

**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 ⁽ⁱ⁾
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: _____

Lynn T. Malotto, Treasurer