. REPORTS**

- a. Trustees
- b. District Manager
  - 1. Reminder: October Board Meeting Scheduled for 2:00 PM, Tuesday, October 3, 2023

**13. FUTURE AGENDA ITEMS**

- a. Discussion in 2024/2025 – 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**

**15. CLOSED SESSION ANNOUNCEMENT**

- a. Conference with Labor Negotiator Regarding Unrepresented Employee Pursuant to Government Code Section 54957.6(a)  
District's Designated Representative: Steven B. Quintanilla, General Counsel  
**Unrepresented Employee:** Kathleen Jurasky, District Manager

**16. OPEN SESSION**

**17. ADJOURNMENT**

**THIS AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M., THURSDAY, SEPTEMBER 28, 2023**

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Kathleen Jurasky, District Manager

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

**DATE:** July 13, 2023  
**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.

2. **ROLL CALL**

Present: Jan M. Pye, Chairperson  
Lynn T. Mallotto, Treasurer  
LaFaye M. Platter, Secretary (arrived at 2:10pm)  
Michael V. Smith, Member

Also Present: Kathleen Jurasky, District Manager

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Mallotto, seconded by Trustee Smith to approve the agenda as presented. Motion carried; roll call 3-0 Mallotto, Pye and Smith.

Trustee Platter arrived

5. **CONSENT CALENDAR** Motion was made by Trustee Platter, second by Trustee Smith approve the Consent Calendar as presented. Motion carried; roll call 4-0 Mallotto, Platter, Pye and Smith.

Trustee Pye requested item 6c be addressed after item 6a.

6. **ADMINISTRATIVE CALENDAR** a. **District Investments General Overview & Update Neal Wilson, Wealth Consulting Group** Neal Wilson presented a PowerPoint presentation to the Board and discussed the following:

**Statement Balances:** He explained the statements continue to show unrealized losses. Bond prices and yields are inversely related. As the rates increase, the bonds in the portfolio decrease in value. This is until they mature, at which time their principal is paid back in full.

**Maturity Schedule:** Schedule shows cash now, and noted the dollar amounts and maturity years through 2027.

**Transition to Schwab:** Mr. Wilson stated three years ago, Charles Schwab purchased TD Ameritrade. He said the transition has been a slow process and will be finalized over the Labor Day weekend. He stated nothing needs to be done at this time, and the accounts will be transferred over automatically. He said he actually feels the change will be positive, for instance the Schwab statements are superior to TD Ameritrade and their customer service is rated as the best in the business.

**Summary and Outlook:** He stated with over 80% of the portfolios coming due in 2024, and the 2-year treasury yield at a 16 year high, the monies from maturing investments should be reinvested at a considerably high rate. This will increase the return on investment., and the ideal goal would be to get as close to an overall return of 5%.

Mr. Wilson stated that after the Schwab move, he will have the paper work prepared to have former Trustee Kleindienst's name removed. Following a discussion Trustee Smith was appointed to replace former Trustee Kleindienst on the investment committee. The investment report was received and filed.

**6. ADMINISTRATIVE CALENDAR - continued**

**c. Review for Discussion and Approval – Selection of PSCD Media Spokesperson** Following a discussion motion was made by Trustee Pye, seconded by Trustee Mallotto to appoint Trustee Smith as the media spokesperson. Motion carried; roll call 4-0 Mallotto, Platter, Pye and Smith.

**b. Review for Discussion and Approval – Selection of PSCD Vice Chairperson** Following a discussion motion was made by Trustee Pye, seconded by Trustee Mallotto to appoint Trustee Smith as the vice chairperson. Motion carried; roll call 4-0 Mallotto, Platter, Pye and Smith.

**d. Discussion and Approval to Cancel August 2023 Board Meeting.** Following a discussion motion was made by Trustee Smith, seconded by Trustee Mallotto to approve cancellation of the August 2023 Board meeting. Motion carried, roll call 4-0, Mallotto, Platter, Pye and Smith.

**e. California Association of Public Cemeteries (CAPC) Education Seminar and Area Meeting October 6-7, 2023 in Sacramento, CA** Following a discussion motion was made Trustee Pye, seconded by Trustee Smith to approve Trustees and District Manager Jurasky attending the California Association of Public Cemeteries Education Seminar and Area Meeting. This approval is to include all necessary expenses. Motion carried, roll call 4-0, Mallotto, Platter, Pye and Smith.

**7. LEGISLATIVE – None**

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

**9. BOARD DEVELOPMENT** Trustee Pye requested the Strategic Barometer be placed under board development for review and discussion at the September 14, 2023 board meeting.

**10. PUBLIC HEARING CALENDAR – None**

**11. COMMITTEE REPORTS – None**

**12. REPORTS a. Trustee Report – None**

**b. District Manager** District Manager Jurasky

**1. PSCD Strategic Barometer Dashboard and Strategic Barometer** – Nothing to Report -No changes

District Manager Jurasky reported she is planning a vacation to South Africa from October 5, 2023 – October 20, 2023, and she would be gone for the scheduled October 12, 2023 board meeting. Following a discussion, the Board agreed to move the October meeting to 2:00 P.M., Tuesday, October 3, 2023.

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** – None

15. **CLOSED SESSION ANNOUNCEMENT**

16. **OPEN SESSION** – None

17. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 2:37 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, September 14, 2023. No August meeting

DATE: \_\_\_\_\_

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LaFaye M. Platter, Secretary

**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Jul 1, 2023 to Jul 31, 2023

Date	Check #	Line Description	Debit Amo	Credit Amo
7/5/23	24621	INV 249359 - JUNE 2023 LANDSCAPE MAINTENANCE NISSHO OF CALIFORNIA, INC	24,700.00	24,700.00
7/5/23	24622	JUL 2023 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	53.17	53.17
7/5/23	24623	VOID***VOID***VOID		
7/5/23	24624	INV 19769 - REPAIRS TO WELL #4 IN JUN 2023 L O LYNCH QUALITY WELLS & PUMPS INC	5,460.00	5,460.00
7/5/23	24625	INV 69451 - WEBSITE FOR 06/29/2023 - 09/28/2023 VENER NET INC	134.85	134.85
7/5/23	24626	INV 2618-90712 WINDOW WASHING ON 7/05/23 FISH WINDOW CLEANING	260.00	260.00
7/5/23	24627	INV 73976 - PROPERTY/LIABILITY INSURANCE FOR 2023/2024 INV 73549 -WORKERS' COMPENSATION INSURANCE FOR 2023/2024 SPECIAL DISTRICT RISK MANAGEMENT AUTH	34,193.44 22,083.42	56,276.86
7/5/23	24628	SALES & USE TAX FOR 04/01/2023 - 06/01/2023 CALIFORNIA DEPT OF TAX & FEE ADMIN	1,330.00	1,330.00
7/5/23	24629	JUN 2023 EMPLOYEE 403B PAYABLE - K JURASKY INVESCO INVESTMENT SERVICES, INC	3,329.67	3,329.67
7/5/23	24630	JUL 2023 PSCD EMPLOYEE VISION INSURANCE EXPENSE METLIFE GROUP BENEFITS	49.90	49.90
7/5/23	24631	JUL 2023 PSCD EMPLOYEE DENTAL INSURANCE EXPENSE STANDARD INSURANCE COMPANY RB	445.48	445.48
7/5/23	24632	INV 110082 - ANNUAL NON-PROFIT DUES - 9/1/23 - 8/31/24 RANCHO MIRAGE CHAMBER OF COMMERCE	225.00	225.00
7/5/23	24633	AC0000002019 - LAFCO FY24 FEES LAFCO FY24 ADMIN FEES COUNTY OF RIVERSIDE TREASURER	488.04 142.49	630.53
7/5/23	24634	INV 2307133 - JULY 2023 SECURITY PATROL MAXWELL SECURITY SERVICES, INC	825.00	825.00
7/5/23	24635	INV 5674 - FERTIGATION FOR JUN 2023 ECOFERT, INC	1,350.00	1,350.00
7/20/23	24636	INV 70353 - (12) GRAY METAL VASES ASCO PACIFIC, INC.	521.63	521.63
7/21/23	24637	INV 2123 - GENERAL LEGAL SERVICES RENDERED APR 2023 QUINTANILLA & ASSOCIATES	714.50	714.50
7/21/23	24638	IT0000005673 - PS FINANCIALS FOR JUN 2023 DATA VPN FOR JUN 2023 RIVERSIDE COUNTY INFORMATION TECHNOLOGY	108.46 4.66	113.12
7/21/23	24639	REFUND DIFFERENCE BETWEEN (2) SINGLE & (1) DOUBLE HEADSTO REFUND DIFFERENCE BETWEEN (2) SINGLE & (1) DOUBLE HEADSTO SAAD RIZKALLAH	10.00 115.00	125.00
7/21/23	24640	INV 5069298 - COURIER SERVICE FOR 6/30/23 GLS US	25.94	25.94

**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Jul 1, 2023 to Jul 31, 2023

Date	Check #	Line Description	Debit Amo	Credit Amo
7/21/23	24641	INV 03G0032777377 - BOTTLED WATER AND OTHER SUPPLIES READY REFRESH	73.68	73.68
7/26/23	24642	INV 0109069-IN - IRRIGATION SYSTEM REPAIR SUPPLIES SPORTS TURF IRRIGATION	1,254.08	1,254.08
7/26/23	24643	INV 9001272396 - (1) #0 LINER; (2) #5 VAULTS; (10) #5 LINERS MATTHEWS INTERNATIONAL CORP	3,245.00	3,245.00
7/26/23	24644	JUL 2023 SERVICE ON AMERICAS PLAZA FOUNTAIN CONDITION POOL WITH CHEMICALS ELOY'S POOL SERVICE & REPAIRS	80.00 95.00	175.00
7/26/23	24645	GROUND SUPERVISOR CELL PHONE FOR 07/20/23 - 08/19/23 T-MOBILE	125.59	125.59
7/27/23	24646	REPURCHASE INTERMENT RIGHTS SECTION C-16 #49 & 50 ENDOWMENT CARE FEE IS NON-REFUNDABLE HENRY VICTORERO & BLANCA VICTORERO	580.00	580.00
7/31/23	24647	REPURCHASE INTERMENT RIGHTS B-35 #58 & 59 PAID ON CONTRAC REPURCHASE INTERMENT COSTS PAID ON CONTRACT 1841 ENDOWMENT CARE & CONTRACT FEE ARE NON-REFUNDABLE GARY WILCOX	1,840.00 2,978.68	4,818.68
7/31/23	24648	FOR GENERAL LEGAL SERVICES RENDERED IN MAY 2023 FOR PERSONNEL MATTERS LEGAL SERVICES RENDERED IN MAY 20 QUINTANILLA & ASSOCIATES	305.00 220.00	525.00
7/31/23	24649	INV 2531.001-21 - SECTION B-39 - B-44 LANDSCAPE REDESIGN INV 2531.003-08 - SECTION B-39 - B-44 ENGINEERING & ENVIROMENT MSA CONSULTING, INC	315.00 663.75	978.75
7/31/23	24650	IN863980 KYOCERA COPIER FOR 7/16/23 TO 8/15/23 AIS	239.40	239.40
7/31/23	24651	DISTRICT MANAGER CELL PHONE FOR 7/20/23 - 08/19/23 AT & T MOBILITY	181.51	181.51
7/31/23	24652	JUL 2023 PSCD EMPLOYEE RETIREMENT EXPENSE FOR K JURASKY JUL 2023 EMPLOYEE 403B PAYABLE FOR K JURASKY INVESCO INVESTMENT SERVICES, INC	2,411.46 2,219.78	4,631.24
7/31/23	24653	JUL 2023 PSCD EMPLOYEE RETIREMENT EXPENSE FOR E ARCHILA FRANKLIN - TEMPLETON	336.00	336.00
7/31/23	24654	JUL 2023 PSCD EMPLOYEE RETIREMENT EXPENSE FOR S LOZANO FRANKLIN - TEMPLETON	283.36	283.36
7/31/23	24655	JUL 2023 PSCD EMPLOYEE RETIREMENT EXPENSE FOR S VICKREY FRANKLIN - TEMPLETON	296.80	296.80
7/13/23	AMAZON	AMAZON - COOLING NECK TOWELS FOR GROUNDS CREW STAFF KJ COMPANY DEBIT CARD	58.68	58.68
7/11/23	AMERICAN	AMERICAN AIRLINES - CSDA ANNUAL CONFERENCE 8/28 - 8/31/23 - MONTEREY, CA FOR J PYE KJ COMPANY DEBIT CARD	402.40	402.40
7/11/23	AMERICAN	AMERICAN AIRLINES - CSDA ANNUAL CONFERENCE 8/28 - 8/31/23 - MONTEREY, CA FOR K JURASKY KJ COMPANY DEBIT CARD	402.40	402.40
7/10/23	APPLE	APPLE - ICLOUD+ WITH 200 GB STORAGE	2.99	



PALM SPRINGS CEMETERY DIST  
Cash Disbursements Journal  
For the Period From Jul 1, 2023 to Jul 31, 2023

Date	Check #	Line Description	Debit Amo	Credit Amo
		KJ COMPANY DEBIT CARD		2.99
7/6/23	CALPERS	JUL 2023 PSCD EMPLOYEE HEALTH INSURANCE EXPENSE	4,704.39	
		JUL 2023 PSCD RETIREE HEALTH INSURANCE EXPENSE	421.41	
		JUL 2023 EMPLOYEE PORTION OF HEALTH INSURANCE	389.16	
		CALPERS		5,514.96
7/11/23	COLONIAL	K JURASKY EXTRA HEALTH INSURANCE FOR JUN 2023	305.67	
		COLONIAL LIFE		305.67
7/11/23	CSDA	CSDA ANNUAL CONFERENCE 8/28 - 8/31/23 - MONTEREY, CA	675.00	
		FOR J PYE		
		KJ COMPANY DEBIT CARD		675.00
7/11/23	CSDA	CSDA ANNUAL CONFERENCE 8/28 - 8/31/23 - MONTEREY, CA	675.00	
		FOR K JURASKY		
		KJ COMPANY DEBIT CARD		675.00
7/21/23	CVS	CVS - CANDY FOR BOT MEETINGS	32.15	
		KJ COMPANY DEBIT CARD		32.15
7/20/23	CVWD	332245-850914 - WELL REPLENISHMENT FOR JUN 2023	2,662.46	
		COACHELLA VALLEY WATER DISTRICT		2,662.46
7/20/23	CVWD	559833-884768 - ADMIN BUILDING FOR JUL 2023	33.10	
		COACHELLA VALLEY WATER DISTRICT		33.10
7/20/23	CVWD	559831-884770 FIRE PROTECTION FOR JUL 2023	86.99	
		COACHELLA VALLEY WATER DISTRICT		86.99
7/20/23	CVWD	180819-512108 BUSINESS FOR JUL 2023	24.71	
		COACHELLA VALLEY WATER DISTRICT		24.71
7/28/23	DESERT AL	INV 459666 - ANNUAL FIRE INSPECTION	395.00	
		DESERT ALARM		395.00
7/24/23	DESERT PR	DESERT PROMOTIONS - SERVICE AWARD FOR W.KLEINDIENST	117.99	
		KJ COMPANY DEBIT CARD		117.99
7/19/23	DWA	WMC USAGE FOR JUL 2023	890.71	
		DESERT WATER		890.71
7/14/23	EDD_TAX	SIT P/R 06/29/2023 TO 07/12/2023 PAID 07/14/2023	1,834.06	
		SDI P/R 06/29/2023 TO 07/12/2023 PAID 07/14/2023	333.12	
		EMPLOYMENT DEVELOPMENT DEPT		2,167.18
7/28/23	EDD_TAX	SIT P/R 07/13/2023 TO 07/26/2023 PAID 07/28/2023	324.39	
		SDI P/R 07/13/2023 TO 07/26/2023 PAID 07/28/2023	132.42	
		EMPLOYMENT DEVELOPMENT DEPT		456.81
7/28/23	EDD_TAXa	SUI P/R 07/13/2023 TO 07/26/2023 PAID 07/28/2023	30.89	
		CA EDU & TRAINING P/R 07/13/2023 TO 07/26/2023 PAID 07/28/2023	0.72	
		EMPLOYMENT DEVELOPMENT DEPT		31.61
7/27/23	EDISON	8000493032 ADMIN BUILDING FOR 06/09/23 TO 07/11/23	1,671.97	
		8001545238 DAVALL GATE FOR 06/12/23 TO 07/12/23	26.72	
		8002601833 WELL #4 FOR 06/08/23 TO 07/10/23	5,264.26	
		8003526191 WELL #2 FOR 06/12/23 TO 07/12/23	844.17	
		8004476833 WMC FOR 06/12/23 TO 07/12/23	15.61	
		8004476833 WMC DCE FOR 06/12/23 TO 07/12/23	0.80	
		SO CAL EDISON		7,823.53
7/20/23	EWING	INV 20043003 - IRRIGATION SYSTEM REPAIR SUPPLIES	267.43	
		INV 20043086 - IRRIGATION SYSTEM REPAIR SUPPLIES	47.15	

**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Jul 1, 2023 to Jul 31, 2023

Date	Check #	Line Description	Debit Amo	Credit Amo
		EWING IRRIGATION PRODUCTS INC		314.58
7/14/23	EXPRESS_T	FIT P/R 06/29/2023 TO 07/12/2023 PAID 07/14/2023	4,803.69	
		SOCIAL SECURITY P/R 06/29/2023 TO 07/12/2023 PAID 07/14/2023	4,589.65	
		MEDICARE P/R 06/29/2023 TO 07/12/2023 PAID 07/14/2023	1,073.38	
		BANK OF AMERICA		10,466.72
7/28/23	EXPRESS_T	FIT P/R 07/13/2023 TO 07/26/2023 PAID 07/28/2023	1,121.31	
		SOCIAL SECURITY P/R 07/13/2023 TO 07/26/2023 PAID 07/28/2023	1,824.50	
		MEDICARE P/R 07/13/2023 TO 07/26/2023 PAID 07/28/2023	426.71	
		BANK OF AMERICA		3,372.52
7/14/23	FEES	P/R 06/29/2023 TO 07/12/2023 PAID 07/14/2023	120.54	
		CBIZ PAYROLL		120.54
7/28/23	FEES	P/R 07/13/2023 TO 07/26/2023 PAID 07/28/2023	102.08	
		CBIZ PAYROLL		102.08
7/20/23	FRONTIER	OFFICE PHONES FOR PERIOD 07/07/23 TO 08/06/23	435.49	
		FRONTIER		435.49
7/24/23	GCVC	ALL VALLEY MAYORS LUNCHEON - 9/6/23 - K JURASKY	79.00	
		KJ COMPANY DEBIT CARD		79.00
7/26/23	GELSONS	GELSONS - STAFF BIRTHDAY CAKE	38.98	
		KJ COMPANY DEBIT CARD		38.98
7/26/23	HOME DEP	HOME DEPOT - MEASURING TAPE FOR GROUNDS SUPERVISOR	44.76	
		EA COMPANY DEBIT CARD		44.76
7/22/23	MALWARE	MALWAREBYTES PREMIUM - 4 DEVICES, 1 YEAR SUBSCRIPTION	69.99	
		KJ COMPANY DEBIT CARD		69.99
7/20/23	ONE RING	INV000000692948 - OFFICE WIFI FOR JUL 2023	200.00	
		ONE RING NETWORKS		200.00
7/14/23	SMART&FI	SMART & FINAL - BOARD MEETING OFFICE SUPPLIES	54.27	
		KJ COMPANY DEBIT CARD		54.27
7/24/23	STAPLES	STAPLES - PRINTER INK & COPY PAPER	289.01	
		KJ COMPANY DEBIT CARD		289.01
7/13/23	USPS	USPS - POSTAGE STAMPS	198.00	
		EA COMPANY DEBIT CARD		198.00
7/17/23	USPS	USPS - AUDIT & INVESCO UPDATE MAILINGS	18.29	
		EA COMPANY DEBIT CARD		18.29
7/26/23	WESTERN	INV 48697061 - PEST CONTROL MAINTENANCE FOR JUL 2023	97.15	
		WESTERN EXTERMINATOR CO		97.15
7/20/23	WHITED	INV 9001227998 - (4) #5 VAULTS; (6) #5 LINERS	2,815.00	
		WHITED CEMETERY SERVICE		2,815.00
	<b>Total</b>		<u>155,790.46</u>	<u>155,790.46</u>

**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Aug 1, 2023 to Aug 31, 2023

Date	Check #	Line Description	Debit Amo	Credit Amo
8/1/23	24656	VOID***VOID***VOID		
8/1/23	24657	VOID***VOID***VOID		
8/1/23	24658	AUG 2023 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	53.17	53.17
8/1/23	24659	INV 463510 - IRRIGATION SYSTEM REPAIR SUPPLIES HIGH TECH IRRIGATION, INC	209.43	209.43
8/1/23	24660	INV 5161 - CASKET LOWERING DEVICE FOR VAULTS PACIFIC CEMETERY SUPPLY LLC	3,624.38	3,624.38
8/1/23	24661	INV 249907 - LANDSCAPE MAINTENANCE FOR JUL 2023 NISSHO OF CALIFORNIA, INC	24,700.00	24,700.00
8/1/23	24662	AUG 2023 PSCD EMPLOYEE DENTAL INSURANCE EXPENSE STANDARD INSURANCE COMPANY RB	445.48	445.48
8/1/23	24663	INV 3485 - MEMBERSHIP RENEWAL SEPT 2023 - AUG 2024 PALM SPRINGS CHAMBER OF COMMERCE	250.00	250.00
8/1/23	24664	VOID***VOID***VOID		
8/1/23	24665	INV 230946 - WORK ORDER 4x6 INV 230945 - ENVELOPES & BUSINESS CARDS INV 230944 - NOTECARDS & ENVELOPES ACE PRINTING	153.34 773.21 1,100.55	2,027.10
8/1/23	24666	INV 5704 - JULY 2023 FERTIGATION ECOFERT, INC	1,350.00	1,350.00
8/1/23	24667	INV 70537 - (12) BROWN METAL VASES ASCO PACIFIC, INC.	595.91	595.91
8/11/23	24668	PRECISE GRADING PLAN FEE SECTION B-39 TO B-44 CITY OF CATHEDRAL CITY	3,010.69	3,010.69
8/11/23	24669	INV 70714 - T-LINER BORDER FOR GRAVESITE SERVICES INV 70735 - (12) GOLD CREMATION VAULTS ASCO PACIFIC, INC.	1,303.41 924.22	2,227.63
8/11/23	24670	INV 428592 - (8) 5'x8' USA FLAGS FLAGS "A" FLYING	603.40	603.40
8/11/23	24671	INV 03H0032777377 - BOTTLED WATER & OTHER SUPPLIES READY REFRESH	264.26	264.26
8/11/23	24672	INV 2308133 - SECURITY PATROL FOR AUG 2023 MAXWELL SECURITY SERVICES, INC	825.00	825.00
8/14/23	24673	INV 2531.001-22 SECTION B-39 TO B-44 LANDSCAPE ARCHITECTURE S INV 2531.002-08 RAMON RD & DA VALL ENTRIES - LANDSCAPE ARCH MSA CONSULTING, INC	345.00 412.50	757.50
8/16/23	24674	INV 5100625 - COURIER SERVICE ON 8/8/23 GLS US	25.98	25.98
8/16/23	24675	INV 70784 - (24) GRAY METAL VASES INV 70785 - (12) BROWN METAL VASES	1,039.26 521.63	

**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Aug 1, 2023 to Aug 31, 2023

Date	Check #	Line Description	Debit Amo	Credit Amo
		ASCO PACIFIC, INC.		1,560.89
8/16/23	24676	INV 9001332229 - (3) #5 VAULTS; (1) #0 LINER; (8) #5 LINERS MATTHEWS INTERNATIONAL CORP	3,115.00	3,115.00
8/16/23	24677	INV 4217445 - RULE 461 LIQUID FUEL DISPENSING SYSTEM INV 4218807 - FLAT FEE FOR LAST FISCAL YEAR EMISSIONS SOUTH COAST A.Q.M.D.	149.25 160.35	309.60
8/22/23	24678	REPURCHASE INTERMENT RIGHTS - SECTION B-35 #448 REPURCHASE BURIAL COSTS PAID ON CONTRACT C002821 ENDOWMENT CARE AND CONTRACT SERVICE CHARGE ARE NON-R MARIANNE HAMMER	1,550.00 1,877.10	3,427.10
8/22/23	24679	DISTRICT OF DISTINCTION APPLICATION FEE SPECIAL DISTRICT LEADERSHIP FOUNDATION	300.00	300.00
8/31/23	24680	REPURCHASE INTERMENTS RIGHTS IN DMP SECTION A-8 #16 & 17 ENDOWMENT CARE FEE IS NON-REFUNDABLE FLORENCE L SHEETS	220.00	220.00
8/31/23	24681	IT0000005689 - PS FINANCIALS FOR JUL 2023 DATA VPN RIVERSIDE COUNTY INFORMATION TECHNOLOGY	108.46 4.66	113.12
8/31/23	24682	IN870903 - KYOCERA COPIER FOR 8/16/23 TO 9/15/23 AIS	201.80	201.80
8/31/23	24683	JUL 2023 PSCD EMPLOYEE RETIREMENT EXPENSE- K JURASKY JUL 2023 EMPLOYEE 403B PAYABLE - K JURASKY INVESCO INVESTMENT SERVICES, INC	757.83 2,219.78	2,977.61
8/31/23	24684	JUL 2023 PSCD EMPLOYEE RETIREMENT EXPENSE- E ARCHILA FRANKLIN - TEMPLETON	343.88	343.88
8/31/23	24685	JUL 2023 PSCD EMPLOYEE RETIREMENT EXPENSE- S LOZANO FRANKLIN - TEMPLETON	283.36	283.36
8/31/23	24686	JUL 2023 PSCD EMPLOYEE RETIREMENT EXPENSE- S VICKREY FRANKLIN - TEMPLETON	296.80	296.80
8/29/23	AA PSP CU	AA PSP CURB - CSDA ANNUAL CONFERENCE, MONTEREY FOR K JUR KJ COMPANY DEBIT CARD	3.00	3.00
8/10/23	AMAZON	AMAZON - LETTERS FOR FRONT DOOR SIGN KJ COMPANY DEBIT CARD	30.45	30.45
8/11/23	AMAZON	AMAZON - DOORBELL FOR FRONT DOOR SIGN KJ COMPANY DEBIT CARD	17.61	17.61
8/29/23	AMERICAN	AMERICAN AIRLINES - CSDA ANNUAL CONFERENCE, MONTEREY F KJ COMPANY DEBIT CARD	30.00	30.00
8/7/23	APPLE	ICLOUD+ WITH 200 GB OF STORAGE KJ COMPANY DEBIT CARD	2.99	2.99
8/15/23	BURRTEC	JUL 2023 TRASH SERVICE BURRTEC WASTE & RECYCLING SVCS	603.53	603.53
8/8/23	CALPERS	AUG 2023 PSCD EMPLOYEE HEALTH INSURANCE EXPENSE AUG 2023 PSCD RETIREE HEALTH INSURANCE EXPENSE AUG 2023 EMPLOYEE PORTION OF HEALTH INSURANCE CALPERS	4,697.80 421.41 395.20	5,514.41

**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Aug 1, 2023 to Aug 31, 2023

Date	Check #	Line Description	Debit Amo	Credit Amo
8/10/23	COLONIAL	JUL 2023 EXTRA HEALTH INSURANCE FOR K JURASKY COLONIAL LIFE	203.78	203.78
8/31/23	CSDA	CSDA - CSDA ANNUAL CONFERENCE, MONTEREY FOR K JURASKY KJ COMPANY DEBIT CARD	25.00	25.00
8/11/23	CVWD	CVWD - 332245-850914 WELL REPLENISHMENT FOR JUL 2023 COACHELLA VALLEY WATER DISTRICT	3,753.90	3,753.90
8/16/23	CVWD	559833-884768 ADMIN BUILDING FOR AUG 2023 COACHELLA VALLEY WATER DISTRICT	30.55	30.55
8/16/23	CVWD	CVWD 180819-512108 BUSINESS FOR AUG 2023 COACHELLA VALLEY WATER DISTRICT	25.41	25.41
8/16/23	CVWD	559831-884770 FIRE PROTECTION FOR AUG 2023 COACHELLA VALLEY WATER DISTRICT	86.99	86.99
8/1/23	DESERT AL	INV 459702 - 12V 7AMP BATTERY FOR FIRE ALARM DESERT ALARM	48.94	48.94
8/11/23	DWA	DESERT WATER - WMC USAGE FOR AUG 2023 DESERT WATER	769.87	769.87
8/11/23	EDD_TAX	SIT P/R 07/27/2023 TO 08/09/2023 PAID 08/11/2023 SDI P/R 07/27/2023 TO 08/09/2023 PAID 08/11/2023 EMPLOYMENT DEVELOPMENT DEPT	316.62 115.97	432.59
8/25/23	EDD_TAX	SIT P/R 08/10/2023 TO 08/23/2023 PAID 08/25/2023 SDI P/R 08/10/2023 TO 08/23/2023 PAID 08/25/2023 EMPLOYMENT DEVELOPMENT DEPT	331.07 127.67	458.74
8/28/23	EDISON	8000493032 ADMIN BUILDING FOR 07/12/23 TO 08/09/23 8001545238 DAVALL GATE FOR 07/13/23 TO 08/10/23 8002601833 WELL #4 FOR 07/11/23 TO 08/08/23 8003526191 WELL #2 FOR 07/13/23 TO 08/10/23 8004476833 WMC FOR 07/13/23 TO 08/10/23 8004476833 DCE FOR 07/13/23 TO 08/10/23 SO CAL EDISON	2,157.26 25.27 7,310.74 604.63 14.63 0.81	10,113.34
8/11/23	EXPRESS_T	FIT P/R 07/27/2023 TO 08/09/2023 PAID 08/11/2023 SOCIAL SECURITY P/R 07/27/2023 TO 08/09/2023 PAID 08/11/2023 MEDICARE P/R 07/27/2023 TO 08/09/2023 PAID 08/11/2023 BANK OF AMERICA	1,048.82 1,597.85 373.69	3,020.36
8/25/23	EXPRESS_T	FIT P/R 08/10/2023 TO 08/23/2023 PAID 08/25/2023 SOCIAL SECURITY P/R 08/10/2023 TO 08/23/2023 PAID 08/25/2023 MEDICARE P/R 08/10/2023 TO 08/23/2023 PAID 08/25/2023 BANK OF AMERICA	1,144.26 1,759.14 411.41	3,314.81
8/11/23	FEES	P/R 07/27/2023 TO 08/09/2023 PAID 08/11/2023 CBIZ PAYROLL	83.04	83.04
8/25/23	FEES	P/R 08/10/2023 TO 08/23/2023 PAID 08/25/2023 CBIZ PAYROLL	108.09	108.09
8/14/23	FRONTIER	OFFICE PHONES FOR 08/07/23 TO 09/06/23 FRONTIER	443.45	443.45
8/30/23	LA MADEL	LA MADELEINE - CSDA ANNUAL CONFERENCE, MONTEREY FOR K J KJ COMPANY DEBIT CARD	32.10	32.10
8/30/23	LA MADEL	LA MADELEINE - CSDA ANNUAL CONFERENCE, MONTEREY FOR J P JP COMPANY DEBIT CARD	20.33	20.33

**PALM SPRINGS CEMETERY DIST**  
**Cash Disbursements Journal**  
For the Period From Aug 1, 2023 to Aug 31, 2023

<b>Date</b>	<b>Check #</b>	<b>Line Description</b>	<b>Debit Amo</b>	<b>Credit Amo</b>
8/30/23	OLD FISHE	OLD FISHERMAN'S GROTTTO - CSDA ANNUAL CONFERENCE, MONTE KJ COMPANY DEBIT CARD	166.40	166.40
8/2/23	ONE RING	INV000000702247 - OFFICE WIFI FOR AUG 2023 ONE RING NETWORKS	200.00	200.00
8/10/23	PORTOLA	CSDA ANNUAL CONFERENCE- PORTOLA HOTEL, MONTEREY - J PYE KJ COMPANY DEBIT CARD	317.46	317.46
8/10/23	PORTOLA	CSDA ANNUAL CONFERENCE - PORTOLA HOTEL, MONTEREY - K JU KJ COMPANY DEBIT CARD	317.46	317.46
8/30/23	PORTOLA	PORTOLA HOTEL - CSDA ANNUAL CONFERENCE, MONTEREY FOR K KJ COMPANY DEBIT CARD	97.94	97.94
8/17/23	PSP CHAM	PALM SPRINGS CHAMBER BUSINESS EXPO & TASTE OF PS - K JURAS KJ COMPANY DEBIT CARD	60.00	60.00
8/17/23	SPENCERS	SPENCERS - LUNCH WITH TRUSTEE PYE KJ COMPANY DEBIT CARD	120.40	120.40
8/16/23	STAPLES	STAPLES - COPY PAPER STAPLES - JANITORIAL SUPPLIES KJ COMPANY DEBIT CARD	11.42 89.38	100.80
8/17/23	STAPLES	STAPLES - COPY PAPER STAPLES - JANITORIAL SUPPLIES KJ COMPANY DEBIT CARD	12.02 86.38	98.40
8/18/23	STAPLES	STAPLES - BROOMS KJ COMPANY DEBIT CARD	87.05	87.05
8/18/23	STAPLES	STAPLES - BROOMS KJ COMPANY DEBIT CARD	89.20	89.20
8/29/23	UBER	UBER - CSDA ANNUAL CONFERENCE, MONTEREY FOR K JURASKY KJ COMPANY DEBIT CARD	22.97	22.97
8/10/23	USPS	USPS - CERTIFIED LETTER FOR PAST DUE CONTRACT EA COMPANY DEBIT CARD	8.56	8.56
	<b>Total</b>		<u>84,979.01</u>	<u>84,979.01</u>

**PALM SPRINGS CEMETERY DISTRICT  
PAYROLL DISBURSEMENT JOURNAL - GENERAL FUND  
For July & August 2023**

Date	Reference	Employee	Amount
7/14/2023	5903	KATHLEEN JURASKY	3,191.84
7/14/2023	5904	KATHLEEN JURASKY	4,259.88
7/14/2023	5905	KATHLEEN JURASKY	4,431.72
7/14/2023	5906	KATHLEEN JURASKY	7,695.99
7/14/2023	5907	STEPHANIE C. LOZANO	1,602.65
7/14/2023	5908	SCOTT W. VICKREY	1,669.34
7/14/2023	5909	EDGAR F. ARCHILA	1,944.30
7/14/2023	5910	GABRIEL C. HERRERA	1,282.44
7/28/2023	5916	KATHLEEN JURASKY	3,191.83
7/28/2023	5917	KATHLEEN JURASKY	400.00
7/28/2023	5918	STEPHANIE C. LOZANO	1,602.66
7/28/2023	5919	SCOTT W. VICKREY	1,274.14
7/28/2023	5920	EDGAR F. ARCHILA	1,944.30
7/28/2023	5921	GABRIEL C. HERRERA	1,412.22
7/28/2023	5922	LYNN T. MALLOTTO	164.24
7/28/2023	5923	LAFAYE M. PLATTER	164.24
7/28/2023	5924	JAN M. PYE	164.23
7/28/2023	5925	MICHAEL V. SMITH	164.23
<b>7/1/2023 thru 7/31/2023</b>			<b>36,560.25</b>
8/11/2023	5931	KATHLEEN JURASKY	3,191.84
8/11/2023	5932	STEPHANIE C. LOZANO	1,602.67
8/11/2023	5933	SCOTT W. VICKREY	1,669.34
8/11/2023	5934	EDGAR F. ARCHILA	1,944.30
8/11/2023	5935	GABRIEL C. HERRERA	877.94
8/25/2023	5946	KATHLEEN JURASKY	3,191.84
8/25/2023	5947	KATHLEEN JURASKY	400.00
8/25/2023	5948	STEPHANIE C. LOZANO	1,602.66
8/25/2023	5949	SCOTT W. VICKREY	1,274.14
8/25/2023	5950	EDGAR F. ARCHILA	2,028.74
8/25/2023	5951	GABRIEL C. HERRERA	1,473.05
<b>8/1/2023 thru 8/31/2023</b>			<b>19,256.52</b>

**GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP  
For JULY & AUGUST 2023**

July Cash Disbursement Journal		155,790.46
July Payroll Disbursement Journal		36,560.25
August Cash Disbursement Journal		84,979.01
August Payroll Disbursement Journal		19,256.52
<b>TOTAL PSCD DISBURSEMENTS</b>		<u>296,586.24</u>
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<u>282,754.92</u>
July Payment Voucher # 1781	83,157.03	
July Payment Voucher # 1782	23,623.29	
July Payment Voucher # 1783	79,131.64	
August Payment Voucher # 1786	30,214.41	
August Payment Voucher # 1787	66,628.55	
<b>Total Payment Vouchers</b>		<u>282,754.92</u>
July Payment Voucher # 1784	20,000.00	
Transfer for Approp. Contingencies		
<b>TOTAL ACO EXPENDITURES</b>		<u>13,831.32</u>
June ACO Payment Voucher #1779		5,460.00
L.O.Lynch Quality Wells & Pumps, Inc		
Check 24624 - Repairs on Well #4		
July ACO Payment Voucher #1785		978.75
MSA Consulting, Inc		
Check 24649 - Section B-39 thru B-44		
Landscape Redesign		
Engineering & Enviromental Services		
August ACO Payment Voucher #1788		7,392.57
Pacific Cemetery Supply	3,624.38	
Check 24660 - Casket Lowering Device		
City of Cathedral City	3,010.69	
Check 24668 - Section B-39 thru B-44		
Precise Grading Plan		
MSA Consulting, Inc		
Check 24673 -		
Ramon DaVall Entries - Redesign	412.50	
Section B-39 - B-44 - Landscape	345.00	
<b>PET CEMETERY DRAWDOWNS</b>		<u>0.00</u>
Loan Amount:	25,000.00	
Current Balance Remaining:	15,000.00	
<b>TOTAL JULY &amp; AUGUST 2023 DISBURSEMENTS</b>		<u>296,586.24</u>



**PALM SPRINGS CEMETERY DISTRICT  
SITE SALES & INTERMENTS  
AUGUST 2023**

**SALES**

	Prior Months		August		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	13	0	39	0	52	0	50	0
Adult, A&B	0	0	0	0	0	0	1	0
Premium	1	0	2	0	3	0	0	0
Child	1	0	0	0	1	0	0	0
Cremation	4	0	2	0	6	0	5	1
Niche	8	0	3	0	11	0	4	0
<b>TOTALS</b>	<b>27</b>	<b>0</b>	<b>46</b>	<b>0</b>	<b>73</b>	<b>0</b>	<b>60</b>	<b>1</b>

**LOT REPURCHASES**

	Prior Months		August		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	4	0	3	0	7	0	7	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>

**TOTAL INTERMENTS**

	Prior Months		August		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	16	0	22	0	38	0	35	0
Child	2	0	0	0	2	0	0	0
Cremation	7	0	6	1	13	1	7	0
Niche	1	0	4	0	5	0	2	0
<b>TOTALS</b>	<b>26</b>	<b>0</b>	<b>32</b>	<b>1</b>	<b>58</b>	<b>1</b>	<b>44</b>	<b>0</b>

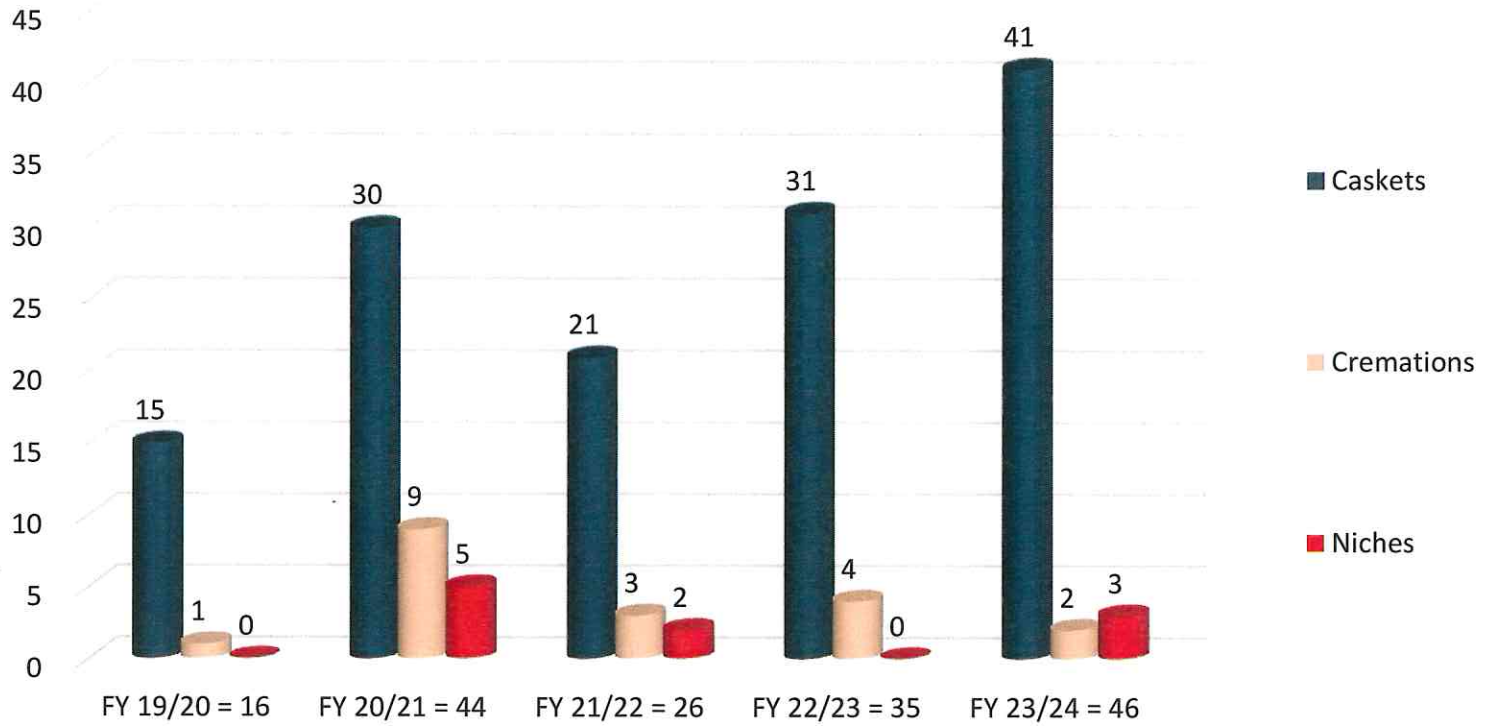
**SATURDAY INTERMENTS**

	Prior Months		August		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
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

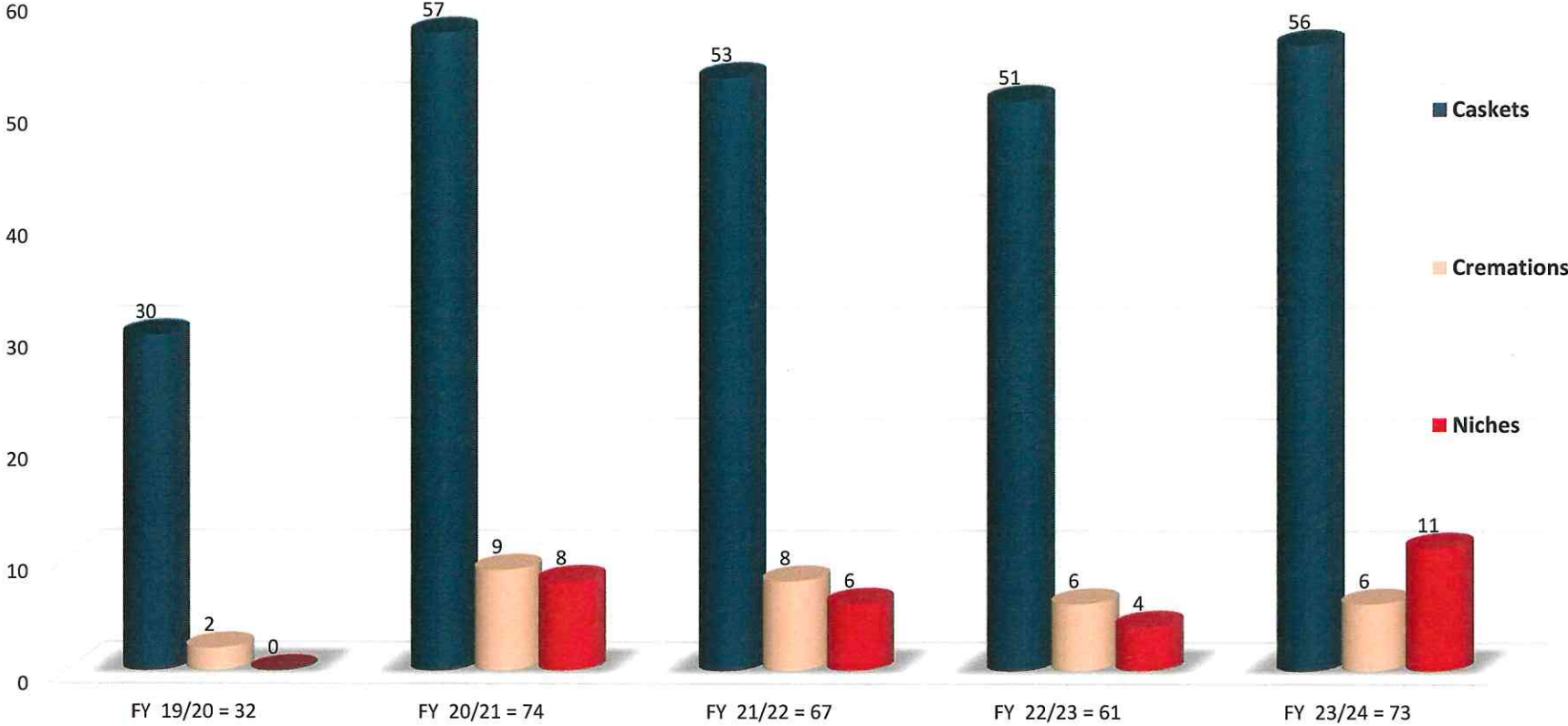
**SUNDAY INTERMENTS**

	Prior Months		August		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
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

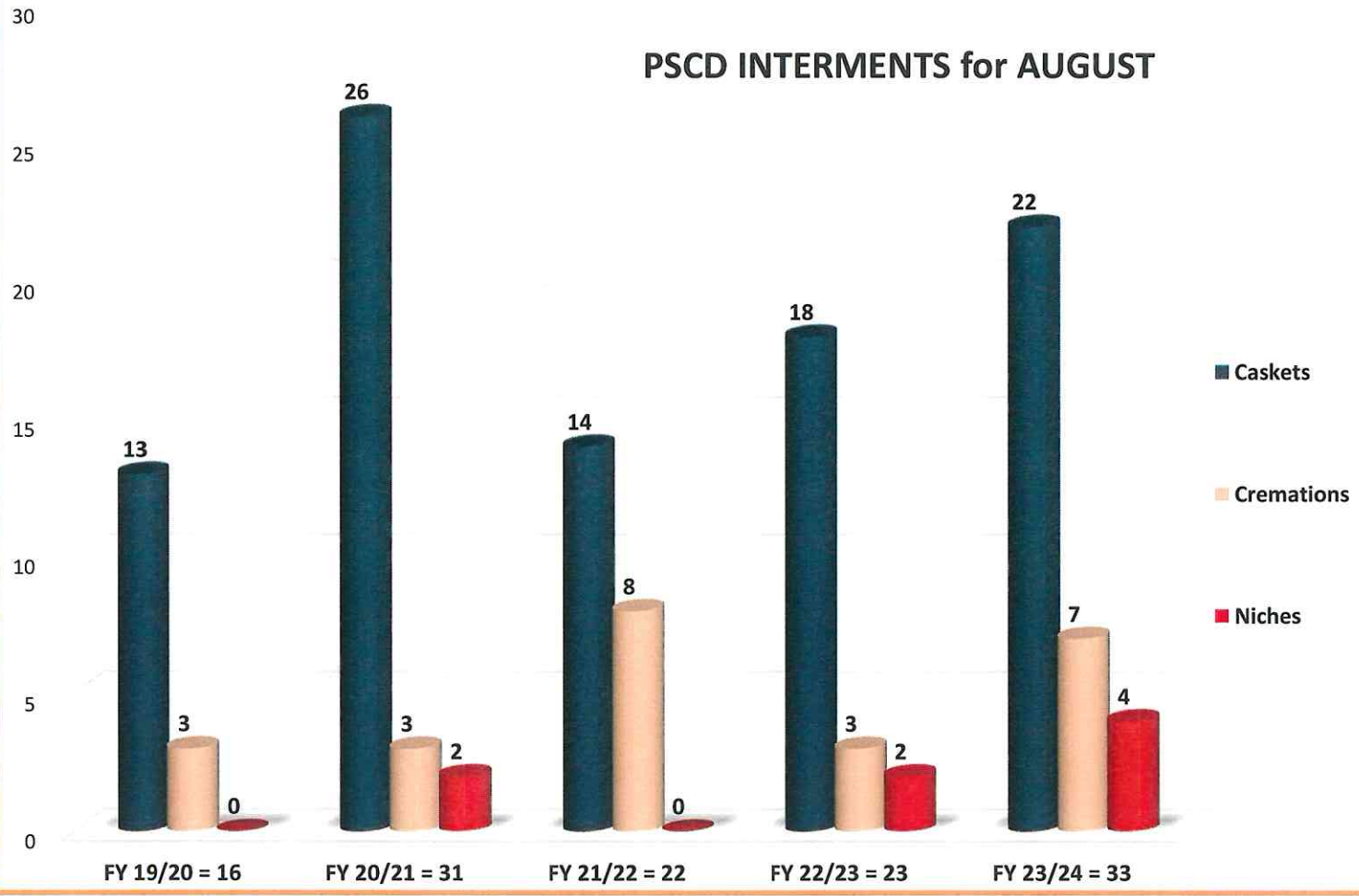
### PSCD Site Sales by Fiscal Years 19/20 to 23/24 for AUGUST



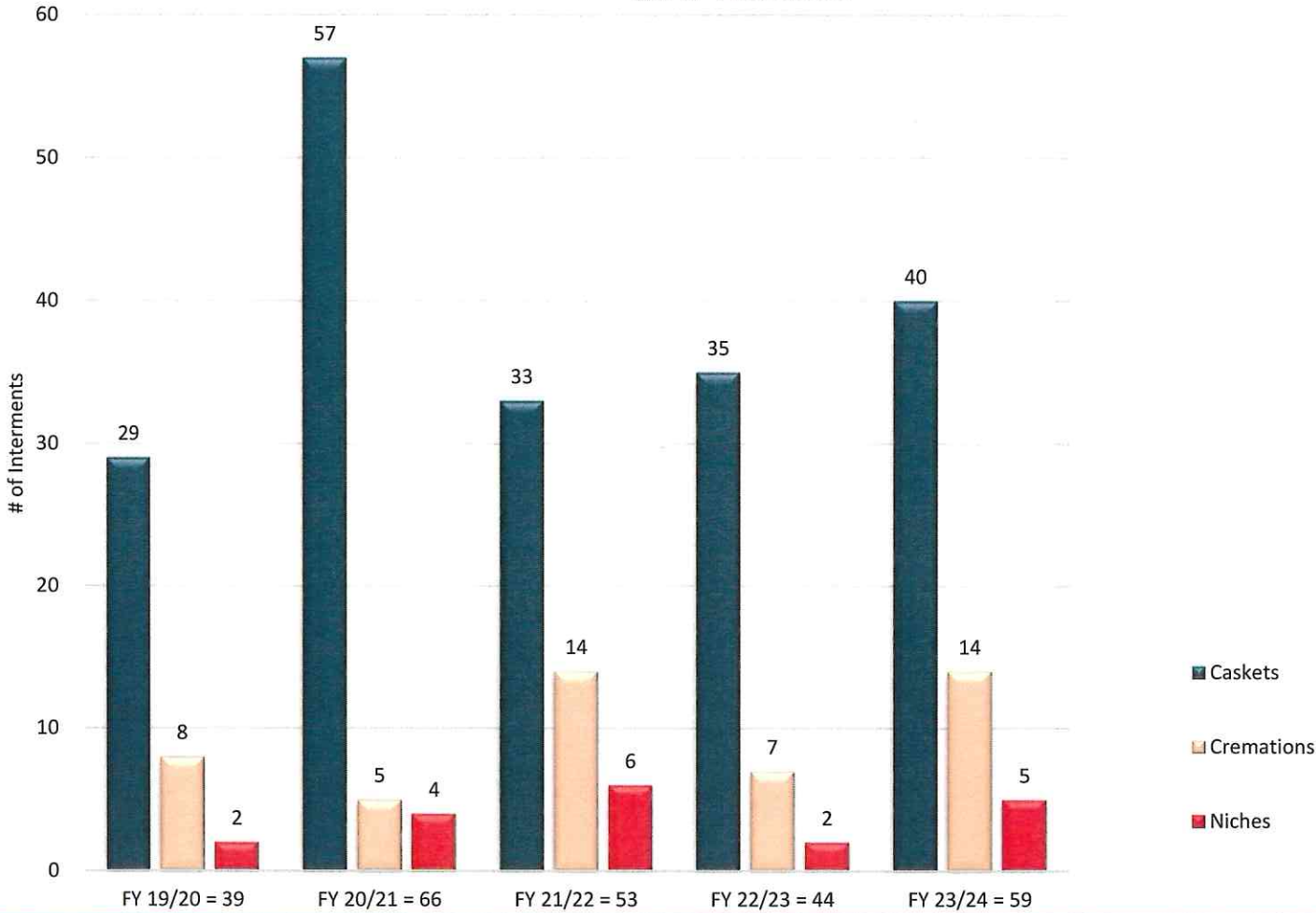
### PSCD Site Sales by Fiscal Years 19/20 - 23/24 thru AUGUST



### PSCD INTERMENTS for AUGUST



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



**PALM SPRINGS CEMETERY DIST  
INCOME STATEMENT - GENERAL FUND  
FOR THE TWO MONTHS ENDING AUGUST 31, 2023**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
<b>REVENUE</b>						
OPEN AND CLOSE	26,000.00	28,430.00	(2,430)	48,215.00	52,210.00	(3,995)
RETURNED CHECK BANK CHARGE	30.00	0.00	30	30.00	0.00	30
INTEREST RECEIVED	0.60	0.58	0	1.24	1.16	0
LAND LEASE	6,937.09	0.00	6,937	13,874.18	0.00	13,874
MISC INCOME	0.00	0.00	0	0.00	0.06	0
CREDIT CARD CONVEN FEE	531.88	624.21	(92)	1,237.02	1,024.16	213
WITNESS GRAVE CLOSING	1,400.00	0.00	1,400	2,200.00	0.00	2,200
VAULTS	1,160.00	235.00	925	1,450.00	1,640.00	(190)
CREMATION VAULTS	180.00	180.00	0	630.00	360.00	270
LINERS	2,940.00	3,705.00	(765)	5,000.00	5,750.00	(750)
GRAVE VASES	1,266.75	1,261.75	5	2,268.50	2,786.75	(518)
ENR SURCHARGE	3,500.00	3,540.00	(40)	5,990.00	8,110.00	(2,120)
LOT TRANSFERS	0.00	200.00	(200)	100.00	300.00	(200)
DONATIONS & GRANTS	4.00	3.53	0	4.00	3.53	0
HANDLING FEE	8,270.00	8,650.00	(380)	13,630.00	16,470.00	(2,840)
PRENEED CONTRACT SERVICE CHG	300.00	700.00	(400)	600.00	1,800.00	(1,200)
VASE/HDSSTN SET & CLEAN	3,710.00	3,755.00	(45)	7,720.00	7,600.00	120
<b>TOTAL REVENUE</b>	<b>56,230.32</b>	<b>51,285.07</b>	<b>4,945</b>	<b>102,949.94</b>	<b>98,055.66</b>	<b>4,894</b>
<b>EXPENSES</b>						
REGULAR SALARIES	27,230.72	20,885.23	6,345	78,397.49	41,845.47	36,552
BOT MEETING COMPENSATION	0.00	0.00	0	718.36	1,257.13	(539)
BOT CONFERENCES	0.00	0.00	0	675.00	2,175.00	(1,500)
BOT TRAVEL & EXPENSES	337.79	34.60	303	740.19	34.60	706
RETIREMENT/PENSION	1,681.87	1,431.28	251	5,009.49	3,564.05	1,445
FICA	1,678.50	1,285.08	393	4,885.57	2,652.75	2,233
MEDICARE	392.56	300.54	92	1,142.60	620.40	522
EMPLOYEE GROUP INSURANCE	5,196.45	4,939.41	257	10,449.39	9,828.57	621
RETIREE GROUP INSURANCE	421.41	383.20	38	842.82	766.09	77
UNEMPLOYMENT INSURANCE	0.00	0.00	0	30.89	67.89	(37)
WORKERS COMP INSURANCE	1,840.29	1,544.24	296	3,680.58	3,088.48	592
ELECTRICITY	10,113.34	9,737.30	376	17,936.87	18,752.51	(816)
TELEPHONE	443.45	805.55	(362)	1,186.04	1,514.47	(328)
WATER	4,666.72	3,948.23	718	5,702.23	4,935.93	766
COMMUNITY OUTREACH	1,160.55	0.00	1,161	1,239.55	0.00	1,240
VISA-MASTER CHG FEES	530.58	577.48	(47)	1,311.73	882.24	429
RETURNED CHECK	0.00	0.00	0	0.00	15.00	(15)
COUNTY SERVICE CHARGE	113.12	106.74	6	113.12	106.74	6
EDUCATION	0.00	100.00	(100)	0.00	121.40	(121)
GENERAL INSURANCE	2,849.45	2,430.47	419	5,698.90	4,860.94	838
LOT REPURCHASE	220.00	2,950.00	(2,730)	800.00	6,350.00	(5,550)
OFFICE EXPENSE	2,192.77	2,656.56	(464)	4,467.71	4,413.90	54
TRAVEL & CONVENTION	694.87	34.59	660	1,772.27	684.59	1,088
MTG EXP & SUPPLIES	120.40	0.00	120	324.81	192.71	132
ADVERTISING/PUBLICITY	0.00	181.10	(181)	134.85	398.63	(264)
MEMBERSHIP & DUES	250.00	250.00	0	475.00	810.00	(335)
CA EDUCATION & TRAINING (EDD)	0.00	0.00	0	0.72	1.26	(1)
AUTO TRUCK EXPENSE	0.00	0.00	0	0.00	82.47	(82)
LARGE EQUIPMENT REPAIRS	0.00	328.25	(328)	0.00	423.68	(424)
EQUIPMENT REPAIRS	0.00	31.53	(32)	0.00	31.53	(32)
IRRIGATION SYSTEM REPAIRS	209.43	423.47	(214)	1,778.09	423.47	1,355
FERTILIZER AND SEED	1,350.00	0.00	1,350	1,350.00	0.00	1,350
GASOLINE, OIL, TIRES	0.00	0.00	0	0.00	267.50	(268)
PLANT & BUILDING	1,565.47	2,161.02	(596)	2,232.62	3,500.62	(1,268)
TOOLS & SUPPLIES	1,655.42	0.00	1,655	1,758.86	0.00	1,759
GRAVE LINERS & VAULTS	4,039.22	7,215.00	(3,176)	10,099.22	7,215.00	2,884
GRAVE VASES	2,156.80	774.31	1,382	2,678.43	1,685.97	992
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0	24,700.00	24,700.00	0
SECURITY CAMERA EXPENSE	0.00	179.70	(180)	0.00	179.70	(180)
DMP GROUNDS SECURITY	825.00	825.00	0	1,650.00	1,650.00	0
<b>TOTAL EXPENSES</b>	<b>(98,636.18)</b>	<b>(91,219.88)</b>	<b>(7,416)</b>	<b>(193,983.40)</b>	<b>(150,100.69)</b>	<b>(43,883)</b>
<b>NET CHANGE FROM OPERATIONS</b>	<b>(42,405.86)</b>	<b>(39,934.81)</b>	<b>(2,471)</b>	<b>(91,033.46)</b>	<b>(52,045.03)</b>	<b>(38,988)</b>
<b>OTHER REVENUE &amp; EXPENSE</b>						
<b>TOTAL OTHER REVENUE &amp; EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
<b>NET CHANGE</b>	<b>(42,405.86)</b>	<b>(39,934.81)</b>	<b>(2,471)</b>	<b>(91,033.46)</b>	<b>(52,045.03)</b>	<b>(38,988)</b>

PALM SPRINGS CEMETERY DIST  
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND  
FOR THE TWO MONTHS ENDING AUGUST 31, 2023

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
OPEN AND CLOSE	26,000.00	26,819.00	(819)	48,215.00	321,828.00	(273,613)
MISC SPECIAL SET-UP	0.00	117.00	(117)	0.00	1,400.00	(1,400)
RETURNED CHECK BANK CHARGE	30.00	13.00	17	30.00	150.00	(120)
INTEREST RECEIVED	0.60	1.00	0	1.24	20.00	(19)
LAND LEASE	6,937.09	6,677.00	260	13,874.18	80,120.00	(66,246)
CREDIT CARD CONVEN FEE	531.88	833.00	(301)	1,237.02	10,000.00	(8,763)
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	1,400.00	625.00	775	2,200.00	7,500.00	(5,300)
TAX COLLECTIONS	0.00	0.00	0	0.00	484,240.00	(484,240)
VAULTS	1,160.00	1,274.00	(114)	1,450.00	15,284.00	(13,834)
CREMATION VAULTS	180.00	425.00	(245)	630.00	5,100.00	(4,470)
LINERS	2,940.00	2,321.00	619	5,000.00	27,855.00	(22,855)
GRAVE VASES	1,266.75	1,102.00	165	2,268.50	13,225.00	(10,957)
MEMORIAL WALL INCOME	0.00	25.00	(25)	0.00	300.00	(300)
ENR SURCHARGE	3,500.00	4,221.00	(721)	5,990.00	50,650.00	(44,660)
LOT TRANSFERS	0.00	83.00	(83)	100.00	1,000.00	(900)
COUNTY INTEREST INCOME	0.00	0.00	0	0.00	4,500.00	(4,500)
DONATIONS & GRANTS	4.00	0.00	4	4.00	0.00	4
HANDLING FEE	8,270.00	8,307.00	(37)	13,630.00	99,685.00	(86,055)
PRENEED CONTRACT SERVICE CHG	300.00	1,083.00	(783)	600.00	13,000.00	(12,400)
VASE/HDSTN SET & CLEAN	3,710.00	4,921.00	(1,211)	7,720.00	59,055.00	(51,335)
<b>TOTAL REVENUE</b>	<b>56,230.32</b>	<b>61,213.00</b>	<b>(4,983)</b>	<b>102,949.94</b>	<b>1,223,312.00</b>	<b>(1,120,362)</b>
<b>REGULAR SALARIES</b>	<b>27,230.72</b>	<b>29,807.00</b>	<b>(2,576)</b>	<b>78,397.49</b>	<b>357,689.00</b>	<b>(279,292)</b>
BOT MEETING COMPENSATION	0.00	0.00	0	718.36	13,469.00	(12,751)
BOT CONFERENCES	0.00	0.00	0	675.00	3,000.00	(2,325)
BOT TRAVEL & EXPENSES	337.79	1,000.00	(662)	740.19	3,000.00	(2,260)
TEMPORARY HELP	0.00	833.00	(833)	0.00	10,000.00	(10,000)
RETIREMENT/PENSION	1,681.87	2,087.00	(405)	5,009.49	25,038.00	(20,029)
FICA	1,678.59	1,671.00	8	4,885.57	20,052.00	(15,166)
MEDICARE	392.56	418.00	(25)	1,142.60	5,016.00	(3,873)
EMPLOYEE GROUP INSURANCE	5,196.45	7,245.00	(2,049)	10,449.39	86,940.00	(76,491)
RETIREE GROUP INSURANCE	421.41	462.00	(41)	842.82	5,545.00	(4,702)
UNEMPLOYMENT INSURANCE	0.00	90.00	(90)	30.89	3,395.00	(3,364)
WORKERS COMP INSURANCE	1,840.29	1,840.00	0	3,680.58	22,083.00	(18,402)
ELECTRICITY	10,113.34	5,613.00	4,500	17,936.87	67,350.00	(49,413)
TELEPHONE	443.45	770.00	(327)	1,186.04	9,243.00	(8,057)
WATER	4,666.72	3,311.00	1,356	5,702.23	39,728.00	(34,026)
CAPC CONFERENCE DONATIONS	0.00	0.00	0	0.00	200.00	(200)
COMMUNITY OUTREACH	1,160.55	83.00	1,078	1,239.55	1,000.00	240
VISA-MASTER CHG FEES	530.58	583.00	(52)	1,311.73	7,000.00	(5,688)
RETURNED CHECK	0.00	8.00	(8)	0.00	100.00	(100)
COUNTY SERVICE CHARGE	113.12	92.00	21	113.12	1,100.00	(987)
EDUCATION	0.00	33.00	(33)	0.00	400.00	(400)
GENERAL INSURANCE	2,849.45	2,850.00	(1)	5,698.90	34,200.00	(28,501)
LEGAL	0.00	1,250.00	(1,250)	0.00	15,000.00	(15,000)
LOT REPURCHASE	220.00	833.00	(613)	800.00	10,000.00	(9,200)
OFFICE EXPENSE	2,192.77	1,583.00	610	4,467.71	19,000.00	(14,532)
TRAVEL & CONVENTION	694.87	500.00	195	1,772.27	6,000.00	(4,228)
UNIFORMS & SAFETY EQUIPMENT	0.00	83.00	(83)	0.00	1,000.00	(1,000)
MTG EXP & SUPPLIES	120.40	125.00	(5)	324.81	1,500.00	(1,175)
AUDIT	0.00	0.00	0	0.00	8,500.00	(8,500)
ADVERTISING/PUBLICITY	0.00	375.00	(375)	134.85	4,500.00	(4,365)
MEMBERSHIP & DUES	250.00	583.00	(333)	475.00	7,000.00	(6,525)
CA EDUCATION & TRAINING (EDD)	0.00	0.00	0	0.72	0.00	1
AUTO TRUCK EXPENSE	0.00	417.00	(417)	0.00	5,000.00	(5,000)
LARGE EQUIPMENT REPAIRS	0.00	500.00	(500)	0.00	6,000.00	(6,000)
EQUIPMENT REPAIRS	0.00	250.00	(250)	0.00	3,000.00	(3,000)
IRRIGATION SYSTEM REPAIRS	209.43	583.00	(374)	1,778.09	7,000.00	(5,222)
FERTILIZER AND SEED	1,350.00	2,000.00	(650)	1,350.00	38,000.00	(36,650)
GASOLINE, OIL, TIRES	0.00	583.00	(583)	0.00	7,000.00	(7,000)
PLANT & BUILDING	1,565.47	1,667.00	(102)	2,232.62	20,000.00	(17,767)
ROAD MAINTENANCE	0.00	7,446.00	(7,446)	0.00	89,355.00	(89,355)
TOOLS & SUPPLIES	1,655.42	250.00	1,405	1,758.86	3,000.00	(1,241)
GRAVE LINERS & VAULTS	4,039.22	4,654.00	(615)	10,099.22	55,850.00	(45,751)
GRAVE VASES	2,156.80	709.00	1,448	2,678.43	8,510.00	(5,832)
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0	24,700.00	296,400.00	(271,700)
CONTRACT BURIALS	0.00	333.00	(333)	0.00	4,000.00	(4,000)
SECURITY CAMERA EXPENSE	0.00	83.00	(83)	0.00	1,000.00	(1,000)
DMP GROUNDS SECURITY	825.00	825.00	0	1,650.00	9,900.00	(8,250)
<b>TOTAL EXPENSES</b>	<b>98,636.18</b>	<b>109,128.00</b>	<b>(10,492)</b>	<b>193,983.40</b>	<b>1,342,063.00</b>	<b>(1,148,080)</b>
<b>NET CHANGE FROM OPERATIONS</b>	<b>(42,405.86)</b>	<b>(47,915.00)</b>	<b>5,509</b>	<b>(91,033.46)</b>	<b>(118,751.00)</b>	<b>27,718</b>
<b>OTHER REVENUE &amp; EXPENSE</b>						
RESERVES TRANSFERRED IN	0.00	11,563.00	(11,563)	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
<b>NET CHANGE</b>	<b>(42,405.86)</b>	<b>(38,019.00)</b>	<b>(4,387)</b>	<b>(91,033.46)</b>	<b>0.00</b>	<b>(91,033)</b>

**ACCUMULATIVE CAPITAL OUTLAY  
INCOME STATEMENT  
FOR THE TWO MONTHS ENDING AUGUST 31, 2023**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
<b>REVENUE</b>						
BURIAL RIGHT SALES	30,950.00	21,000.00	9,950.00	52,610.00	39,250.00	13,360.00
CURRENT INTEREST & DIVIDENDS	1,559.16	1,647.49	(88.33)	1,559.16	3,081.78	(1,522.62)
GAIN/LOSS INVESTMENT FMV	1,974.65	(11,560.00)	13,534.65	1,974.65	(3,922.06)	5,896.71
<b>TOTAL REVENUE</b>	<u>34,483.81</u>	<u>11,087.49</u>	<u>23,396.32</u>	<u>56,143.81</u>	<u>38,409.72</u>	<u>17,734.09</u>
	<u>34,483.81</u>	<u>11,087.49</u>	<u>23,396.32</u>	<u>56,143.81</u>	<u>38,409.72</u>	<u>17,734.09</u>
<b>EXPENSES</b>						
INVESTMENT ADVISOR FEES	1,326.08	0.00	1,326.08	1,326.08	1,273.66	52.42
<b>TOTAL EXPENSES</b>	<u>(1,326.08)</u>	<u>0.00</u>	<u>(1,326.08)</u>	<u>(1,326.08)</u>	<u>(1,273.66)</u>	<u>(52.42)</u>
<b>NET CHANGE FROM OPERATIONS</b>	<u>33,157.73</u>	<u>11,087.49</u>	<u>22,070.24</u>	<u>54,817.73</u>	<u>37,136.06</u>	<u>17,681.67</u>
<b>OTHER REVENUE &amp; EXPENSE</b>						
REVENUE TRANSFERRED IN	0.00	0.00	0.00	0.00	3,200.00	(3,200.00)
<b>TOTAL OTHER REVENUE &amp; EXPENSE</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,200.00</u>	<u>(3,200.00)</u>
<b>NET CHANGE</b>	<u>33,157.73</u>	<u>11,087.49</u>	<u>22,070.24</u>	<u>54,817.73</u>	<u>40,336.06</u>	<u>14,481.67</u>



**ENDOWMENT CARE FUND  
INCOME STATEMENT  
FOR THE TWO MONTHS ENDING AUGUST 31, 2023**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
<b>REVENUE</b>						
WMC ENDOWMENT CARE	0.00	0.00	0.00	0.00	60.00	(60.00)
ENDOWMENT CARE DEPOSITS	18,122.00	17,315.00	807.00	33,819.00	38,162.00	(4,343.00)
CURRENT INTEREST & DIVIDENDS	16,885.32	3,364.39	13,520.93	16,885.32	5,565.65	11,319.67
GAIN/LOSS INVESTMENT FMV	17,171.72	(25,824.36)	42,996.08	17,171.72	(9,716.39)	26,888.11
<b>TOTAL REVENUE</b>	<b>52,179.04</b>	<b>(5,144.97)</b>	<b>57,324.01</b>	<b>67,876.04</b>	<b>34,071.26</b>	<b>33,804.78</b>
<b>EXPENSES</b>						
INVESTMENT ADVISOR FEES	6,832.32	0.00	6,832.32	6,832.32	7,035.09	(202.77)
<b>TOTAL EXPENSES</b>	<b>6,832.32</b>	<b>0.00</b>	<b>6,832.32</b>	<b>6,832.32</b>	<b>7,035.09</b>	<b>(202.77)</b>
<b>NET CHANGE</b>	<b>45,346.72</b>	<b>(5,144.97)</b>	<b>50,491.69</b>	<b>61,043.72</b>	<b>27,036.17</b>	<b>34,007.55</b>

**PRENEED FUND  
INCOME STATEMENT  
FOR THE TWO MONTHS ENDING AUGUST 31, 2023**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
<b>REVENUE</b>						
CURRENT SALES	20,069.57	27,439.47	(7,369.90)	38,427.23	49,360.11	(10,932.88)
CURRENT DEFERRED REVENUE	0.00	3,051.19	(3,051.19)	5,627.70	7,355.74	(1,728.04)
CURRENT INTEREST & DIVIDENDS	6,637.06	4,762.09	1,874.97	6,637.06	5,155.04	1,482.02
GAIN/LOSS INVESTMENTS FMV	5,076.97	(16,071.27)	21,148.24	5,076.97	(8,056.82)	13,133.79
<b>TOTAL REVENUE</b>	<b>31,783.60</b>	<b>19,181.48</b>	<b>12,602.12</b>	<b>55,768.96</b>	<b>53,814.07</b>	<b>1,954.89</b>
<b>EXPENSES</b>						
INVESTMENT FEES	2,739.27	0.00	2,739.27	2,739.27	2,465.76	273.51
LOSS ON TRANSFER (INTER COSTS)	0.00	0.00	0.00	0.00	467.62	(467.62)
SALES TRANSFR OUT (PRIOR YR)	0.00	0.00	0.00	0.00	3,200.00	(3,200.00)
<b>TOTAL EXPENSES</b>	<b>2,739.27</b>	<b>0.00</b>	<b>2,739.27</b>	<b>2,739.27</b>	<b>6,133.38</b>	<b>(3,394.11)</b>
<b>NET CHANGE</b>	<b>29,044.33</b>	<b>19,181.48</b>	<b>9,862.85</b>	<b>53,029.69</b>	<b>47,680.69</b>	<b>5,349.00</b>

## James A. (Jim) McComb

September 1, 2023

Ms. Kathleen Jurasky, District Manager  
Palm Springs Cemetery District  
31-705 Da Vall Drive  
Cathedral City, CA 92234

Dear Ms. Jurasky,

Thank you for your interest in having me provide facilitation of your Board's update of the District's 2019-2024 Strategic Plan. I welcome the opportunity to work with you once again, and am pleased to provide the enclosed information for your September 14 Board agenda. I've included a list of questions to ask – and answer – during the update process, an outline of the update process, a list of the deliverables I'll provide to the District when the process is complete, and the proposed District investment in the facilitation services. Since there are three Trustees who do not know me, I've also included information on my background and qualifications to successfully deliver the results you need.

**This plan update is an important process for the Board to undertake.** The past five years have brought a degree of change to our country, to California, and to the District that is nearly unprecedented for such a short period of time. **A few of the reasons an update is important:**

- The pandemic brought lasting change to the ways we live and work
- A shifting climate ultimately brought significant impact to Palm Springs
- Millennials became the largest share of the American workforce and are changing the way we choose and use products and services – including death care
- Inflation is once again on the rise and is impacting the cost of everything we buy (and sell)
- Significant numbers of new immigrants are entering southern California from countries worldwide, bringing new languages and new customs (including those around death care) to the District service area
- California has gone from a large budget surplus to a large budget deficit and has lost enough population to cause the loss of a seat in Congress
- The unknown impact of the rising presence of artificial intelligence and machine learning threatens to change lives and businesses in ways significantly beyond the change spawned by the pandemic

A strategic plan update must contemplate the potential effects of these trends, and of several others, on the District and its operations and client families.

I understand that you would like to begin the process soon, and my schedule is flexible enough to accommodate that. Normally, I would propose a project schedule, with dates, but did not include that here because I wasn't sure if the Board has a specific timeline in mind. Rest assured this engagement would be my primary focus during the entire extent of our work together.

I look forward to an opportunity to work with you and the Board again, Kathleen. The District has enjoyed success during the past five years, in spite of the turbulence going on in the world around you. That success grew out of the Plan that your Board developed five years ago, and I'm confident that the Plan Update you're about to do will be the basis of sustained success for the District going forward.

Best regards,

James A. (Jim) McComb

## Questions Asked While Updating a Strategic Plan

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### Mission

1. Has the organization's mission – or any aspect of it – fundamentally changed since the strategic plan was developed?
2. Is the District actively fulfilling its mission today? If so, what specific evidence supports that conclusion? If not, what factors are impeding or preventing the District from fulfilling some or all of its mission?
3. Does the District mission need to be revised (expanded, contracted, reimagined) in any way? If so, why?
4. In what ways will the District's core strategies for fulfilling its mission need to be revised going forward?

### Vision

1. Has the organization's vision – or any aspect of it – fundamentally changed since the strategic plan was developed?
2. Has the District fully achieved its five year vision, or achieved a portion of it? If so, what specific evidence supports that conclusion? If not, what factors impeded or prevented achievement of the vision? If some or all of the vision has been achieved, what factors influenced or drove that success?
3. Does the District vision need to be revised (expanded, contracted, reimagined) in any way? Why?
4. In what ways will the District's core strategies for achieving its vision need to be revised going forward?

### Internal & External Operating Environments

1. In what ways are the internal and external environments in which the District operates different from the internal and external environments in which they operated when the strategic plan was originally developed?
2. What existing or emerging opportunities does the District have today that were unknown when the strategic plan was developed? What impact (or potential impact) do (or will) they have on the District's mission and/or vision?
3. What existing or emerging challenges/threats does the District have today that were unknown when the strategic plan was developed? What impact (or potential impact) do (or will) they have on the District's mission and/or vision?

### Managing the Strategic Plan

1. In what ways have you, as the District's leaders, found that managing through a strategic plan was a positive experience during the past five years? In what ways did you find it to be a negative experience?
2. Were the metrics in the *Strategic Barometer* the correct set of success measures? Which measures should be added, if any? Which measures should be deleted, if any?

## Overview of the Strategic Planning Update Process

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### “New” Trustee Orientation Meeting

**Purpose:** This is an introductory meeting for the three Trustees who were not involved in the development of the existing strategic plan for the District.

- introduce them to the process that created the existing District strategic plan
- introduce them to strategic planning if they have not previously been involved in strategic planning in another organization or for a previous employer
- answer any questions they may have about the update process or their role in it

**Date:** Scheduled at the District’s convenience; can occur as soon as one week after the Board’s decision to begin the process

**Duration:** 60 minutes

**Venue:** Online

**Attendees:** Trustee Platter, Trustee Smith, and newly appointed trustee; District Manager Jurasky

- could be conducted in separate sessions if a gathering of three Trustees would constitute a quorum and make this a Board meeting that would have to be open to the public

**Optional Attendees:** Trustee Pye and Trustee Mallotto

- encouraged to attend, but not required since they were a part of the original District strategic planning process

### Strategic Plan Update - Session #1

**Purpose:** Review and revise (if necessary) the District Vision; review and revise Key Performance Measures for the District Vision (if necessary); **it is important to note here that the Strategic Plan will need an update even if the Board determines that the District Vision should remain intact without any revision . . . because the impact of inevitable changes in the District’s internal and external operating environments on the District’s Vision – whether it is revised or not – is what creates the need for an updated Strategic Plan**

**Date:** Scheduled at the District’s convenience; can occur as soon as three weeks after the Board’s decision to begin the process

- lead time is needed for each Trustee to complete a pre-meeting questionnaire on their own prior to session #1 and return it to the facilitator for compilation; facilitator will distribute compiled results to all Trustees for review prior to this session

**Duration:** 3 hours, depending on the degree to which the Trustees feel revision is needed and on whether there is significant disagreement on the nature of some of the needed revision

- the need for revision, and the degree to which the revision is needed, will be determined by the collective Trustee (and District Manager) responses to the pre-meeting questionnaire

**Strategic Plan Update - Session #1 . . . continued**

**Venue:** The meeting could occur in the District offices or at a site chosen by the District

**Attendees:** Board of Trustees, District Manager, and any other District-invited participants (Board attorney, key staff members, etc.) deemed by the Board to be important resources for the discussion

**Strategic Plan Update - Session #2**

**Purpose:** Review the Current State Assessment prepared by the Planning Facilitator and identify the District’s strengths, weaknesses, opportunities, and threats

**Date:** Scheduled at the District’s convenience; should occur about four weeks after Strategic Planning session #1

- could be scheduled in tandem with Session #3 on a single day, with Session #2 in the morning and Session #3 in the afternoon, OR scheduled on back-to-back half-days with Session #2 on the first day (in either the morning or the afternoon) and Session #3 on the second day (in either the morning or the afternoon)
- during the four-week period after Session #1, each Trustee will complete a pre-meeting questionnaire on their own prior to session #2 and return it to the facilitator for compilation; facilitator will distribute compiled results to all Trustees for review prior to this session
- during that same four-week period, the facilitator will develop the Current State Assessment and send it to the Trustees and the District Manager for their review prior to Session #2
- *if the tandem option is chosen, facilitator will combine pre-meeting Trustee/Manager questionnaires for Session #2 and #3, compile them, and distribute the compiled results for each questionnaire to all Trustees and the Manager for review in advance of the tandem sessions*

**Duration:** 3 hours, depending on the amount of Trustee discussion

**Venue:** The meeting could occur in the District offices or at a site chosen by the District

**Attendees:** Board of Trustees, District Manager, and any other District-invited participants (Board attorney, key staff members, etc.) deemed by the Board to be important resources for the discussion

### **Strategic Planning Session #3**

**Purpose:** Define the Core Strategies that lead to realizing the District Vision, and the measurable goals that define successful achievement of each of the Strategies

**Date:** Scheduled at the District's convenience; should occur twenty to thirty days after Strategic Planning Session #2 (**unless the tandem option is chosen, in which case it would be held in conjunction with Session #2 as outlined above**)

- during the 20-30 day period following session #2, each Trustee would complete a pre-meeting questionnaire on their own prior to session #3 and return it to the facilitator for compilation; facilitator will distribute compiled results to all Trustees for review prior to this session

**Duration:** 3 hours, depending on the amount of Trustee discussion

**Venue:** The meeting could occur in the District offices or at a site chosen by the District

**Attendees:** Board of Trustees, District Manager, Planning Facilitator, other District-invited participants such as the Board attorney and/or key staff members

### **Presentation of the Final Strategic Plan Draft**

**Purpose:** Present the final draft of the Strategic Plan to the Board for adoption

**Date:** First regular Board meeting following Strategic Planning Session #3

**Duration:** Fifteen-minute agenda item (depending on questions from the Board); should be a short presentation since the Board will see the Plan progress as it is built during the process and will already be familiar with the content of the final document)

**Venue:** Online or via telephone, unless the Board prefers an in-person presentation

**Attendees:** Board of Trustees, District Manager, Planning Facilitator, other District-invited participants such as the Board attorney and/or key staff members

### **Action Planning Session**

**Purpose:** Develop action steps to implement each of the Plan's Core Strategies

- Planning Facilitator makes recommendations to the District Manager in advance of each session if desired

**Date:** Scheduled after approval of the Strategic Plan by the Board, at the convenience of the District Manager

**Duration:** Four hours, scheduled in one or more sessions at the convenience of the District Manager

**Attendees:** District Manager, Planning Facilitator, relevant Director-invited key staff members

## Nature of Final Output (Deliverables)

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Palm Springs Cemetery District has asked for a strategic plan update, and I'll deliver that . . . and more. The Board of Trustees and District staff will receive six key deliverables during the course of this Update engagement:

**Strategic Planning Refresher:** A one-hour online session for the three Palm Springs Cemetery District Trustees who were not on the Board at the time the District's 2019-2024 Strategic Plan was developed. This session would take place before the update process and would provide the "new" Trustees with a look at the process that created the District's strategic plan, and with an opportunity to ask questions about the process and about strategic planning in general.

**Weekly Progress Briefings:** Throughout the duration of the engagement, I will file *Weekly Progress Briefings* with the District Manager. Each *Briefing* will arrive on Friday afternoon, delivered via email, and will be discussed via an online meeting the following Monday with any key staff or Trustees who have questions or comments and wish to participate in the discussion. The *Briefing* will update progress to date on all currently active steps in the process. The *Briefing* will highlight problems or issues encountered since the previous *Briefing* and the steps taken to resolve those problems and issues. These weekly updates will assure the District Manager and the Trustees that the project is proceeding efficiently and on deadline and will provide regular opportunities to interact with me and make suggestions for improvement or expansion of the process.

**Current State Assessment:** This comprehensive internal and external *assessment* is an analysis of information and insights gathered through staff and Trustee interviews, a SWOT analysis survey of the Trustees and the District Manager, and primary and secondary market research that I'll conduct. It is updateable and can be used as an ongoing management tool by the District.

**Strategic Management Barometer:** This monthly management dashboard, created specifically for your District, provides an "at-a-glance" update of progress made on all Key Performance Indicators. Because it is easily updated, it will allow a regular strategic plan update to be added to each Board of Trustees meeting agenda with minimal staff prep time. The format puts the focus on problem areas, keeping the Board's attention on the most important items and preventing lengthy wastes of valuable meeting time on items that are proceeding on time and on budget.

**2025-2029 Palm Springs Cemetery District Strategic Plan:** The crown jewel of the engagement – presented by Jim McComb to the Board of Trustees and key District staff at a Board of Trustees meeting. The Plan will essentially be the 2019-2024 strategic plan with all of the updates, revisions, and additions that will make it the 2025-2029 plan. As the old plan did, the new plan will tie strategies, goals, and action steps directly back to the District Vision that will continue to be the primary ongoing focus of the Board and the staff.

**Advice & Counsel:** Ongoing on-call telephone, email, text, and online meeting assistance during business hours for the District Manager and the Board, to answer questions about implementing or managing the Plan during the first six months after the Plan document is approved by the Board. Also included is one visit to the District office for a Board meeting, or a conference with the District Manager – at no charge.



## Palm Springs Cemetery District Investment in the Engagement

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I am pleased to submit this bid to provide strategic planning facilitation and counsel to the Trustees and staff of the Palm Springs Cemetery District as they update their 2019-2024 Strategic Plan into a 2025-2029 Strategic Plan. I hope the District's Trustees and District Manager will see – reflected in this bid – a genuine desire to provide added value for every dollar invested.

I charge for my services on a project basis, rather than by the hour, so that my client can be confident that they know the entire extent of their investment in the project – up front. In addition, I send progress billings in order to spread the investment evenly over the entire life of the project – creating fewer P&L headaches for my clients.

The District investment in the deliverables resulting from this engagement includes:

- All planning facilitation and coordination
- All data and information gathering and compilation
- All interview preparation, coordination, and facilitation
- All time spent communicating with the Trustees and with staff to update project progress
- Drafting the Strategic Plan document, revising the *Strategic Management Barometer* and researching and drafting the *Current State Assessment*
- All printing, telephone expense, office supplies and other incidental expenses associated with the successful completion of the engagement
- Exclusive rights to all deliverables

It should be noted that travel is not mentioned in the list above, nor is it called out as an item that will be billed to the District separately.

It is not noted here because it would not be my intention to charge the District for my travel. When the District Manager contacted me concerning this engagement, she was unaware that I had relocated to Tennessee. Recognizing that she may not have called me had she known that I no longer lived in California, I did not feel it was appropriate to put travel in this bid. Since I enjoyed working with the Trustees and the District Manager and staff on the Strategic Plan, I am genuinely interested in working with the District again on the updated Plan and don't want travel to be a deal-breaker here. Therefore I elected to leave it out of the bid. I would plan to make two visits to Palms Springs for this project and would take care of both of those myself.

## Palm Springs Cemetery District Investment in the Engagement . . . continued

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I estimate that it will take 174 hours of my time to effectively, and successfully, deliver the Update Process I have committed to in this bid. The hours break down this way:

- Since a plan update depends heavily on a current state assessment to flesh out the trends and issues that will need the District's attention in the updated Plan, I estimate the same number of hours that I did in the original plan proposal – 100 hours (the actual total for the original strategic plan came to more than that, and I absorbed the difference at no additional charge, as I would if the same circumstance presents itself again)
- There will be three planning sessions of three hours each in this process and I estimate 10 hours per session – 3 for the session itself and 7 for preparation, which includes preparing and compiling the participant preparation materials for each session.
- I estimate 24 hours for revising and drafting the updated strategic plan document
- The *Strategic Management Barometer* will not need to be built from scratch like it was for the initial strategic plan, but there will be adjustments and additions that need to be made so I estimate 10 hours for that
- Preparing *Weekly Briefings* and updating staff on the progress of the engagement should take about 10 hours
- No travel hours are included in the total hours number (nor are travel hours billed)

Your total investment, covering everything outlined above, is \$11,900. This calculates to less than \$69 an hour – just \$3 an hour more than my rate five years ago, but still much less per hour than others charge. It also calculates to \$3,100 less than I bid five years ago. Strategic Plan updates are generally less work than building a Plan from scratch, but they are still just as heavy on environmental scan research and on facilitation preparation, which is where the bulk of the hours of work occur.

As was the case five years ago, I ask for a 10% retainer when I start an engagement, and I do progress billings for installments as the project progresses and the client sees progress in the *Weekly Briefings*. Since I do not yet know the dates of the project, I have not included an installment schedule with this bid, but would be able to provide one once a timeframe for the engagement has been established.

Total Cost:  
\$11,900<sup>00</sup>

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## Consultant Background

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### Credentials and Experience

I have facilitated strategic planning processes and developed strategic management systems for more than 42 years, both externally as a management consultant and internally as an employee in a senior executive capacity. My experience includes non-profits, government, and for-profits ranging from sole proprietors to the Fortune 100. I have served in senior management capacities in finance, marketing, strategic planning, and organizational development in some of America's largest companies, including two Fortune 100 companies, so I have the solid business acumen that a strategic planner needs. I'm familiar with special districts, having worked for both the Orange County Cemetery District and the Palm Springs Cemetery District, as well as a library district, a fire district, a community services district, and a flood management district.

### Thought Leadership in the Strategic Planning Profession

- Author of a strategic planning book (*Blueprint for Certain Success*), co-author of a strategy book (*Best Practices in Strategy*) and author of a personal life planning book (*Undiscovered Horizons*)
- Created a process for forecasting business wild card threats and opportunities that is unique in the strategy and planning profession
- Partner Emeritus in the world's largest strategic planning consultancy, the *Centre for Strategic Management*
- Past president of the global professional association that represents the planning profession, the *International Association of Strategy Professionals*
- One of only 200 people in the world to earn the Strategic Management Professional (SMP) certification
- 2009 inductee into the Strategic Planning Hall of Fame
- Taught strategic thinking to more than 10,000 people across the United States
- Introduced concept of Strategic Planning to churches more than 35 years ago
- Introduced concept of Strategic Planning to Farm Credit System 25 years ago
- Introduced Strategic Planning to numerous small business owners and entrepreneurs during the past four decades

### Working with (and on) Boards of Directors

While head of strategic planning at Countrywide (Fortune 100), WesCorp (\$25 billion / country's largest credit union at the time), Community First Bankshares (\$26 billion / country's largest community bank holding company at the time), and Rocky Mountain Bank (\$3 billion statewide branch bank), Jim worked extensively with Board strategic planning committees and made numerous strategic plan presentations to full boards.

I have facilitated strategic planning for the boards of three California non-profits (Salvation Army, Red Cross, and Camp Fire) and served on the boards of many civic and charitable organizations, including United Way, March of Dimes, YMCA, and the Jaycees.

## Consultant Background . . . continued

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### Education

University of Tennessee, B. S., Finance (minor in Marketing)

University of Colorado, ABA School of Bank Marketing & Management, graduation with Distinction

John F. Kennedy School of Government at Harvard University, Master's in Public Policy

### Certifications

I earned the Strategic Management Professional (SMP) designation in 2010, and was re-certified in 2015 and 2020. I passed an accredited examination and met a rigorous set of professional and ethical standards, becoming one of the first 25 people in the world to be certified an SMP (fewer than 200 worldwide are certified today). I also hold a Gold certification in the FASTER process improvement methodology.

### Books

I am the author or co-author of five books: *Transitional Life-Cycle Marketing* (1993), *Best Practices Strategy School* (1998) – co-authored with Stephen Haines, CEO of the Centre for Strategic Management, *Blueprint for Certain Success* (2012), *Your Destiny Plan* (2012), and *Undiscovered Horizons* (2013). My latest book, *Certain Success in an Uncertain World: How to Survive and Thrive in a Disruptive Future*, is due out next year.

### Honors

From 2005-2007 I served as President of the International Association of Strategy Professionals, the professional association for the strategy and planning profession. Under my leadership, the organization expanded its membership to all 50 states, and to Canada, Asia, the Middle East, Australia, and Europe. I was inducted into the Strategic Planning Hall of Fame in 2009 in recognition of my outstanding service to my clients and to the profession of strategic planning. I am currently one of only a dozen living inductees.

## FAMILY SURVEY

The Palm Springs Cemetery District would like to thank you for entrusting us to care for your family during this difficult time of loss. We would appreciate your comments regarding your experience. Please take a moment to complete this survey and return it to the District office in the postage-paid reply envelope.

**Which cemetery location did you select?**

- Desert Memorial Park     Welwood Murray Cemetery

**Why did you select this cemetery? (Check all that apply)**

- Reputation       Previous Service       Web Site       Location  
 Referred by Mortuary     Referred by Family/Friend     Price/Affordability

**Were you pleased with the overall appearance and safety of the cemetery grounds?**

**Appearance:**

- Very Satisfactory       Satisfactory       Unsatisfactory

**Safety:**

- Very Satisfactory       Satisfactory       Unsatisfactory

**Is there anything about our cemetery that makes it unique from other cemeteries you have visited?**

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**Do you feel you were treated with dignity, respect, and compassion?**

- Very Satisfactory       Satisfactory       Unsatisfactory

**How would you evaluate our Office and Grounds Staff?**

- | Courtesy of Staff                  | Personal Attention Received        | Attention to Details               | Groundskeepers                     |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Excellent | <input type="checkbox"/> Excellent | <input type="checkbox"/> Excellent |
| <input type="checkbox"/> Good      | <input type="checkbox"/> Good      | <input type="checkbox"/> Good      | <input type="checkbox"/> Good      |
| <input type="checkbox"/> Fair      | <input type="checkbox"/> Fair      | <input type="checkbox"/> Fair      | <input type="checkbox"/> Fair      |

**Did we accommodate your religious and/or cultural traditions and beliefs?**

- Very Satisfactory     Satisfactory       Unsatisfactory

**During your arrangement for services, were the prices and information clearly explained?**

- Very Satisfactory     Satisfactory       Unsatisfactory

**Were you pleased with the interment site set-up and graveside service?**

- Very Satisfactory     Satisfactory       Unsatisfactory

**Would you recommend this cemetery to friends and family in need of interment services?**

- Yes       No (If "No", please explain your concerns in the comment space below.)

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**A portion of the mission of the Palm Springs Cemetery District is to provide affordable interment Services. How would you define the word "affordable?"**

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Another portion of the mission of the Palm Springs Cemetery District is to provide a cemetery setting that is "attractive, safe and serene." How would you define those words?

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In what ways could we have better served your family during the process of arranging the recent interment of your family member?

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In what ways did we serve your family exceptionally well during the process of arranging the recent interment of your family member?

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In what ways could the Palm Springs Cemetery District be serving the community more effectively?

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**COMPLETE THE FORM BELOW TO BE ADDED TO OUR FUTURE MAILING LIST:** To stay informed on policy and rate changes, Board meetings, upcoming cemetery improvement projects, community programs, flower removal times, and hours of operation, please complete the information below:

I would like to receive the newsletter via:  Regular Mail  Email

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### ***FRIENDS OF THE PALM SPRINGS CEMETERY DISTRICT***

**If you have an interest in volunteering at the cemetery to assist with events that take place at the cemetery during the year please check here .**

**You will be contacted, given details about the event and ask if you would like to participate.**

**PLEASE SHARE ANY ADDITIONAL COMMENTS** (Use reverse side if additional space is needed):

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**We appreciate you taking the time to complete this survey.  
Your comments help to assist us in improving our services.**

**THANK YOU**

**PALM SPRINGS CEMETERY DISTRICT  
RESOLUTION 8-2023**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT, RIVERSIDE COUNTY, CALIFORNIA, REQUESTING TRANSFER OF FUNDS HELD IN THE PRENEED FUND TO THE GENERAL FUND AND THE ACCUMULATIVE CAPITAL OUTLAY FUND.**

**WHEREAS**, it has been determined by the Board of Trustees of the Palm Springs Cemetery District that said District now has on deposit with the Treasurer of Riverside County, funds in the Preneed Fund; now, therefore,

**BE IT RESOLVED**, by the Board of Trustees of the Palm Springs Cemetery District that \$26,634.36 of the funds in the PreNeed Fund, 51265 shall be transferred to the General Fund, 51270

**FURTHER RESOLVED**, the Board of Trustees of the Palm Springs Cemetery District that \$17,935.00 of the funds in PreNeed Fund, 51265, shall be transferred to the Accumulative Capital Fund, 51275.

**BE IT FURTHER RESOLVED** that these fund transfers are the result of interment costs and contract refunds incurred for the months of May 1, 2023 to August 31, 2023.

**BE IT FURTHER RESOLVED**, that the Manager of the District is hereby authorized and directed to forward a certified copy of this resolution to the Treasurer of Riverside County and to the Auditor-Controller of Riverside County.

**Section 1.                      CERTIFICATION**

The Secretary of the Board of Trustees shall certify to the passage and adoption of this Resolution, enter the same in the book for original Resolutions of the District, and make a minute of passage and adoption thereof in the records of the proceedings of the Board of Trustees, in the minutes of the meeting at which this Resolution is passed and adopted.

**APPROVED AND ADOPTED this 14th day of September 2023**, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jan M. Pye, Chairperson

ATTEST:

\_\_\_\_\_  
LaFaye M. Platter, Secretary