

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

DATE: March 12, 2020

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 (arrived at 2:03pm)

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

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Trustee Pye requested that item 6h be addressed before item 6a so that all PSCD staff can participate in the discussion. Motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve the Agenda with the change. Motion carried; vote 4-0 Freet, Kleindienst, Mallotto and Pye.

Trustee Radigan-Brophy arrived at 2:03pm

District Manager Jurasky reported that due to the Coronavirus (COVID-19) pandemic Governor Newsom issued an executive order waving the current posting requirements under the Brown Act for board meetings held via video/teleconferences. Notice of the meeting is only required to be posted at the office of the District.

Trustee Pye requested all future meetings be held via video/teleconference until further notice. Following a discussion motion was made by Trustee Radigan-Brophy, second Trustee Kleindienst to approve all future meetings being held via video/teleconference until further notice. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy. District Manager Jurasky was directed to select the company to use for video/teleconference.

District Manager Jurasky also reported that she on behalf of the District has participated with the Riverside County Operational Area Emergency Management Partners, and takes part in conference calls for County emergencies. She stated that the calls include updates from Governor Newsom and Riverside County, and they keep her informed as to the latest developments. Due to today's board meeting District Manager Jurasky was unable to take part in today's conference call, she asked Office Accountant Scott take part in the call. Office Accountant Scott reported that Governor Newsom issued a state of emergency mandate banning gatherings over 250 persons until April 30, 2020. He stated that Riverside County will be following Governor Newsom's mandate.

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.

District Manager Jurasky stated that Administrative Assistant Lozano had asked her what would the District do if an employee contracts the Coronavirus (COVID-19). District Manager Jurasky informed her the District didn't have policies or protocols in place. District Manager Jurasky worked with staff and attorney Quintanilla to develop Emergency and Disaster Protocols.

6. ADMINISTRATIVE CALENDAR h. Discussion for the Establishment of Emergency and Disaster Protocols Following a discussion regarding sick leave motion was made by Trustee Freet, seconded by Trustee Mallotto that should an employee contract the Coronavirus (COVID-19), and must be quarantined for a 14-day period that employee will be allowed 14 paid days to cover their quarantine time off (weekends included in quarantine are not paid). During this time their existing sick, vacation or PTO leave will remain intact. Additional sick days off after the paid quarantine days, the employee will have the option to use their existing sick, vacation or PTO leave. The motion was also to approve the Protocols for PSCD Office Closure as presented. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Following further discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approving having the employee benefits sub-committee review Coronavirus (COVID-19) approved above and refine the details. They will then bring their recommendations back to the Board for approval. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

a. District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group Neal Wilson presented the investment reports, and reported there was an overall 1.7% YTD increase total for all funds. He stated that investments coming due this year total around three million dollars, and that interest rates have dropped which means these funds will be invested at a lower rate than anticipated. He informed the Board that the investments won't be making much money, however they should remain stable with no principal losses. Mr. Wilson requested that he and the investment subcommittee meet in May to discuss investment strategies. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to receive and file the investment report. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

b. East 40 Acres Lease Agreement – Update No action taken

c. New Computers for Workstations – Proposal Erich Fischer, Desert Tech.Com District Manager Jurasky reported that the current computers have been in use since August 2011, they are outdated and are having operational issues. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve the proposal from Erich Fischer, Desert Techs in the amount of \$5,645.00. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

d. Review for Discussion and Possible Approval – Green Burial Policy Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve the Green Burial Policy as presented. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

e. Review and Sign Form 700 – Statement of Economic Interests Following a discussion Form 700 – Statements of Economic Interest were reviewed, signed by District Manager Jurasky and Trustees except Trustees Freet and Radigan-Brophy who will complete and return the District Manager Jurasky.

f. Review for Discussion and Possible Approval – Headstone Without 3” Border District Manager Jurasky explained the difference between headstones currently allowed and those without the 3” border. Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Freet to approve allowing the placement headstones without a 3” border. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

g. Strategic Barometer Dashboard – Update District Manager Jurasky explained the difference between the dashboard and the barometer, stating that the barometer gives detailed information of what has transpired and the dashboard gives a summary overview. She stated that normally the dashboard would be included in the agenda packet. However, she has been including the barometer so the Board can get used to what it entails. Following a discussion District Manager was directed to include the dashboard only in future agenda packets and bring the barometer to the meeting to answer any questions that may arise.

7. LEGISLATIVE CALENDAR a. Resolution 3-2020, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve Resolution 3-2020 transferring \$20,343.58 from PreNeed Fund, 51265 to the General Fund, 51270 and \$11,045.00 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 All signatures were completed.

9. BOARD DEVELOPMENT a. CAPC Annual Conference, Oxnard, CA – Trustee Pye and District Manager Jurasky Trustee Pye stated that due to the length of today meeting, what they learned that the Conference will be discussed at a future meeting. She reported that at the conference awards dinner District Manager Jurasky, much to her surprise was presented with the Ruben Siemens-Wayne Byington award which is the association's highest honor. Also, District Manager Jurasky was recognized for her 15 years of service on the CAPC Board of Directors. She was congratulated by the Board and they stated the acknowledgments were well deserved.

Trustee Mallotto asked about the March 18, 2020 CAPC local area meeting in Murrieta, CA District. Manager Jurasky reported the has been cancelled.

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS – None

12. REPORTS a. Trustee Report – None

b. District Manager Report District Manager Jurasky stated that the District currently uses Merchant Services for their credit card processing, and she will be switching to GovPayNet/Allpaid. She reviewed the difference in credit card processing rates and fees. Currently the rates and fees with Merchant Services are: Card present 1.68%, card with rewards 3.13% and card not in hand 4.08%. The monthly fees average \$444.00 per month/\$5,325.00 annually.

The rates and fees with GovPayNet/Allpaid: Credit and Debit cards rates 1.85% plus \$1.50 no matter had the card is processed, and there are no fees charged to the District. This is an annual savings of \$5,325.

She stated that GovPayNet/Allpaid services are used by a majority of special districts in the state of California, and they are endorsed by the California Special Districts Association (CSDA). Following a discussion, the Board agreed with decision of District Manager Jurasky to change companies.

District Manager Jurasky reported that the new desert landscape interment section is not included in the strategic plan. Following a discuss District Manager Jurasky was directed to place the strategic plan for possible revisions adding the new interment section on a future agenda.

- 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/Advertising** No action taken
 - d. **Review for Discussion and Possible Approval the Concept of Public Restrooms – Veteran Chapel** No action taken
 - e. **PSCD Maser Plan – Desert Memorial Park** No action taken
 - f. **Historical Tours at Welwood Murray Cemetery – Trustee Kleindienst**

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE – Safe Harbor language was read by Steven Quintanilla the District’s general legal counsel. Convened into Closed Session at 3:15 P.M.

- a. Conference with Labor Negotiator (Government Code § 54954.5) District’s Designated Labor Negotiator: Steven B. Quintanilla, General Counsel
Unrepresented Employee: District Manager
- b. Real Property Negotiations pursuant to Government Code Section 54956.
Property: 40 Gross Acres Parcel described as the South West quarter of the South West quarter of Section 14, Township 4 South, Range 5 East, SBBM.
District Negotiators: Board of Trustee of the Palm Springs Cemetery District
Negotiating Parties: Mario J. Gonzales, President/CEO RM Da Vall, LLC
Under Negotiation: Terms of Lease Agreement, Acres to be Developed and Conceptual Site Plan

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

15. CLOSED SESSION ANNOUNCEMENT – No Reportable Action

16. OPEN SESSION – None

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:55 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, April, 2020.

DATE: 7/20/2020


Bary A. Freet, Secretary