

PALM SPRINGS CEMETERY DISTRICT

**AGENDA
REGULAR MEETING
OF THE
BOARD OF TRUSTEES**

Thursday, November 14, 2019 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].

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 October 15, 2019 Regular Meeting Minutes.

b. Approval of October Expenditures

General Fund		\$ 76,809.30
Oct Reimburse Voucher 1650	\$ 30,341.34	
Oct Reimburse Voucher 1651	\$ 41,766.99	
Oct Reimburse Voucher 1653	\$ 2,680.97	
Accumulative Capital Outlay		\$ 12,874.55
Oct Reimburse Voucher 1652	\$ 12,874.55	
Pet Memorial Park Cemetery		\$.00

Total October 31, 2019 Expenditures Checks & Visa/Debit Card
22760-22815 & Direct Deposits (Payroll) \$ 89,683.85

c. Financial Reports as of October 31, 2019 (F-1 thru F-5A)

6. ADMINISTRATIVE CALENDAR

- a. East 40 Acres Lease Agreement – Letter of Intent and Proposed Project Update, Bert Garland, Garland Commercial Group and Bennion Deville Commercial
- b. Review for Discussion and Approval - DMP Tamarisk Trees Removal Proposals
- c. Landscape Maintenance Agreement Renewal Request - Kirkpatrick Landscaping, Inc.
- d. CAPC Annual Conference February 20-22, 2020 in Oxnard, CA
- e. Review for Discussion and Approval – Trustee Annual Year-End Meeting Luncheon

7. LEGISLATIVE CALENDAR – None

8. TRUSTEE SIGNATURES

9. BOARD DEVELOPMENT

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. District Manager
 - 1. Strategic Plan Dashboard
 - 2. Dia de los Muertos ~ Day of the Dead Event at DMP

13. FUTURE AGENDA ITEMS

- a. Discussion in 2020/2021 – 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. Review for Discussion and Possible Approval the Concept of Public Restrooms - Veterans Chapel
- e. PSCD Master Plan – Desert Memorial Park

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE– None

15. CLOSED SESSION ANNOUNCEMENT

16. OPEN SESSION

17. ADJOURNMENT

THIS NOTICE OF AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M., MONDAY, NOVEMBER 11, 2019

Kathleen Jurasky, District Manager

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

DATE: October 10, 2019

TIME: 2:00 P.M.

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

1. **CALL TO ORDER** The meeting was called to order by Vice Chairperson Kleindienst at 2:07 P.M.

2. **ROLL CALL**

District Manager Jurasky reported that Trustee Pye informed her that she is unable to attend today's meeting due to work commitments, and Trustee Mallotto unable to attend due to serving jury duty. Motion was made by Trustee Freet, seconded by Trustee Radigan-Brophy to excuse Trustees Pye and Mallotto. Motion carried, vote 3-0 Freet, Kleindienst and Radigan-Brophy.

Present: William G. Kleindienst, Vice Chairperson
Bary A. Freet, Member, Secretary
Tim M. Radigan-Brophy, Member

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

Excused: Jan M. Pye, Chairperson
Lynn T. Mallotto, Treasurer

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Radigan-Brophy, seconded by Trustee Freet to approve the Agenda as presented. Motion carried; vote 3-0 Freet, Kleindienst and Radigan-Brophy.

5. **CONSENT CALENDAR** Motion was made by Trustee Radigan-Brophy, seconded by Trustee Freet to approve the Consent Calendar as presented. Motion carried; roll call 3-0 Freet, Kleindienst and Radigan-Brophy.

6. **ADMINISTRATIVE CALENDAR** a. **District Investment General Overview & Update – Neal Wilson, Wealth Consulting Group** Mr. Wilson presented the investment statements for September 30, 2019, and reported the combined funds had increased by \$61,000.00. He also stated that the combined funds had a year-to-date increase of \$289,000.00.

Mr. Wilson further reported there was \$350,000.00 in CD's and treasuries that will be maturing before year-end, and he is investigating reinvestment options. He stated that District investments are making 3 ½% net of all fees at this point year-to-date.

Following a discussion motion was made by Trustee Freet, seconded by Trustee Radigan-Brophy to receive and file the investment reports. Motion carried; vote 3-0 Freet, Kleindienst and Radigan-Brophy.

b. **Review for Discussion and Possible Approval – Security Cameras Proposal from Desert Alarm** Following a discussion motion was made by Trustee Freet, seconded by Trustee Radigan-Brophy to approve the proposal in the amount of \$3,849.75 to replace the six existing analog cameras and DVR system with six-megapixel IP dome cameras and 8-channel NVR HD system. Motion carried; roll call 3-0 Freet, Kleindienst and Radigan-Brophy.

c. Discussion and Possible Approval Families Request to Re-Paint Letters on Niche Shutter Following a discussion motion was made by Trustee Freet, seconded by Trustee Radigan-Brophy to not allow the request, and continue with the policy of families contracting directly with monument companies to have the letters repainted. Motion carried; vote 3-0 Freet, Kleindienst and Radigan-Brophy.

d. Review for Discussion and Approval Ethics Training Date, Time and Location No action taken, training is required in 2020.

e. East 40 Acres Lease Agreement - Update No action taken

7. LEGISLATIVE CALENDAR **a. Resolution 11-2019, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Freet, seconded by Trustee Radigan-Brophy to approve Resolution 11-2019 transferring \$17,816.58 from PreNeed Fund, 51265 to the General Fund, 51270 and \$450.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 3-0. Freet, Kleindienst and Radigan-Brophy.

b. Resolution 12-2019, 2019-2020 Budget Allocation Transfer Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Freet to approve Resolution 12-2019, 2019-2020 Budget Allocation transferring \$30,000.00 from ACO fund 51275 to GF 51270. Motion carried, roll call 3-0 Freet, Kleindienst and Radigan-Brophy.

8. TRUSTEE SIGNATURES AND ATTORNEY Trustees signatures were completed.

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS – None

12. REPORTS **a. Trustee Report** Trustee Radigan-Brophy reported he attended the CAPC Education Seminar & Area Meeting, found it very informative and stated that it was an eye opener to learn PSCD doesn't have problems of other cemetery districts.

Trustee Freet reported that he attended the CSDA Annual Conference and Exhibitors Showcase in Anaheim, and he got a lot of the sessions. He said it was a good conference and he would recommend attending again. He said that he had to leave a day early because a neighbor called and informed him there was water coming out of the garage.

Trustee Kleindienst reported that he was scheduled to do a lecture on the Plaza Theatre however it was cancelled, and has been rescheduled for the month of February 2020 during Modernism Week.

He also reported that he had gone back east to attend a family funeral, and how incredibly disappointed he was with all aspects of how the services by the mortuary and the cemetery were handled. He stated they were indifferent, lacked professionalism, and the coordination between the mortuary and cemetery caused unnecessary delays. He further stated this experience for him really showcased how PSCD is well run,

b. District Manager Report

1. Los Compadres Annual Deep Pit Barbeque, 5pm-9pm Saturday, November 2, 2019 - Gay Lea
District Manager Jurasky stated Gay Lea wife of former Trustee John Lea had called her and invited the Board and Staff to this event.

She also reported the Tamarisk trees removal job walk took place this morning and four companies attended.

13. FUTURE AGENDA ITEMS **a. Discussion in 2020/2021 Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums** No action taken

b. Postcard Survey Mailing to the Community to Determine Pre-Planning Needs No action taken

c. Marketing No action taken

d. Review for Discussion and Possible Approval the Concept of Public Restrooms – Veteran Chapel
No action taken

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE –

15. CLOSED SESSION ANNOUNCEMENT–

16. OPEN SESSION – None

17. ADJOURNMENT Meeting was adjourned by Trustee Kleindienst at 2:37 P.M. The next regular board meeting is adjourned to 2:00 P.M., Thursday, November 14, 2019.

DATE: _____

Bary A. Freet, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Oct 1, 2019 to Oct 31, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
10/1/19	22760	OCT 2019 PSCD EMPLOYEE DENTAL INSURANCE E STANDARD INSURANCE COMPANY RB	445.84	445.84
10/1/19	22761	OCT 2019 PSCD EMPLOYEE LIFE INSURANCE EXPE STANDARD INSURANCE COMPANY RQ	64.50	64.50
10/1/19	22762	EXTRA HEALTH INSURANCE FOR K JURASKY FOR COLONIAL LIFE	203.78	203.78
10/1/19	22763	TRASH SERVICE FOR OCT 2019 BURRTEC WASTE & RECYCLING SVCS	390.47	390.47
10/1/19	22764	INVOICE 5546 - LANDSCAPE MAINTENANCE SERVI KIRKPATRICK LANDSCAPING SERVICES	19,748.00	19,748.00
10/1/19	22765	INVOICE INV00000287763 - SECURITY CAMERA FOR INVOICE INV000000287720 - SECURITY CAMERA FO ONE RING NETWORKS	138.00 138.00	276.00
10/1/19	22766	DISTRICT MANAGER CELL PHONE FOR PERIOD EN AT & T MOBILITY	453.67	453.67
10/1/19	22767	CSDA ANNUAL CONFERENCE IN ANAHEIM, CA 9/25- PRIVATE DINING AT THE CATCH KATHLEEN JURASKY	69.58	69.58
10/1/19	22768	INVOICE IN040517 - (4) #5 VAULTS, (4) #5 LINERS WHITED CEMETERY SERVICE	1,500.00	1,500.00
10/2/19	22769	INVOICE 11955 - WEB HOSTING FOR 4TH QUARTER PALMER INTERNET, LLC	135.00	135.00
10/2/19	22770	BURIAL RIGHT REPURCHASE - NICHE H-35 ENDOWMENT CARE DEPOSIT IS NON-REFUNDABLE JOHN DELUCIO	940.00	940.00
10/4/19	22771	SALES TAX FOR PERIOD 07/01/2019 - 09/30/2019 CALIFORNIA DEPT OF TAX & FEE ADMIN	894.00	894.00
10/9/19	22772	INVOICE 78599558 - JANITORIAL SUPPLIES WAXIE SANITARY SUPPLY	323.03	323.03
10/9/19	22773	INVOICE IN040599 - (2) #5 VAULTS, (8) #5 LINERS WHITED CEMETERY SERVICE	1,690.00	1,690.00
10/9/19	22774	INVOICE 1910133 - SECURITY PATROL FOR PERIOD MAXWELL SECURITY SERVICES, INC	725.00	725.00
10/9/19	22775	INVOICE 2030182269 - (1) BACKHOE TIRE PARKHOUSE TIRE, INC.	233.57	233.57
10/9/19	22776	YELLOW PAGE ADVERTISING DEX YP	182.30	182.30
10/9/19	22777	WMC USAGE DESERT WATER AGENCY	527.28	527.28

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Oct 1, 2019 to Oct 31, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
10/9/19	22778	PROJECT 19-10402 - LANDSCAPE PLAN CHECK FEE COACHELLA VALLEY WATER DIST	365.00	365.00
10/9/19	22779	LEGAL SERVICES FOR JULY 2019 QUINTANILLA & ASSOCIATES	1,358.00	1,358.00
10/9/19	22780	INTERMENT SITE REPURCHASE - SECTION A-30 #46 ENDOWMENT CARE FEE IS NON-REFUNDABLE DAWN RUBIN COSTA	360.00	360.00
10/9/19	22781	INTERMENT SITE REPURCHASE - SECTION A-30 #49 ENDOWMENT CARE FEE IS NON-REFUNDABLE FRED OKEN	360.00	360.00
10/9/19	22782	INTERMENT SITE REPURCHASE - SECTION A-30 #48 ENDOWMENT CARE FEE IS NON-REFUNDABLE MONA OKEN	360.00	360.00
10/9/19	22783	ACCOUNT 332245-850914 - WELL REPLENISHMENT COACHELLA VALLEY WATER DIST	1,941.30	1,941.30
10/23/19	22784	INVOICE 5783 - (2) SATURDAY BURIALS 9/28/19 KIRKPATRICK LANDSCAPING SERVICES	696.00	696.00
10/23/19	22785	INVOICE 09J0032777377 - BOTTLE WATER & OTHER READY REFRESH BY NESTLE	54.40	54.40
10/23/19	22786	INVOICE 0002861262 - NOTICE FOR TAMARISK TRE THE DESERT SUN	1,047.20	1,047.20
10/23/19	22787	INVOICE 187406 - REPAIR RAMON ROAD WALL FRO PALM SPRINGS WELDING, INC	1,600.00	1,600.00
10/23/19	22788	INVOICE 4039327 - COURIER SERVICE 10/04/2019 GOLDEN STATE OVERNIGHT	16.14	16.14
10/23/19	22789	INVOICE 7413663 - PEST MGMT SERVICE FOR SEPT WESTERN EXTERMINATOR	82.50	82.50
10/23/19	22790	OFFICE PHONE SERVICE FOR PERIOD ENDING 11/0 FRONTIER COMMUNICATIONS	380.05	380.05
10/23/19	22791	INVOICE 1910-015 - OCTOBER MAINTENANCE ON W SOUTH WEST PUMP & DRILLING, INC	150.00	150.00
10/23/19	22792	MONTHLY SERVICE FOR AMERICA PLAZA FOUNT ELOY'S POOL SERVICE & REPAIRS	50.00	50.00
10/23/19	22793	ACCOUNT 559833-884768 - ADMIN BUILDING ACCOUNT 559831-884770 - FIRE PROTECTION ACCOUNT 180819-512108 - BUSINESS COACHELLA VALLEY WATER DIST	31.05 86.99 17.68	135.72
10/23/19	22794	INVOICE 8432411 - IRRIGATION SYSTEM REPAIR SU ORDER 2104688 - SPLICE KIT FOR IRRIGATION SYS EWING IRRIGATION PRODUCTS, INC	31.09 123.31	154.40

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Oct 1, 2019 to Oct 31, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
10/23/19	22795	INVOICE 59310 - (12) CREMATION VAULTS (12) GRAY FLUSH VASES (12) RAISED BRONZE VASE ASCO PACIFIC, INC.	717.60 869.46	1,587.06
10/29/19	22796	INVOICE 5758764 - FIRE EXTINGUISHER INSPECTIO DESERT FIRE EXT. CO. INC	369.65	369.65
10/29/19	22797	INVOICE IN606152 - WATER COOLER FOR PERIOD 1 INVOICE IN606852 - COPIER MAINTENANCE FOR PE AIS	32.63 66.87	99.50
10/29/19	22798	INVOICE IN040722 - (1) B VAULT (10) #5 LINER WHITED CEMETERY SERVICE	1,740.00	1,740.00
10/29/19	22799	DISTRICT MANAGER CELL PHONE FOR PERIOD EN AT & T MOBILITY	252.14	252.14
10/29/19	22800	GROUND SUPERVISOR & OFFICE CELL PHONES FO SPRINT	130.46	130.46
10/29/19	22801	INVOICE 0093618-IN 0 IRRIGATION SYSTEM REPAIR SPORTS TURF IRRIGATION	994.00	994.00
10/29/19	22802	INVOICE 310467 - WELL EXTENDED WARRANTY D DESERT ALARM INC	179.85	179.85
10/29/19	22803	INVOICE IT0000003418 - PS FINANCIALS INVOICE IT0000003425 - DATA VPN RIVERSIDE COUNTY INFORMATION TECHNOLOGY	80.86 4.55	85.41
10/29/19	22804	NOV 2019 PSCD EMPLOYEE VISION INSURANCE EX METLIFE GROUP BENEFITS	63.41	63.41
10/30/19	22805	CAPC EDUCATION SEMINAR IN VENTURA 10/10/19 T CROWN PLAZA - ROOM DEPOSIT KATHLEEN JURASKY	209.96 75.00	284.96
10/30/19	22806	INVOICE 2531.002-05 RAMON & DAVALL LANDSCAP INVOICE 2531.001-05 SECTION B-39 THRU B-44 - 30% MSA CONSULTING, INC	4,160.00 5,700.00	9,860.00
10/30/19	22807	COMPUTER TECH SUPPORT - EMAIL SERVICE MAR COMPUTER TECH SUPPORT - CARBONITE ISSUES A COMPUTER TECH SUPPORT - NETWORK OUTAGE 1 ERICH FISCHER	184.00 225.00 75.00	484.00
10/30/19	22808	OCT 2019 PSCD EMPLOYEE RETIREMENT EXPENSE OCT 2019 EMPLOYEE 403B PAYABLE - K JURASKY OPPENHEIMER FUNDS SERVICES	597.49 1,846.16	2,443.65
10/30/19	22809	OCT 2019 PSCD EMPLOYEE RETIREMENT EXPENSE FRANKLIN - TEMPLETON	237.31	237.31
10/30/19	22810	OCT 2019 PSCD EMPLOYEE RETIREMENT EXPENSE FRANKLIN - TEMPLETON	220.39	220.39
10/30/19	22811	OCT 2019 PSCD EMPLOYEE RETIREMENT EXPENSE	284.04	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Oct 1, 2019 to Oct 31, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
		FRANKLIN - TEMPLETON		284.04
10/30/19	22812	OCT 2019 PSCD EMPLOYEE RETIREMENT EXPENSE FRANKLIN - TEMPLETON	226.24	226.24
10/30/19	22813	NOV 2019 PSCD EMPLOYEE DENTAL INSURANCE E STANDARD INSURANCE COMPANY RB	445.84	445.84
10/30/19	22814	NOV 2019 PSCD EMPLOYEE LIFE INSURANCE EXPE STANDARD INSURANCE COMPANY RQ	64.50	64.50
10/30/19	22815	EXTRA HEALTH INSURANCE FOR K JURASKY (PAY COLONIAL LIFE	203.78	203.78
10/9/19	DEBIT	OCT 2019 PSCD EMPLOYEE HEALTH INSURANCE E OCT 2019 PSCD RETIREE HEALTH INSURANCE EXP OCT 2019 EMPLOYEE PORTION OF HEALTH INSUR CALPERS	5,276.45 1,184.49 593.56	7,054.50
10/11/19	DEBIT JR	USPS - (2) ROLLS OF POSTAGE STAMPS COMPANY DEBIT CARD	110.00	110.00
10/18/19	DEBIT JR	USPS - MAIL CVMC AGREEMENT FOR TAMARISK T COMPANY DEBIT CARD	2.35	2.35
10/22/19	DEBIT JR	DON & SWEET SUE - EMPLOYEE SAFETY MEETING COMPANY DEBIT CARD	92.06	92.06
10/17/19	DEBIT JR	DESERT ELECTRIC SUPPLY - LIGHT BULBS COMPANY DEBIT CARD	363.14	363.14
10/7/19	DEBIT JR	HP SERVICES - HP X576DW DUPLEX MODULE SERVI COMPANY DEBIT CARD	62.92	62.92
10/7/19	DEBIT KJ	ICLOUD: 200GB STORAGE PLAN COMPANY DEBIT CARD	2.99	2.99
10/4/19	DEBIT KJ	DESERT PROMOTIONAL & EMBROIDERY - NAME P COMPANY DEBIT CARD	26.10	26.10
10/9/19	DEBIT KJ	NATIONAL PHILANTHROPY DAY IN THE DESERT 11 COMPANY DEBIT CARD	75.00	75.00
10/24/19	DEBIT KJ	PALM SPRINGS CHAMBER MIXER TICKETS COMPANY DEBIT CARD	10.00	10.00
10/12/19	DEBIT KJ	CROWNE PLAZA - CAPC EDUCATION SEMINAR IN V COMPANY DEBIT CARD	259.34	259.34
10/11/19	DEBIT KJ	ALOHA STEAKHOUSE - CAPC EDUCATION SEMINA \$33.99 APPLIED TO COST OF DINNER ON 10/10/19 COMPANY DEBIT CARD	74.60	74.60
10/15/19	DEBIT KJ	CROWNE PLAZA - CAPC EDUCATION SEMINAR IN V COMPANY DEBIT CARD	334.34	334.34
10/11/19	DEBIT TR	ENTERPRISE - CAPC EDUCATION SEMINAR IN VEN	418.19	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Oct 1, 2019 to Oct 31, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
		COMPANY DEBIT CARD		418.19
10/15/19	DEBIT TR	EL PESCADOR - CAPC EDUCATION SEMINAR IN VE COMPANY DEBIT CARD	51.41	51.41
10/15/19	DEBIT TR	CROWNE PLAZA - CAPC EDUCATION SEMINAR IN V COMPANY DEBIT CARD	349.42	349.42
10/15/19	DEBIT TR	DENNYS - CAPC EDUCATION SEMINAR IN VENTUR COMPANY DEBIT CARD	11.16	11.16
10/11/19	EDD_TAX	SIT P/R 09/26/2019 TO 10/09/2019 PAID 10/11/2019 SDI P/R 09/26/2019 TO 10/09/2019 PAID 10/11/2019 EMPLOYMENT DEVELOPMENT DEPT	240.08 109.21	349.29
10/25/19	EDD_TAX	SIT P/R 10/10/2019 TO 10/23/2019 PAID 10/25/2019 SDI P/R 10/10/2019 TO 10/23/2019 PAID 10/25/2019 EMPLOYMENT DEVELOPMENT DEPT	237.08 118.21	355.29
10/25/19	EDD_TAX	SUI P/R 10/10/2019 TO 10/23/2019 PAID 10/25/2019 EMPLOYMENT DEVELOPMENT DEPT	33.40	33.40
10/11/19	EXPRESS_	FIT P/R 09/26/2019 TO 10/09/2019 PAID 10/11/2019 SOCIAL SECURITY P/R 09/26/2019 TO 10/09/2019 PAID MEDICARE P/R 09/26/2019 TO 10/09/2019 PAID 10/11/2 BANK OF AMERICA	883.39 1,354.14 316.71	2,554.24
10/25/19	EXPRESS_	FIT P/R 10/10/2019 TO 10/23/2019 PAID 10/25/2019 SOCIAL SECURITY P/R 10/10/2019 TO 10/23/2019 PAI MEDICARE P/R 10/10/2019 TO 10/23/2019 PAID 10/25/2 BANK OF AMERICA	874.60 1,466.15 342.90	2,683.65
10/11/19	FEES	P/R 09/26/2019 TO 10/09/2019 PAID 10/11/2019 CBIZ PAYROLL	96.75	96.75
10/25/19	FEES	P/R 10/10/2019 TO 10/23/2019 PAID 10/25/2019 CBIZ PAYROLL	88.20	88.20
	Total		73,627.26	73,627.26

PALM SPRINGS CEMETERY DISTRICT
Payroll Disbursement Journal-General Fund
For the Period From October 1, 2019 to October 30, 2019

Date	Reference	Employee	Amount
10/11/2019	4690	KATHLEEN JURASKY	2,314.35
10/11/2019	4691	JUAN F. REYNA	1,638.96
10/11/2019	4692	STEPHANIE C. LOZANO	1,265.12
10/11/2019	4693	SCOTT W. VICKREY	1,283.98
10/11/2019	4694	EDGAR F. ARCHILA	1,404.13
10/25/2019	4700	KATHLEEN JURASKY	2,314.36
10/25/2019	4701	KATHLEEN JURASKY	400.00
10/25/2019	4702	JUAN F. REYNA	1,045.40
10/25/2019	4703	STEPHANIE C. LOZANO	1,242.09
10/25/2019	4704	SCOTT W. VICKREY	1,283.98
10/25/2019	4705	EDGAR F. ARCHILA	1,372.03
10/25/2019	4706	BARY A. FREET	164.06
10/25/2019	4707	WILLIAM G. KLEINDIENST	164.07
10/25/2019	4708	TIM RADIGAN-BROPHY	164.06
10/1/19 thru 10/31/19			16,056.59

GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP
October 2019

October Cash Disbursement Journal	73,627.26
October Payroll Disbursement Journal	16,056.59
TOTAL PSCD DISBURSEMENTS	89,683.85
TOTAL GENERAL FUND EXPENDITURES	76,809.30
October Payment Voucher # 1650	30,341.34
October Payment Voucher # 1651	41,766.99
October Payment Voucher # 1653	2,680.97
Total Payment Vouchers	74,789.30
LOT Repurchases:	
John DeLucio - Niche H-35	940.00
Dawn Rubin - Section A-30 #46	360.00
Fred Oken - Section A-30 #49	360.00
Mona Oken - Section A-30 #48	360.00
Total Lot Repurchases	2,020.00
TOTAL ACO EXPENDITURES	12,874.55
October ACO Expenses	
CVWD - Section B-39 to B-44 Redesign	365.00
USPS - Tamarisk Tree Removal	2.35
Desert Sun - Tamarisk Tree Removal	1,047.20
Palm Springs Welding - Ramon Wall Repair	1,600.00
MSA - Ramon & DaVall Landscaping	4,160.00
MSA - Section B-39 to B-44 Redesign	5,700.00
October ACO Payment Voucher # 1652	12,874.55
PET CEMETERY DRAWDOWNS	0.00
Loan Amount:	25,000.00
Current Balance Remaining:	15,000.00
TOTAL October 2019 DISBURSEMENTS	89,683.85

**PALM SPRINGS CEMETERY DISTRICT
SITE SALES & INTERMENTS
October 2019**

SALES

	Prior Months		Oct-19		FY 2019/2020 YTD Totals		FY 2018/2019 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	23	0	15	0	38	0	24	0
Adult, A&B	4	0	3	0	7	0	28	0
Premium	21	0	9	0	30	0	28	0
Child	1	0	1	0	2	0	2	0
Cremation	5	0	1	0	6	0	10	0
Niche	0	0	1	0	1	0	10	0
TOTALS	54	0	30	0	84	0	102	0

LOT REPURCHASES

	Prior Months		Oct-19		FY 2019/2020 YTD Totals		FY 2018/2019 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	3	0	3	0	6	0	2	0
Cremation	0	0	0	0	0	0	0	0
Niche	2	0	1	0	3	0	0	0
TOTALS	5	0	4	0	9	0	2	0

TOTAL INTERMENTS

	Prior Months		Oct-19		FY 2019/2020 YTD Totals		FY 2018/2019 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	44	0	15	0	59	0	56	1
Child	2	0	1	0	3	0	2	0
Cremation	9	1	6	0	15	1	11	2
Niche	2	0	1	0	3	0	10	0
TOTALS	57	1	23	0	80	1	79	3

SATURDAY INTERMENTS

	Prior Months		Oct-19		FY 2019/2020 YTD Totals		FY 2018/2019 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	5	0	3	0	8	0	6	0
Child	0	0	0	0	0	0	0	0
Cremation	2	0	0	0	2	0	1	0
Niche	0	0	0	0	0	0	0	0
TOTALS	7	0	3	0	10	0	7	0

SUNDAY INTERMENTS

	Prior Months		Oct-19		FY 2019/2020 YTD Totals		FY 2018/2019 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	1	0	0	0	1	0	2	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	1	0
Niche	0	0	0	0	0	0	0	0
TOTALS	1	0	0	0	1	0	3	0

**PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2019**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	29,980.00	33,270.00	(3,290.00)	87,490.00	88,235.00	(745.00)
MISC SPECIAL SET-UP	0.00	0.00	0.00	1,000.00	675.00	325.00
INTEREST RECEIVED	3.11	2.79	0.32	9.91	16.74	(6.83)
LAND LEASE	5,656.99	5,492.23	164.76	22,627.96	21,968.92	659.04
CREDIT CARD CONVEN FEE	665.26	267.53	397.73	1,988.38	1,702.77	285.61
SAT INTERMENT SURCHARGE	1,800.00	2,400.00	(600.00)	8,400.00	6,300.00	2,100.00
SUN INTERMENT SURCHARGE	1,100.00	2,200.00	(1,100.00)	2,200.00	3,000.00	(800.00)
WITNESS GRAVE CLOSING	1,800.00	1,500.00	300.00	4,500.00	3,100.00	1,400.00
TAX COLLECTIONS	9,308.18	2,635.51	6,672.67	9,308.18	8,831.39	476.79
VAULTS	1,380.00	1,310.00	70.00	4,545.00	3,115.00	1,430.00
CREMATION VAULTS	450.00	270.00	180.00	1,350.00	1,170.00	180.00
LINERS	2,400.00	2,790.00	(390.00)	6,530.00	6,850.00	(320.00)
GRAVE VASES	915.00	1,141.75	(226.75)	2,933.50	3,132.05	(198.55)
MEMORIAL WALL INCOME	0.00	0.00	0.00	300.00	0.00	300.00
ENR SURCHARGE	3,580.00	2,510.00	1,070.00	11,560.00	13,380.00	(1,820.00)
LOT TRANSFERS	0.00	100.00	(100.00)	400.00	400.00	0.00
COUNTY INTEREST INCOME	64.59	15.51	49.08	397.43	254.49	142.94
HANDLING FEE	10,080.00	10,560.00	(480.00)	29,235.00	27,540.00	1,695.00
PRENEED CONTRACT SERVICE CHG	400.00	1,700.00	(1,300.00)	2,100.00	3,500.00	(1,400.00)
VASE/HDSTN SET & CLEAN	3,994.95	3,350.00	644.95	15,909.95	14,240.00	1,669.95
TOTAL REVENUE	73,578.08	71,515.32	2,062.76	212,785.31	207,411.36	5,373.95
EXPENSES						
REGULAR SALARIES	22,363.84	21,199.32	1,164.52	99,448.26	95,107.79	4,340.47
BOT MEETING COMPENSATION	538.77	1,795.90	(1,257.13)	2,334.67	3,771.39	(1,436.72)
BOT CONFERENCES	0.00	0.00	0.00	2,061.00	1,725.00	336.00
BOT TRAVEL & EXPENSES	949.68	0.00	949.68	2,534.51	0.00	2,534.51
RETIREMENT/PENSION	1,565.47	1,474.29	91.18	6,961.39	5,173.59	1,787.80
FICA	1,410.15	1,415.90	(5.75)	6,266.42	6,086.38	180.04
MEDICARE	329.80	331.14	(1.34)	1,465.53	1,423.43	42.10
EMPLOYEE GROUP INSURANCE	6,360.54	5,339.20	1,021.34	23,971.73	21,363.70	2,608.03
RETIREE GROUP INSURANCE	1,184.49	1,146.90	37.59	4,737.96	4,587.60	150.36
UNEMPLOYMENT INSURANCE	33.40	111.34	(77.94)	144.74	233.82	(89.08)
WORKERS COMP INSURANCE	583.61	586.29	(2.68)	2,234.60	2,109.54	125.06
ELECTRICITY	0.00	7,684.53	(7,684.53)	14,978.15	21,087.83	(6,109.68)
TELEPHONE	1,216.32	418.78	797.54	3,280.91	2,616.63	664.28
WATER	2,604.30	4,125.53	(1,521.23)	13,646.57	17,892.55	(4,245.98)
COMMUNITY OUTREACH	85.00	387.00	(302.00)	244.36	579.13	(334.77)
VISA-MASTER CHG FEES	1,129.93	575.50	554.43	3,533.35	3,436.34	97.01
COUNTY SERVICE CHARGE	85.41	198.58	(113.17)	391.40	378.50	12.90
EDUCATION	0.00	0.00	0.00	0.00	254.99	(254.99)
GENERAL INSURANCE	1,632.63	1,494.09	138.54	6,530.52	5,976.36	554.16
LEGAL	1,358.00	2,346.00	(988.00)	1,358.00	2,346.00	(988.00)
LOT REPURCHASE	2,020.00	1,940.08	79.92	4,510.00	2,230.08	2,279.92
OFFICE EXPENSE	1,271.19	489.13	782.06	4,935.96	6,745.58	(1,809.62)
TRAVEL & CONVENTION	637.48	1,426.48	(789.00)	2,765.33	2,785.83	(20.50)
MTG EXP & SUPPLIES	0.00	391.86	(391.86)	28.98	409.86	(380.88)
AUDIT	0.00	6,750.00	(6,750.00)	6,750.00	6,750.00	0.00
ADVERTISING/PUBLICITY	317.30	180.40	136.90	864.20	856.60	7.60
MEMBERSHIP & DUES	0.00	0.00	0.00	679.38	913.36	(233.98)
AUTO TRUCK EXPENSE	0.00	0.00	0.00	0.00	1,059.64	(1,059.64)
LARGE EQUIPMENT REPAIRS	0.00	0.00	0.00	853.61	0.00	853.61
EQUIPMENT REPAIRS	0.00	225.00	(225.00)	0.00	225.00	(225.00)
IRRIGATION SYSTEM REPAIRS	1,148.40	132.40	1,016.00	2,285.16	670.23	1,614.93
FERTILIZER AND SEED	0.00	7,422.19	(7,422.19)	7,492.88	7,422.19	70.69
GASOLINE, OIL, TIRES	233.57	61.66	171.91	1,149.12	61.66	1,087.46
PLANT & BUILDING	1,908.64	986.17	922.47	6,420.43	6,924.21	(503.78)
TOOLS & SUPPLIES	0.00	93.05	(93.05)	41.26	173.53	(132.27)
GRAVE LINERS & VAULTS	5,647.60	3,204.00	2,443.60	13,158.60	9,413.37	3,745.23
GRAVE VASES	869.46	667.51	201.95	2,387.24	1,723.32	663.92
CONTRACT TREE/GARDEN MAINTNCE	19,748.00	19,748.00	0.00	59,138.31	59,244.00	(105.69)
CONTRACT BURIALS	696.00	348.00	348.00	1,914.00	1,392.00	522.00
SECURITY CAMERA EXPENSE	138.00	0.00	138.00	552.00	276.00	276.00
DMP GROUNDS SECURITY	725.00	725.00	0.00	2,900.00	2,900.00	0.00
TOTAL EXPENSES	(78,791.98)	(95,421.22)	16,629.24	(314,950.53)	(308,327.03)	(6,623.50)
NET CHANGE FROM OPERATIONS	(5,213.90)	(23,905.90)	18,692.00	(102,165.22)	(100,915.67)	(1,249.55)
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	33,600.00	27,375.00	6,225.00	33,600.00	27,375.00	6,225.00
TOTAL OTHER REVENUE & EXPENSE	33,600.00	27,375.00	6,225.00	33,600.00	27,375.00	6,225.00
NET CHANGE	28,386.10	3,469.10	24,917.00	(68,565.22)	(73,540.67)	4,975.45

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2019**

	FTD ACTUAL	FTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	30,385.00	23,440.00	6,945.00	86,375.00	82,360.00	4,015.00
CURRENT INTEREST & DIVIDENDS	0.00	3,153.19	(3,153.19)	3,517.86	5,477.60	(1,959.74)
COUNTY INTEREST INCOME	494.65	47.11	447.54	2,397.56	12.02	2,385.54
GAIN/INVEST FAIR VALUE INCREAS	0.00	592.40	(592.40)	13,497.70	724.99	12,772.71
TOTAL REVENUE	<u>30,879.65</u>	<u>27,232.70</u>	<u>3,646.95</u>	<u>105,788.12</u>	<u>88,574.61</u>	<u>17,213.51</u>
	<u>30,879.65</u>	<u>27,232.70</u>	<u>3,646.95</u>	<u>105,788.12</u>	<u>88,574.61</u>	<u>17,213.51</u>
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	1,209.65	1,141.71	67.94
TOTAL EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,209.65)</u>	<u>(1,141.71)</u>	<u>(67.94)</u>
NET CHANGE FROM OPERATIONS	<u>30,879.65</u>	<u>27,232.70</u>	<u>3,646.95</u>	<u>104,578.47</u>	<u>87,432.90</u>	<u>17,145.57</u>
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	(450.00)	(4,700.00)	4,250.00	(1,625.00)	(4,700.00)	3,075.00
REVENUE TRANSFER OUT	30,000.00	25,500.00	4,500.00	30,000.00	25,500.00	4,500.00
TOTAL OTHER REVENUE & EXPENSE	<u>29,550.00</u>	<u>20,800.00</u>	<u>8,750.00</u>	<u>28,375.00</u>	<u>20,800.00</u>	<u>7,575.00</u>
NET CHANGE	<u>1,329.65</u>	<u>6,432.70</u>	<u>(5,103.05)</u>	<u>76,203.47</u>	<u>66,632.90</u>	<u>9,570.57</u>

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2019**

	FTD ACTUAL	FTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	60.00	(60.00)	70.00	190.00	(120.00)
ENDOWMENT CARE DEPOSITS	18,312.78	24,493.34	(6,180.56)	62,788.00	60,486.87	2,301.13
CURRENT INTEREST & DIVIDENDS	0.00	15,780.35	(15,780.35)	17,278.24	30,934.89	(13,656.65)
COUNTY INTEREST INCOME	371.21	33.67	337.54	1,767.23	(2,423.29)	4,190.52
GAIN/INVEST FAIR VALUE INCREAS	0.00	(595.94)	595.94	7,840.62	4,427.65	3,412.97
TOTAL REVENUE	18,683.99	39,771.42	(21,087.43)	89,744.09	93,616.12	(3,872.03)
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	14,254.24	6,972.72	7,281.52
TOTAL EXPENSES	0.00	0.00	0.00	14,254.24	6,972.72	7,281.52
NET CHANGE	18,683.99	39,771.42	(21,087.43)	75,489.85	86,643.40	(11,153.55)

**PRENEED FUND
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2019**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	10,839.32	6,975.22	3,864.10	43,660.88	38,705.79	4,955.09
CURRENT DEFERRED REVENUE	407.80	1,017.50	(609.70)	26,777.77	46,501.97	(19,724.20)
CURRENT INTEREST & DIVIDENDS	0.00	5,059.07	(5,059.07)	7,446.75	13,552.48	(6,105.73)
COUNTY INTEREST INCOME	307.23	31.64	275.59	1,459.56	(181.58)	1,641.14
GAIN/INVEST FAIR VALUE INCREAS	0.00	(965.99)	965.99	20,376.32	(5,463.78)	25,840.10
TOTAL REVENUE	11,554.35	12,117.44	(563.09)	99,721.28	93,114.88	6,606.40
EXPENSES						
INVESTMENT FEES	0.00	0.00	0.00	2,396.05	4,554.21	(2,158.16)
LOSS ON TRANSFER (INTER COSTS)	1,604.33	1,167.82	436.51	3,249.87	1,167.82	2,082.05
SALES TRANSFR OUT (PRIOR YR)	2,650.00	4,700.00	(2,050.00)	3,825.00	4,700.00	(875.00)
TOTAL EXPENSES	4,254.33	5,867.82	(1,613.49)	9,470.92	10,422.03	(951.11)
NET CHANGE	7,300.02	6,249.62	1,050.40	90,250.36	82,692.85	7,557.51



PALM SPRINGS CEMETERY
D I S T R I C T

STAFF REPORT

TO: Board of Trustees
FROM: Kathleen Jurasky, District Manager

DATE: November 14, 2019
RE: Proposals for the Removal of Select Tamarisk Trees at DMP

The District received three proposals with the following amounts:

1. Mariposa Landscape, Inc.	\$ 106,500.00
2. West Coast Arborists, Inc.	\$ 79,000.00
3. Desert View Tree Services	\$ 75,000.00

Desert View Tree Services proposal is deemed non-responsive in that requirements and specifications set forth in the Request for Proposals were not submitted with their bid.

Mariposa Landscape, Inc. and West Coast Arborists, Inc. submitted responsive proposals. In other words, these two proposals conformed to the requirements and specifications set forth in the Request for Proposals.

Typically, the general rule is to award the contract to the "lowest responsible" bidder. This means the Board may lend weight not only to the lowest price proposal, but it may also take into consideration the one is the most responsible – based on experience, similar other projects, etc.



PALM SPRINGS CEMETERY
D I S T R I C T

STAFF REPORT

TO: Board of Trustees
FROM: Kathleen Jurasky, District Manager

DATE: November 14, 2019
RE: Kirkpatrick Landscaping - 2020 Request for an 8% Increase in Landscape Maintenance and Weekend Interment Fees

	Current Fees	2020 Fees	Increase (Effective 1-1-2020)
Monthly Maintenance	\$ 19,748.00	\$ 21,327.00	\$ 1,579.00
Current Annual Maintenance	\$ 236,976.00		
2020 Annual Maintenance	\$ 255,924.00		
Annual Increase Maintenance	\$ 18,948.00		
Saturday Interments	\$ 348.00	\$ 376.00	\$ 28.00
Sunday Interments	\$ 522.00	\$ 563.00	\$ 41.00

Kirkpatrick has proposed an 8% increase annually

RECOMMENDATION:

That the Board of Trustees approve going out to bid for the landscape maintenance contract.

ATTACHMENTS:

- Kirkpatrick Landscaping Request for Fee Increases

G:\MGR\MGR\Staff Report Kirkpatrick 2020 Proposal 8% Increase (11 14 19).docx



Serving the Coachella Valley Since 1968
Contractor Lic# 503360 · DIR# 100008332

November 07, 2019

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

Dear Kathleen,

We wish to take this opportunity to thank you and the Palm Springs Cemetery District for engaging our services over the past 14 years. We highly value our relationship with the Cemetery District.

At this time, we are compelled to address the minimum wage increase. This is mandated by the State effective January 01, 2020.

The increase of \$1.00 per hour, plus burden, i.e. employers taxes, Social Security, Workers Compensation, etc. increases payroll costs by approximately 17%. The net result is an increase of approximately 8% to recurring operating costs. The total shall go from \$236,976.00 to \$255,924.00 annually (\$21,327.00 monthly). We would also, ask that there be an automatic 8 percent increase each year for the State mandated minimum wage increase when applicable for both the monthly maintenance contract and the interments.

Saturday Interments shall be \$376.00 per burial.

Sunday Interments shall be \$563.00 per burial.

Again, it is our goal to continue to be a good value for the Palm Springs Cemetery District. We feel the intimate business association we have enjoyed over the years can continue to prove mutually beneficial.

Sincerely,

Steve, et al

43-752 Jackson Street, Indio, CA. 92201 · Office: 760.347.6926 · Fax: 760.347.4846

kls@klsinc.net · www.kirkpatricklandscaping.com

CONFERENCE LOCATION
Embassy Suites Mandalay Bay
2101 Mandalay Beach Rd.
Oxnard, CA 93035

Make your hotel reservations directly with the Embassy Suites Hotel. The hotel is charging CAPC guests \$192.50 - \$238.05 (Tax included), depending on the type of room you reserve.

For Reservations call the hotel directly at (805) 984-2500 and mention you are with CAPC.

The hotel is holding a block of rooms for us until Sunday, January 19, 2020.

For additional information call the CAPC office at (951) 925-1111 or toll free (888) 344-9858. Hotel check-in time is 4:00 p.m. and check-out time is 11:00 a.m.

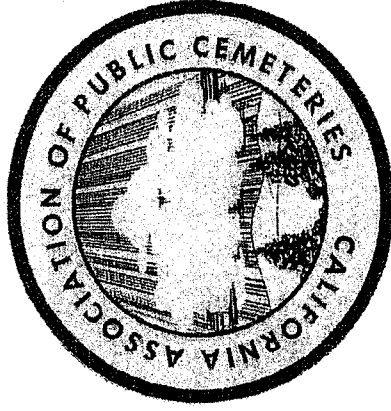
Hotel room rate includes cooked-to-order breakfast each day for hotel guests. Served at the Coastal Grill 6:30 a.m. - 9:30 a.m. weekdays and 7:00 a.m. - 10:00 a.m. weekends.

Complementary wireless internet service is available throughout the hotel.

Self Parking is \$12.00 per day and Valet Parking is \$20.00 per day.

MAKE YOUR HOTEL RESERVATIONS
TODAY!

California Association
of
Public Cemeteries



62nd
Annual Conference

February 20-22, 2020

Embassy Suites Mandalay Bay
2101 Mandalay Beach Rd.
Oxnard, CA 93035

CALIFORNIA ASSOCIATION OF PUBLIC CEMETERIES
62nd ANNUAL CONFERENCE
 February 20-22, 2020
REGISTRATION

Name _____ Position _____
 Guest Name _____
 District _____
 Address _____
 City/State/Zip _____

First time attendee at CAPC event, Yes _____ No _____
 Please complete separate registration for each attendee and return with payment no later than Tuesday, January 21, 2020. Refunds will only be made on cancellations received in the CAPC office by January 21, 2020.

Member Registration Fee (For One Person): \$ 458.00
 (Non-Member Registration Fee For One Person \$ 558.00)

- Includes:
- Thursday Evening Hospitality
 - Friday Lunch (Buffet)
 - Friday Dinner (Buffet)
 - Saturday Lunch (Buffet)
 - Saturday Awards Dinner (Plated)
- (Special Need: _____ Vegetarian Dinner)

Guest Friday Lunch @ \$ 54.00 each _____ \$ _____
 Strawberry Spinach Salad, Tortilla Chips & Salsa, Grilled Tri-Tip, Lemon Garlic Marinated Chicken Breast, Spanish Rice, Piquito Beans, Churros & Lemon Bars

Guest Friday Dinner @ \$ 81.00 each _____ \$ _____
 Rustic Breads & Herbed Oil, Arugula Salad, Flank Steak, Veggie Lasagna, Shrimp Fra Diavolo, Garlic Roasted Broccoli, Tiramisu, Double Chocolate Torte

Guest Saturday Lunch @ \$ 54.00 each _____ \$ _____
 Watermelon Wedges, Coleslaw, Potato Salad, Cheeseburgers, Nathan's Beef Franks, Potato Chips, Strawberry Shortcake

Guest Saturday Awards Dinner @ \$ 81.00 each _____ \$ _____
 (Special Need: _____ Vegetarian Dinner)

Spinach Salad, Braised Chicken, Whipped Potatoes, Carrot & Zucchini, Apple Crumble Cinnamon Crème Anglaise

Hospitality Co-Sponsor (Optional)
 \$ 50.00 to \$ 99.00 Silver
 \$ 100.00 to \$ 199.00 Gold
 \$ 200.00 and up Platinum

Total Enclosed: \$ _____

Send completed registration and check to:
 California Association of Public Cemeteries
 P.O. Box 119
 San Jacinto, CA 92581
 Phone: 951-925-1111
 Toll Free (CA): 888-344-9858
 Fax: 951-652-3643

No refunds for cancellations received after January 21, 2020.
 Applications from CAPC member districts are being accepted until December 31, 2019 for Scholarships to attend the conference. Contact CAPC.

Conference Agenda

Thursday, February 20, 2020
 6:30-9:30 a.m. Cooked-to-Order breakfast for registered Hotel Guests
 8:00 a.m. Exhibitor's set-up displays
 8:00 a.m. **Annual Golf Tournament - Buenaventura Golf Course**
 3:00-5:00 p.m. Board of Directors Meeting - Observers Welcome
 4:30-5:30 p.m. Registration Desk Open
 5:30-7:00 p.m. **Hospitality in Exhibitor's Showroom**

Friday, February 21, 2020
 6:30-9:30 a.m. Cooked-to-Order breakfast for registered Hotel Guests
 7:15 a.m. Registration Desk Opens
 8:00 a.m. Call To Order—Pledge of Allegiance
 Welcome/Program Introductions
 8:15 a.m. Featured Cemetery - Presented by: *Dayle DeBry, Antelope Valley Cemetery District*
 8:30 a.m. Hiring & Firing Do's and Don'ts, Presented by: *Robert Hunt, Attorney*
 10:30 a.m. Break: Visit Exhibits
 11:00 a.m. Records & Risk Management, Presented by: *Richard Houston of Web Cemeteries*
 Lunch: Exhibitors Introduction
 12:00 Noon Donation Drawing
 1:20 p.m. Ethics Training AB1234, Presented by: *Karen O'Neil of Kirk & Simas*
 1:30 p.m. Adjourn—Visit Exhibits—Cash Door Prize
 3:30 p.m. Dinner/Line Dancing/Door Prizes
 6:00 p.m.

Saturday, February 22, 2020
 7:00-10:00 a.m. Cooked-to-Order breakfast for registered Hotel Guests
 7:15 a.m. Registration Desk Opens
 8:00 a.m. Combined Discussion Session:
 Trustees/Managers/Secretaries
 10:00 a.m. Break: Visit Exhibits
 10:50 a.m. Exhibitor's Drawing
 11:00 a.m. Legislation Update, Presented by: *CSDA*
 Lunch
 12:00 Noon Donation Drawing
 1:20 p.m. Annual Meeting - Board of Directors Election
 1:30 p.m. When Your District is Out of Space: How to Maximize
 2:30 p.m. What You Have Left, Presented by: *Mark Velasquez of Best Best & Krieger*
 3:30 p.m. Adjourn "Grand Prize Drawing"
 4:00 p.m. Board of Directors Meeting-Election of Officers
 6:00 p.m. Annual Awards Dinner

Door Prizes

CAPC CONFERENCE HIGHLIGHTS

Who should attend: Trustees, Managers, Secretaries and employees interested in increasing their knowledge of public cemetery district governance, operation and administration.

Featuring:

- **Hiring & Firing Do's and Don'ts:** Attorney Robert Hunt will address best practices and pitfalls in hiring and terminating employees, including new laws restricting what an employer can ask a candidate, when you might get such information, and what you need to do when a candidate is rejected. In addition, this presentation will discuss laying the groundwork before terminating employees and pitfalls to avoid.
- **Records & Risk Management:** Cemetery record management and access of those records are the very nature of our business. Risk management by itself is an inadequate rationale for business records management because it is essentially responsive. Electronic records management (ERM) fully implemented, creates positive benefits and adds real cost savings while elevating the service experience to the families.
- **Ethics Training AB1234:** Attorney Karen O'Neil presents training required for Trustees & designated Staff Members.
- **State legislation:** Hear the up-to-date legislative information that affects public cemetery districts.
- **When Your District is Out of Space; How to Maximize What You Have Left:** A discussion of the procedure and costs of reclaiming abandoned plots including determining which plots can be declared abandoned, the physical inspection of the plots for remains, the internal and external records review to determine the interment right owners, the notice requirements to previous owners and the public, the court petition, the subsequent notice of the court's order to previous owners and the public, and the recording of the court's order with the County. Also discussed will be changing remaining plots size to allow for cremains only, and including niches on the remaining land.
- **Problem Solving:** Trustees, Managers/Secretaries combined breakout session will provide the opportunity to share information and ask questions about problems that are common to other districts.
 - **To ensure your problem will be addressed, submit your problem/question in advance with the attached Registration.**
- **Exhibitors of Cemetery:** Equipment, supplies, computer programs, liability/property & workers' compensation insurance and much more.
- **Door Prizes:** Traditionally, Districts bring door prizes that are common to their area of the state. These are distributed to attendees at the evening events.
- **Grand Door Prize:** A drawing for the Grand Door Prize will be held at the end of the conference programs on Saturday afternoon. You have to be present to win.

"AND MUCH MORE"

Special Events:

Thursday, February 20, 2020:

- **CAPC Annual Golf Tournament:** Buena Ventura Golf Course
- **Hospitality:** Don't miss the Thursday evening hospitality from 5:30 - 7:00 p.m. Co-Sponsored by CAPC, Participating Districts and Exhibitors. There will be a tempting variety of hors d'oeuvres, and fellowship with other cemeterians from districts throughout the state.

- Districts and Exhibitors are encouraged to help make this another successful event. All co-sponsors funds collected will be used for the Thursday evening hospitality.

• **Recognition for Hospitality Co-Sponsors:**

- \$ 50.00 to \$ 99.00 Silver
- \$ 100.00 to \$ 199.00 Gold
- Over \$ 199.00 Platinum

Friday, February 21, 2020:

Join us Friday Evening
Dinner
Line Dancing
Door Prizes

Saturday, February 22, 2020: Saturday evening will be our Annual Awards Dinner which will include announcing the selection of the Honorary Membership Award, Mel Lewis Memorial Award, Presidents' Award, Trustee & Manager of the Year, Cemeterian of the Year and Ruben Siemens-Wayne Byington Memorial Award.

"Donated Door Prizes

are encouraged and appreciated"

Drawings for door prizes donated by Districts and Exhibitors will be held at Friday and Saturday evening events.

California Association of Public Cemeteries

Trustee of the Year Award

Manager of the Year Award

Nominations are being accepted by the CAPC Awards Committee for selection of the "Trustee and Manager of the Year" for 2020.

Trustee of the Year

This award will be given to a trustee who has been nominated by his/her district for exceptional performance on behalf of the cemetery district. A committee appointed by the president will select the winning recipient.

Areas to be considered for the award are:

- Commitment of time and energy to working with others to improve and enhance their district.
- Developed new approaches, methods and systems to improve organizational effectiveness.
- Demonstrated imagination and creativity in finding solutions to problems and fostered changes that have benefitted their district.
- Developed a plan to achieve excellence within their district.

The nominee shall have served on a board of a public cemetery district for not less than four (4) years or one (1) full term, and is currently serving as a Trustee or recently retired within the past 12 months.

Any CAPC member district may submit a nominee from their district for consideration by the Awards Committee.

Manager of the Year

This award will be given to a manager who has been nominated by his/her district for innovative costs savings, beautification of the cemetery, etc.... A committee appointed by the president will select the winning recipient.

Areas to be considered for the award are:

- A manager who has gone above their job description to understand and meet the immediate as well as underlying needs of their district.
- Act as role model, displaying a positive and professional image at all times.
- Does whatever it takes to accomplish a task.
- Demonstrates a commitment to providing a positive, supportive and welcoming environment, bringing out the best in other individuals recognizing the potential in every employee.
- An individual that understands the financial concerns of their cemetery district and continually has ideas to keep expenses down, and at the same time allow their district to continue to improve, grow and expand.

The nominee shall have served as a district manager for not less than two (2) years, and is currently serving as a Manager or recently retired within the past 12 month.

Any CAPC member district may submit a nominee from their district for consideration by the Awards Committee.

Nominations and supporting material must be received by the CAPC office no later than December 31, 2019.