

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

DATE: January 14, 2021

TIME: 2:00 P.M.

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

1. **CALL TO ORDER** The meeting was called to order by Chairperson Pye at 2:00 P.M.

2. **ROLL CALL**

Present: Jan M. Pye, Chairperson
William G. Kleindienst, Vice Chairperson
Lynn T. Mallotto, Treasurer.
Bary A. Freet, Member, Secretary
Tim M. Radigan-Brophy, Member

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

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve the Agenda as presented. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

3. **PUBLIC COMMENTS** - Reopened Brad Anderson stated he resides in Rancho Mirage, CA. He said he submitted a written letter to District Manager Jurasky to be entered into public record for the January 14, 2021 board meeting. Mr. Anderson stated that he has had several issues with participating in, and obtaining copies of PSCD meetings which are outlined in his letter.

Mr. Anderson again stated his concerns regarding the contract for District's legal counsel not being the website, and suggesting going out to bid at renewal time.

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

6. **ADMINISTRATIVE CALENDAR** a. **Rob Dennis, RT Dennis Accountancy – Annual Audit Report** Mr. Dennis reviewed the independent audit report and stated he is happy to report the District received a clean opinion. He stated that the District has a good system set-up for the internal control of handling cash. He said he frequently uses PSCD as a good example of how to do fund accounting properly with all accounts set-up independently.

He reviewed the different funds and reported the District has solid funds balances to sustain operations into the future. He further stated the changes in total fund balances was up \$774,000.00, and which he said is very good. Mr. Dennis stated that staff was very supportive and provided all that was asked from them.

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

6. ADMINISTRATIVE CALENDAR - Continued

b. District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group Neal Wilson presented the investment reports and reported 2020 ended with the three account collectively gaining \$252,771.00. He stated the fourth quarter saw interest rates beginning to rise and are now above 1% for the ten-year treasury. He said the rise in rates had an inverse effect on the market values of bonds etc. the portfolios.

Mr. Wilson stated looking forward to 2021, the rise in rates means new money invested should be at higher rates. Also, there could be inflation rises in 2021, so adding to the Treasury Inflation-Protection Securities (TIPS) positions already in the portfolios could also make sense. He requested that sometime during this quarter he would like to have meeting with Trustees Mallotto and Radigan-Brophy the District's investment sub-committee.

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

c. District Manager Employment Agreement – Amendments Attorney Quintanilla stated the proposal by the Board is to make up for the past by offering District Manager Jurasky a 4% increase for fiscal year 2019-2020 and a 6% increase for fiscal year 2020-2021 made retro active was presented to her and she accepted. Attorney Quintanilla further stated these increases do not affect any of her other benefits. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Freet. Motion carried, roll call 5-0. Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

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

7. LEGISLATIVE **a. Resolution 01-2021, Adopting Miscellaneous Employee Policies and Procedures, Acknowledgment Form and Employee Handbook Introduction to be Incorporated in the District's Employee Handbook Employee** Attorney Quintanilla stated that Resolution 01-2021 proposes the adoption of a variety of additional miscellaneous policies that don't necessarily fit in prior approved policies, however for efficiency purposes have been included under this resolution. Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Mallotto. Motion carried, roll call 5-0. Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

b. Resolution 02, 2021, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve Resolution 02-2021 transferring \$20,982.64 from PreNeed Fund, 51265 to the General Fund, 51270 and \$4,320.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0. Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

8. TRUSTEE SIGNATURES AND ATTORNEY District Manager Jurasky will contact Trustees and attorney to arrange for signature completion.

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS – None

12. REPORTS a. Trustee Report Trustee Pye requested that Trustee Freet open the package which was given to him from District Manager Jurasky. The Board presented Trustee Freet with an award of appreciation for his 2-year dedication and exemplary service to the Palm Springs Cemetery District. Trustee Freet thanked the Trustees and said it has been a pleasure working with everyone, and he will miss many aspects of being on the Board. He offered his services to participate on an ad-hoc committee, and said just give him a call.

Trustee Pye told him that his has been an integral of our Board and she appreciates him.

District Manager Jurasky thanked him for his active involvement as a Trustee for the betterment of the cemetery and the District.

Trustee Kleindienst reported at the conclusion of the Wreaths Across America ceremony at WMC a gentleman who has been very supportive of the PS Historical Society and one of the founding families of Palm Springs asked him if improvements could be made to the dirt drives on both sides of the cemetery. He stated this gentleman is willing at his cost to make improvements to the dirt drives, however he doesn't know hoe to proceed. Trustee Kleindienst informed him that he would bring this to the Board for discussion.

District Manager Jurasky reported this issue has been addressed the O'Donnell Golf Club the owner of the drives, and they declined to do anything about it at the time.

Trustee Kleindienst stated that he will contact O'Donnell Golf Club to renew the discussion and report is findings to the Board at a future meeting.

Trustee Pye reported the terms of her and Trustee Kleindienst has expired January 4, 2021, and District Manager Jurasky sent a letter in December 2020 to Supervisor Perez indicating their desire to continue serving on the PSCD Board.

District Manager Jurasky stated she is still waiting to hear from Supervisor Perez's office.

a. District Manager

13. FUTURE AGENDA ITEMS a. Discussion in 2021/2022 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. Review for Discussion and Possible Approval the Concept of Public Restrooms – Veteran Chapel No action taken

e. Lease Agreement Property Taxes January 2022 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 2:48 P.M.

- a. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)
Title: General Legal Counsel**

District Manager Jurasky was excused from Closed Session, and due to a possible conflict of interest Trustee Pye was excused as well.

Reconvened into Open Session at 3:11 P.M.

15. **CLOSED SESSION ANNOUNCEMENT** – Trustee Kleindienst announced a simple performance evaluation form will be prepared to rank and score the District’s general legal counsel by a sub-committee consisting of Trustees Malotto and Kleindienst. The sub-committee will also include Bary Freet an outside member of the public as an advisor.

16. **OPEN SESSION** – None

17. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:13 P.M. The next regular board meeting via ZOOM is scheduled for 2:00 P.M., Thursday, February 11, 2021.

DATE: _____

Tim Radigan-Brophy, Secretary