

PALM SPRINGS CEMETERY DISTRICT

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

Thursday, July 11, 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 June 13, 2019 Regular Meeting Minutes

b. Approval of June Expenditures

General Fund		\$ 80,843.68
June Reimburse Voucher 1637	\$ 49,502.94	
June Reimburse Voucher 1638	\$ 30,370.46	
Accumulative Capital Outlay		\$ 2,004.11
June Reimburse Voucher 1639	\$ 2,004.11	
Pet Memorial Park Cemetery		\$ 15.60
Total June 30, 2019 Expenditures Checks & Visa/Debit Card 22566-22622 & Direct Deposits (Payroll)		\$ 82,863.39

c. Financial Reports as of June 30, 2019 (F-1 thru F-5A)

6. ADMINISTRATIVE CALENDAR

- a. East 40 Acres Lease Agreement, Proposal and Presentation – Bert Garland, Garland Commercial Group and Bennion Deville Commercial
- b. District Investment General Overview & Update – Neal Wilson, Wealth Consulting Group
- c. Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities
- d. Discussion Capital Improvements and Possible Direction for Concept of PSCD Master Plan – Agenda Item Requested by Trustee Freet
- e. Discussion PSCD Water Usage – Agenda Item Requested by Trustee Freet
- f. Discussion PSCD Agenda Staff Reports
- g. CSDA Annual Conference and Exhibitors Showcase September 25-28, 2019 in Anaheim, CA
- h. CAPC Annual Education Seminar and Area Meeting October 11-12, 2019 in Ventura, CA
- i. Discussion and Approval to Cancel August 2019 Board Meeting

7. LEGISLATIVE CALENDAR

- a. Resolution 1-2019, Adopting a Paid Leave Policy
- b. Resolution 7-2019, Public Records Act Guide for Implementing the California Public Records Act to Ensure Public Access
- c. Resolution 8-2019, 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. Human Resource Research

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
- d. Review for Discussion and Possible Approval the Concept of Public Restrooms - Veterans Chapel

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, July 8, 2019

Kathleen Jurasky, District Manager

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

DATE: June 13, 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 Chairperson Pye at 2:01 P.M.

2. **ROLL CALL**

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

Also, Present: Kathleen Jurasky, District Manager
Steve Quintanilla, Quintanilla & Associates

3. **PUBLIC COMMENTS** – None

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

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

6. **ADMINISTRATIVE CALENDAR** a. **Authorized Signature Card BBVA Compass – Ryan Simister, Branch Retail Executive** Mr. Simister reviewed the signature cards with the Board and District Manager, and following the review all signatures were obtained. The Board and District Manager Jurasky thanked Mr. Simister for taking his time to attend the board meeting and personally handle the signature cards.

b. **District Investment General Overview & Update – Neal Wilson, C & N Financial** Mr. Wilson stated that he is working on getting the statements to show needed reports for the District different funds, and to reflect the separation of interest and principal funds for the Endowment account. However, it is more involved than he thought and plan on having them at the July board meeting.

Mr. Wilson presented the Board with statements for each fund and stated the portfolios did well in May when the market wasn't doing great. He said the District investments were up almost one-half of a percent.

He further stated there were several item maturing May 2019 through the summer, and they will be invested in safe short-term (2 years or less) CD's, treasuries, municipal bonds and A+ corporate bonds in increments not to exceed \$250,000.00. He said the interest from the endowment investment was placed in an exchange traded fund, which has one - three-month treasuries that are currently paying about two and a half percent. Motion was made by Kleindienst, seconded by Trustee Radigan-Brophy to receive and file. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

c. Review for Discussion 2019-2024 Strategic Plan – Jim McComb, Wild Card Strategy Following a review, lengthy discussion and revisions to the Board agreed to accept the strategic plan with the modifications. Mr. McComb will implement all revisions, and email the revised strategic plan to the Board, District Manager Jurasky and attorney Quintanilla by June 24, 2019 with all changes highlighted for final review. He further stated if there are no changes or contact, he will accept that as a directive to go-to-print, and the Board agreed.

e. Authorized Signature List for Riverside County Signature list was reviewed and signed by Trustees and the District Manager.

Trustee Pye stated that Trustee Radigan-Brophy has a prior commitment and need to leave by 4:00pm, she requested that agenda items 14-16 be addressed before agenda item 7.

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE – Safe Harbor language was read by attorney Steve Quintanilla. Convened into Closed Session at 3:42P.M.

a. Conference with Labor Negotiator (Government Code § 54957.6) District Designated Representatives:
District Manager Kathleen Jurasky & Chair Jan Pye

Unrepresented Employee Positions: Grounds Supervisor, Administrative Assistant, Office Accountant and Groundsman

Reconvened into Open Session at 4:04 P.M.

15. CLOSED SESSION ANNOUNCEMENT– No reportable action

16. OPEN SESSION – None

Trustee Radigan-Brophy left at 4:05pm

7. LEGISLATIVE CALENDAR **a. Resolution 4-2019, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Freet, seconded by Trustee Kleindienst to approve Resolution 4-2019 transferring \$14,983.98 from PreNeed Fund, 51265 to the General Fund, 51270 and \$10,930.50 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 4-0. Freet, Kleindienst, Mallotto and Pye.

b. Resolution 5-2019, Transfer Unspent ACO Funds from GF Back to ACO Motion was made by Trustee Kleindienst, seconded by Trustee Freet to approve Resolution 5-2019 transferring \$14,066.87 from General Fund, 51270 back to Accumulative Capital Fund, 51275. Motion carried, roll call 4-0. Freet, Kleindienst, Mallotto and Pye.

c. Resolution 6-2019, SDRMA Official Election Resolution and Election Ballot Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve to approve Resolution 6-2019 casting a ballot vote for Bob Awan, Sandy Seifert-Raffelson and Patrick K. O'Rourke. Motion carried, roll call 4-0. Freet, Kleindienst, Mallotto and Pye.

8. TRUSTEE SIGNATURES AND ATTORNEY Trustees signatures were completed.

9. BOARD DEVELOPMENT a. **Investment Policy** – No action taken

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS – None

12. REPORTS a. **Trustee Report**

Due to a conflict regarding the East 40 Acre Lease Agreement Trustee Kleindienst left the meeting at 4:14pm.

b. District Manager Report

1. East 40 Acre Lease Agreement District Manager Jurasky reported that she received a phone call from former Trustee Jane Alcumbrac who currently works for Bennion Deville regarding Bert Garland, Garland Commercial Group who has been in conversation and discussion to purchase the lease agreement from Mario Gonzales and John Wessman, Da Vall Center, LLC. Mrs. Alcumbrac said per Mr. Garland talks started in January 2019, and she wanted to know if the District was aware of this.

District Manager Jurasky informed the Board that she had a meeting Mr. Garland, and Mrs. Alcumbrac was present. During the meeting discussion she informed Mr. Garland that the Board was never informed of Mr. Gonzales intent to sell his lease interest. Mr. Garland express a desire to meet with the Board, and District Manager Jurasky advised him that it was to late for the June meeting. She told him she would inform the Board of this and place him on the July 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 No action taken

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 4:20 P.M. The next board meeting is scheduled for 2:00 P.M., Thursday, July 11, 2019.

DATE: _____

Bary A. Freet, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jun 1, 2019 to Jun 29, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
6/3/19	22566	JUNE 2019 PSCD EMPLOYEE DENTAL INSURANCE E STANDARD INSURANCE COMPANY RB	445.84	445.84
6/3/19	22567	JUNE 2019 PSCD EMPLOYEE LIFE INSURANCE EXPE STANDARD INSURANCE COMPANY RQ	64.50	64.50
6/3/19	22568	EXTRA HEALTH INSURANCE FOR K JURASKY FOR COLONIAL LIFE	203.78	203.78
6/6/19	22569	TRASH SERVICE FOR JUN 2019 BURRTEC WASTE & RECYCLING SVCS	358.17	358.17
6/6/19	22570	JANITORIAL SERVICE FOR MAY 2019 JAMILETH MOYA	350.00	350.00
6/6/19	22571	INVOICE IN0351944 ACCOUNT # AR0030363 ENVIRO COUNTY OF RIVERSIDE	1,353.00	1,353.00
6/6/19	22572	REPURCHASE INTERMENT RIGHTS A-22 #134 & B-17 M KEVAN SAXTON	150.00	150.00
6/6/19	22573	REPLACES CHECKS 5954, 5955, 5956, 5957, 5958 TIM RADIGAN-BROPHY	820.28	820.28
6/6/19	22574	MEMORIAL DAY SUPPORT PALM SPRINGS HIGH SCHOOL BAND	300.00	300.00
6/6/19	22575	MEMORIAL DAY SUPPORT BOY SCOUT TROOP #262	200.00	200.00
6/6/19	22576	MEMORIAL DAY SUPPORT PS BOYS & GIRLS CLUB	200.00	200.00
6/6/19	22577	MUSIC SELECTIONS FOR MEMORIAL DAY EVENT KEISHA HALVERSON	300.00	300.00
6/6/19	22578	INVOICE 1905-027 MAY MAINTENANCE ON WELL #4 SOUTH WEST PUMP & DRILLING, INC	150.00	150.00
6/6/19	22579	INVOICE 1906133 - SECURITY PATROL 06-01 THRU 0 MAXWELL SECURITY SERVICES, INC	725.00	725.00
6/6/19	22580	INVOICE IT0000002913 - PS FINANCIALS FOR PERIO INVOICE IT0000002871 - DATA VPN RIVERSIDE COUNTY INFORMATION TECHNOLOGY	93.30 4.55	97.85
6/6/19	22581	INVOICE INV000000274374 ACCESS CODE: 74345 OFF INVOICE INV000000274404 ACCESS CODE: 96029 WE ONE RING NETWORKS	138.00 138.00	276.00
6/11/19	22582	INVOICE 358227A - SHELL HYDRAULIC OIL - (20) G BECK OIL, INC	158.78	158.78
6/11/19	22583	WMC USAGE DESERT WATER AGENCY	755.12	755.12
6/11/19	22584	YELLOW PAGE ADVERTISING	182.30	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jun 1, 2019 to Jun 29, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
		DEX YP		182.30
6/11/19	22585	INVOICE 40801 - ELECTRICAL CIRCUIT FOR FOUNT BRADLEY ELECTRIC,INC	848.30	848.30
6/11/19	22586	ACCOUNT 332245-850914 WELL REPLENISHMENT COACHELLA VALLEY WATER DIST	2,214.52	2,214.52
6/11/19	22587	CSDA LEGISLATIVE DAYS, SACRAMENTO - MEAL O KATHLEEN JURASKY	30.00	30.00
6/11/19	22588	INVOICE 5340 - LANDSCAPE MAINTENANCE SERVI LESS (2) RAISED VASES DAMAGED BY MOWERS 5/08 LESS (1) PLASTIC VASE DAMAGED BY MOWERS 5/22 KIRKPATRICK LANDSCAPING SERVICES	19,441.80	19,441.80
6/12/19	22589	INVOICE 7068838 - MONTHLY PEST MGMT SERVICE WESTERN EXTERMINATOR	82.50	82.50
6/12/19	22590	INVOICE W11163 - AQMD 461 ANNUAL TESTING WESTERN PUMP INC	1,870.06	1,870.06
6/12/19	22591	INVOICE 8422573 - AC SYSTEM MAINTENANCE REPLACE DUAL MOTOR ASSIST TO HVAC SYSTEM ESSER SERVICES INC	264.00 1,185.00	1,449.00
6/24/19	22592	INV-19-2117445 FIRE ALARM PERMIT 17-144144 FOR CATHEDRAL CITY POLICE DEPARTMENT	30.00	30.00
6/24/19	22593	LEGAL SERVICES FROM 2/1/2019 TO 2/28/2019 LEGAL SERVICES FROM 3/1/2019 TO 3/31/2019 QUINTANILLA & ASSOCIATES	925.00 602.00	1,527.00
6/24/19	22594	INVOICE IN0395098 - (3) #5 VAULTS & (6) #5 LINERS WHITED CEMETERY SERVICE	1,595.00	1,595.00
6/24/19	22595	OFFICE PHONE FOR PERIOD ENDING JULY 6, 2019 FRONTIER COMMUNICATIONS	436.11	436.11
6/24/19	22596	INVOICE 56811 - REPAIRS TO TAMPER JIMMY'S EQUIPMENT	575.51	575.51
6/24/19	22597	INVOICE 06131901 - FINAL BILLING FOR STRATEGI SALJIM ENTERPRISES	4,500.00	4,500.00
6/24/19	22598	ACCOUNT 180819-512108 BUSINESS ACCOUNT 559831-884770 FIRE PROTECTION ACCOUNT 559833-884768 COMMERCIAL COACHELLA VALLEY WATER DIST	16.96 75.90 25.54	118.40
6/24/19	22599	MONTHLY SERVICE ON AMERICAS PLAZA FOUNTA ELOY'S POOL SERVICE & REPAIRS	50.00	50.00
6/24/19	22600	INVOICE 25094 - ANNUAL FIRE INSPECTION (02/01/2 DESERT ALARM INC	195.00	195.00
6/27/19	22601	INVOICE 40831-REPLACE GFI RECEPTACLE FOR FO	1,155.81	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jun 1, 2019 to Jun 29, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
		BRADLEY ELECTRIC, INC		1,155.81
6/27/19	22602	INVOICE I500-00455603 - PICK UP USED OIL FOR RE ASBURY ENVIRONMENTAL SERVICE	65.00	65.00
6/27/19	22603	INVOICE 3948825 -COURIER SERVICE ON 6/10/19 & 6/ GOLDEN STATE OVERNIGHT	32.50	32.50
6/27/19	22604	GROUND SUPERVISOR & OFFICE CELL PHONES FO SPRINT	124.90	124.90
6/27/19	22605	INVOICE 5367 - ANNUAL NON-PROFIT RENEWAL RANCHO MIRAGE CHAMBER OF COMMERCE	175.00	175.00
6/28/19	22606	***VOID***VOID***		
6/28/19	22607	***VOID***VOID***		
6/28/19	22608	***VOID***VOID***		
6/28/19	22609	GCVCC MIXER - 10/03/2018 SWISS DONUTS - BIRTHDAY 6/14/2019 DOLLAR TREE - BATTERIES 4/15/2019 S.LOZANO - MILEAGE & PARKING REIMBURSEMEN S.VICKREY - MILEAGE REIMBURSEMENT - COACH FAMOUS FOOTWEAR-WORK BOOTS FOR E.ARCHIL FAMOUS FOOTWEAR-WORK BOOTS FOR J.REYNA 3 R.MARTINEZ-CLEANING FLAG POLE HOLES FOR M RITE AID-BATTERIES FOR MICS 6/7/2019 LESLIE's - PUMICE STONE & ACID TO CLEAN HEAD PETTY CASH	5.00 10.00 1.09 23.41 10.79 171.00 96.96 100.00 14.19 51.39	483.83
6/28/19	22610	CSDA GM LEADERSHIP SUMMIT IN NEWPORT BEA CSDA GM LEADERSHIP SUMMIT IN NEWPORT BEA AMAZON - "FIFTY-TWO WAYS TO BE A BETTER BO KATHLEEN JURASKY	121.80 10.00 11.83	143.63
6/28/19	22611	INVOICE 78364327 - JANITORIAL SUPPLIES WAXIE SANITARY SUPPLY	176.14	176.14
6/28/19	22612	EXTRA HEALTH INSURANCE FOR K JURASKY FOR COLONIAL LIFE	203.78	203.78
6/28/19	22613	JUN 2019 PSCD EMPLOYEE RETIREMENT EXPENSE JUN 2019 EMPLOYEE 403B PAYABLE - K JURASKY OPPENHEIMER FUNDS SERVICES	597.49 1,846.16	2,443.65
6/28/19	22614	JUN 2019 PSCD EMPLOYEE RETIREMENT EXPENSE FRANKLIN - TEMPLETON	222.74	222.74
6/28/19	22615	JUN 2019 PSCD EMPLOYEE RETIREMENT EXPENSE FRANKLIN - TEMPLETON	218.18	218.18
6/28/19	22616	JUN 2019 PSCD EMPLOYEE RETIREMENT EXPENSE	286.70	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jun 1, 2019 to Jun 29, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
		FRANKLIN - TEMPLETON		286.70
6/28/19	22617	JUN 2019 PSCD EMPLOYEE RETIREMENT EXPENSE FRANKLIN - TEMPLETON	226.77	226.77
6/28/19	22618	FOR LEGAL SERVICES RENDERED 4/1/2019 TO 4/30/2 QUINTANILLA & ASSOCIATES	448.00	448.00
6/28/19	22619	INVOICE IT0000002986 - DATA VPN FOR PERIOD 5/01 INVOICE IT0000002969 - PS FINANCIALS FOR PERIO RIVERSIDE COUNTY INFORMATION TECHNOLOGY	4.55 74.64	79.19
6/28/19	22620	INVOICE 7783450 - IRRIGATION SYSTEM REPAIR SU EWING IRRIGATION PRODUCTS, INC	69.97	69.97
6/28/19	22621	INVOICE 09E0032777377 - BOTTLE WATER AND OTH INVOICE 09F0032777377 - BOTTLE WATER AND OTH READY REFRESH BY NESTLE	79.18 65.64	144.82
6/28/19	22622	INVOICE IN576117 - COPIER MAINTENANCE CONTR INVOICE IN580994 - COPIER MAINTENANCE CONTR INVOICE IN573067 - WATER COOLER FOR PERIOD 0 WATER COOLER FOR PERIOD 06/16/19 - 07/15/19 AIS	66.87 66.87 32.63 32.63	199.00
6/5/19	DEBIT	JUNE 2019 PSCD EMPLOYEE HEALTH INSURANCE E JUNE 2019 PSCD RETIREE HEALTH INSURANCE EXP JUNE 2019 EMPLOYEE PORTION OF HEALTH INSUR CALPERS	5,273.63 1,184.49 593.56	7,051.68
6/25/19	DEBIT	ACCOUNT 3-001-6901-55 WELL #2 FOR PERIOD 05/14/ ACCOUNT 3-003-6360-97 WMC FOR PERIOD 05/14/19 ACCOUNT 3-011-5009-75 DAVALL GATE FOR PERIOD ACCOUNT 3-040-5197-97 ADMIN BUILDING FOR PERI ACCOUNT 3-016-9582-84 WELL #4 POR PERIOD 05/09/ LATE FEE SO CAL EDISON	323.03 11.75 27.89 720.21 2,528.90 27.16	3,638.94
6/3/19	DEBIT JR	HOME DEPOT - KWIK SEAL COMPANY DEBIT CARD	32.64	32.64
6/6/19	DEBIT JR	STATER BROS - BATTERIES COMPANY DEBIT CARD	10.86	10.86
6/19/19	DEBIT JR	USPS - FOR PET CEMETERY CERTIFIED MAIL COMPANY DEBIT CARD	15.60	15.60
6/18/19	DEBIT JR	DON & SWEET SUE - EMPLOYEE SAFETY MEETING COMPANY DEBIT CARD	96.44	96.44
6/4/19	DEBIT KJ	SOFT DISCOUNT OUTLET - WINDOWS 10 PRO UPDA COMPANY DEBIT CARD	39.95	39.95
6/10/19	DEBIT KJ	ICLOUD: 200 GB STORAGE PLAN COMPANY DEBIT CARD	2.99	2.99
6/26/19	DEBIT KJ	AMAZON - "GETTING THINGS DONE"	18.31	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jun 1, 2019 to Jun 29, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
		COMPANY DEBIT CARD		18.31
6/26/19	DEBIT KJ	AMAZON - "FIRST, BREAK ALL THE RULES" COMPANY DEBIT CARD	18.11	18.11
6/27/19	DEBIT KJ	HYATT REGENCY-CSDA GM LEADERSHIP SUMMIT COMPANY DEBIT CARD	582.55	582.55
6/7/19	EDD_TAX	SIT P/R 05/23/2019 TO 06/05/2019 PAID 06/07/2019 SDI P/R 05/23/2019 TO 06/05/2019 PAID 06/07/2019 EMPLOYMENT DEVELOPMENT DEPT	234.64 107.35	341.99
6/21/19	EDD_TAX	SIT P/R 06/06/2019 TO 06/19/2019 PAID 06/21/2019 SDI P/R 06/06/2019 TO 06/19/2019 PAID 06/21/2019 EMPLOYMENT DEVELOPMENT DEPT	238.04 121.75	359.79
6/21/19	EDD_TAX	SUI P/R 06/06/2019 TO 06/19/2019 PAID 06/21/2019 EMPLOYMENT DEVELOPMENT DEPT	55.67	55.67
6/7/19	EXPRESS_	FIT P/R 05/23/2019 TO 06/05/2019 PAID 06/07/2019 SOCIAL SECURITY P/R 05/23/2019 TO 06/05/2019 PAID MEDICARE P/R 05/23/2019 TO 06/05/2019 PAID 06/07/2 BANK OF AMERICA	861.28 1,331.32 311.35	2,503.95
6/21/19	EXPRESS_	FIT P/R 06/06/2019 TO 06/19/2019 PAID 06/21/2019 SOCIAL SECURITY P/R 06/06/2019 TO 06/19/2019 PAID MEDICARE P/R 06/06/2019 TO 06/19/2019 PAID 06/21/2 BANK OF AMERICA	873.40 1,509.48 353.02	2,735.90
6/7/19	FEES	P/R 05/23/2019 TO 06/05/2019 PAID 06/07/2019 CBIZ PAYROLL	74.43	74.43
6/21/19	FEES	P/R 06/06/2019 TO 06/19/2019 PAID 06/21/2019 CBIZ PAYROLL	95.09	95.09
	Total		66,628.32	66,628.32

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

<u>Date</u>	<u>Reference</u>	<u>Employee</u>	<u>Amount</u>
6/7/2019	4576	KATHLEEN JURASKY	2,314.35
6/7/2019	4577	JUAN F. REYNA	1,638.96
6/7/2019	4578	STEPHANIE C. LOZANO	1,242.09
6/7/2019	4579	SCOTT W. VICKREY	1,283.98
6/7/2019	4580	EDGAR F. ARCHILLA	1,286.38
6/21/2019	4586	KATHLEEN JURASKY	2,314.35
6/21/2019	4587	KATHLEEN JURASKY	400.00
6/21/2019	4588	JUAN F. REYNA	1,073.92
6/21/2019	4589	STEPHANIE C. LOZANO	1,242.08
6/21/2019	4590	SCOTT W. VICKREY	1,289.50
6/21/2019	4591	EDGAR F. ARCHILLA	1,329.20
6/21/2019	4592	BARY A. FREET	164.05
6/21/2019	4593	WILLIAM G. KLEINDIENST	164.05
6/21/2019	4594	LYNN T. MALLOTTO	164.05
6/21/2019	4595	JAN M. PYE	164.06
6/21/2019	4596	TIM RADIGAN-BROPHY	164.05
6/1/19 thru 6/30/19			16,235.07

GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP
June 2019

June Cash Disbursement Journal		66,628.32
June Payroll Disbursement Journal		16,235.07
TOTAL PSCD DISBURSEMENTS		<u>82,863.39</u>
TOTAL GENERAL FUND EXPENDITURES		<u>80,843.68</u>
June Payment Voucher # 1637	49,502.94	
June Payment Voucher # 1638	30,370.46	
Total Payment Vouchers	<u>79,873.40</u>	
Replacement Check 22573	820.28	
replaces Payroll Checks 5954,5955, 5956, 5957, 5958		
LOT Repurchases:		
Saxton - Check 22572	150.00	
TOTAL ACO EXPENDITURES		<u>2,004.11</u>
June ACO Payment Voucher # 1639	2004.11	
Bradley Electrical Inc		
Fountain Pump Circuit	848.30	
Check 22585		
Fountain Pump GFI	1,155.81	
Check 22601		
	<u>2,004.11</u>	
PET CEMETERY DRAWDOWNS		<u>15.60</u>
USPS - Certified Mail	15.60	
Loan Amount:	25,000.00	
Current Balance Remaining:	14,838.20	
TOTAL June 2019 DISBURSEMENTS		<u>82,863.39</u>

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

SALES

	Prior Months		June		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	55	0	8	0	63	0	59	0
Adult, A&B	68	0	7	0	75	0	95	0
Premium	84	0	12	0	96	0	115	0
Child	7	0	1	0	8	0	3	0
Cremation	32	1	0	0	32	1	30	0
Niche	31	0	1	0	32	0	34	0
TOTALS	277	1	29	0	306	1	336	0

LOT REPURCHASES

	Prior Months		June		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	12	0	2	0	14	0	9	1
Cremation	5	0	0	0	5	0	2	0
Niche	0	0	0	0	0	0	2	0
TOTALS	17	0	2	0	19	0	13	1

TOTAL INTERMENTS

	Prior Months		June		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	168	1	16	0	184	1	186	1
Child	8	0	0	0	8	0	3	0
Cremation	44	6	7	0	51	6	48	4
Niche	22	0	0	0	22	0	21	0
TOTALS	242	7	23	0	265	7	258	5

SATURDAY INTERMENTS

	Prior Months		June		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	16	0	1	0	17	0	11	0
Child	1	0	0	0	1	0	0	0
Cremation	7	1	2	0	9	1	5	2
Niche	0	0	0	0	0	0	1	0
TOTALS	24	1	3	0	27	1	17	2

SUNDAY INTERMENTS

	Prior Months		June		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	5	0	0	0	5	0	9	0
Child	0	0	0	0	0	0	0	0
Cremation	1	0	0	0	1	0	2	0
Niche	1	0	0	0	1	0	1	0
TOTALS	7	0	0	0	7	0	12	0

PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE TWELVE MONTHS ENDING JUNE 29, 2019

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
OPEN AND CLOSE	28,275.00	27,180.00	1,095.00	289,670.00	304,485.00	(14,815.00)
MISC SPECIAL SET-UP	225.00	225.00	0.00	2,900.00	2,900.00	0.00
RETURNED CHECK BANK CHARGE	0.00	0.00	0.00	30.00	50.00	(20.00)
INTEREST RECEIVED	2.82	5.14	(2.32)	44.97	40.16	4.81
LAND LEASE	5,492.14	5,265.83	226.31	65,906.67	63,189.52	2,717.15
MISC INCOME	0.00	0.00	0.00	25.00	0.00	25.00
CREDIT CARD CONVEN FEE	534.63	423.87	110.76	4,813.04	4,473.70	339.34
LATE FEE	500.00	0.00	500.00	500.00	0.00	500.00
SAT INTERMENT SURCHARGE	900.00	2,700.00	(1,800.00)	21,150.00	17,850.00	3,300.00
SUN INTERMENT SURCHARGE	0.00	0.00	0.00	7,100.00	9,400.00	(2,300.00)
WITNESS GRAVE CLOSING	1,100.00	950.00	150.00	12,350.00	10,750.00	1,600.00
TAX COLLECTIONS	84,827.08	546.83	84,280.25	331,708.23	318,419.09	13,289.14
VAULTS	1,435.00	1,065.00	370.00	12,430.00	9,990.00	2,440.00
CREMATION VAULTS	180.00	810.00	(630.00)	4,500.00	4,705.00	(205.00)
PREMIUM VAULTS	0.00	1,355.00	(1,355.00)	0.00	1,355.00	(1,355.00)
LINERS	2,050.00	1,050.00	1,000.00	21,660.00	22,005.00	(345.00)
GRAVE VASES	990.35	945.00	45.35	10,116.15	8,548.75	1,567.40
MEMORIAL WALL INCOME	0.00	0.00	0.00	600.00	0.00	600.00
ENR SURCHARGE	3,540.00	3,825.00	(285.00)	44,130.00	45,585.00	(1,455.00)
LOT TRANSFERS	100.00	400.00	(300.00)	1,400.00	1,400.00	0.00
COUNTY INTEREST INCOME	272.42	220.78	51.64	1,031.80	805.60	226.20
DONATIONS & GRANTS	0.00	0.00	0.00	0.00	50.00	(50.00)
HANDLING FEE	8,965.00	7,885.00	1,080.00	91,625.00	94,289.24	(2,664.24)
PRENEED CONTRACT SERVICE CHG	1,500.00	900.00	600.00	10,400.00	11,500.00	(1,100.00)
VASE/HDSTN SET & CLEAN	3,710.00	5,220.00	(1,510.00)	47,080.00	48,025.00	(945.00)
TOTAL REVENUE	144,599.44	60,972.45	83,626.99	981,170.86	979,816.06	1,354.80
REGULAR SALARIES	22,169.67	21,335.04	834.63	294,976.78	288,494.33	6,482.45
BOT MEETING COMPENSATION	1,718.23	718.36	999.87	12,391.71	11,493.76	897.95
BOT CONFERENCES	0.00	0.00	0.00	2,145.00	358.81	1,786.19
BOT TRAVEL & EXPENSES	0.00	0.00	0.00	1,131.20	0.00	1,131.20
RETIREMENT/PENSION	1,551.88	1,493.46	58.42	20,635.80	20,072.16	563.64
FICA	1,420.39	1,357.51	62.88	18,929.35	18,471.81	457.54
MEDICARE	332.19	317.48	14.71	4,427.04	4,320.03	107.01
EMPLOYEE GROUP INSURANCE	5,783.97	5,346.10	437.87	66,925.32	65,735.05	1,190.27
RETIREE GROUP INSURANCE	1,184.49	1,146.90	37.59	13,406.68	13,484.60	(77.92)
UNEMPLOYMENT INSURANCE	55.67	44.54	11.13	2,949.43	2,882.61	66.82
WORKERS COMP INSURANCE	586.32	705.44	(119.12)	6,799.89	8,291.48	(1,491.59)
ELECTRICITY	3,611.78	4,739.85	(1,128.07)	50,909.94	54,605.91	(3,695.97)
TELEPHONE	561.01	767.95	(206.94)	8,375.66	7,956.62	419.04
WATER	3,088.04	3,715.17	(627.13)	41,853.08	34,840.75	7,012.33
COMMUNITY OUTREACH	705.00	400.00	305.00	3,273.46	3,935.41	(661.95)
VISA-MASTER CHG FEES	774.58	940.48	(165.90)	8,661.34	8,016.13	645.21
COUNTY SERVICE CHARGE	177.04	65.08	111.96	1,210.16	1,183.46	26.70
EDUCATION	48.25	79.99	(31.74)	303.24	144.99	158.25
GENERAL INSURANCE	1,494.07	1,372.71	121.36	17,929.06	16,472.96	1,456.10
LEGAL	1,975.00	0.00	1,975.00	10,874.00	8,210.00	2,664.00
LOT REPURCHASE	150.00	2,760.00	(2,610.00)	14,531.68	16,182.06	(1,650.38)
OFFICE EXPENSE	1,161.47	1,326.94	(165.47)	21,251.48	17,802.46	3,449.02
TRAVEL & CONVENTION	778.55	0.00	778.55	7,802.19	5,270.39	2,531.80
UNIFORMS & SAFETY EQUIPMENT	267.96	0.00	267.96	346.52	1,153.86	(807.34)
MTG EXP & SUPPLIES	4,500.00	0.00	4,500.00	16,643.69	0.00	16,643.69
CONTRIBUTIONS	0.00	0.00	0.00	200.00	200.00	0.00
AUDIT	0.00	0.00	0.00	6,750.00	7,480.00	(730.00)
ADVERTISING/PUBLICITY	182.30	935.40	(753.10)	3,409.55	4,286.00	(876.45)
MEMBERSHIP & DUES	175.00	0.00	175.00	5,854.36	4,137.39	1,716.97
AUTO TRUCK EXPENSE	0.00	0.00	0.00	1,059.64	979.38	80.26
LARGE EQUIPMENT REPAIRS	0.00	0.00	0.00	0.00	1,873.34	(1,873.34)
EQUIPMENT REPAIRS	575.51	0.00	575.51	846.94	289.86	557.08
IRRIGATION SYSTEM REPAIRS	69.97	0.00	69.97	2,575.50	1,806.11	769.39
FERTILIZER AND SEED	0.00	0.00	0.00	10,804.42	10,068.35	736.07
GASOLINE, OIL, TIRES	158.78	1,913.31	(1,754.53)	4,477.45	4,863.14	(385.69)
PLANT & BUILDING	6,228.87	3,652.05	2,576.82	26,877.90	20,562.15	6,315.75
TOOLS & SUPPLIES	109.08	1,024.81	(915.73)	572.68	2,924.38	(2,351.70)
GRAVE LINERS & VAULTS	1,595.00	4,303.00	(2,708.00)	35,658.24	32,527.48	3,130.76
GRAVE VASES	0.00	0.00	0.00	4,933.87	3,885.21	1,048.66
CONTRACT TREE/GARDEN MAINTNCE	19,441.80	19,642.31	(200.51)	216,101.96	216,604.73	(502.77)
CONTRACT BURIALS	0.00	1,392.00	(1,392.00)	9,048.00	8,526.00	522.00
SECURITY CAMERA EXPENSE	138.00	138.00	0.00	1,518.00	1,656.00	(138.00)
DMP GROUNDS SECURITY	725.00	725.00	0.00	8,700.00	8,700.00	0.00
TOTAL EXPENSES	(83,494.87)	(82,358.88)	(1,135.99)	(988,072.21)	(940,749.16)	(47,323.05)
NET CHANGE FROM OPERATIONS	61,104.57	(21,386.43)	82,491.00	(6,901.35)	39,066.90	(45,968.25)
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	3,516.10	1,922.06	1,594.04	32,381.18	2,458,247.06	(2,425,865.88)
REVENUE TRANSFER OUT	0.00	0.00	0.00	0.00	2,425,000.00	(2,425,000.00)
TOTAL OTHER REVENUE & EXPENSE	3,516.10	1,922.06	1,594.04	32,381.18	33,247.06	(865.88)
NET CHANGE	64,620.67	(19,464.37)	84,085.04	25,479.83	72,313.96	(46,834.13)

PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE TWELVE MONTHS ENDING JUNE 29, 2019

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
REVENUE						
OPEN AND CLOSE	28,275.00	25,371.00	2,904.00	289,670.00	304,485.00	(14,815.00)
MISC SPECIAL SET-UP	225.00	237.00	(12.00)	2,900.00	2,800.00	100.00
RETURNED CHECK BANK CHARGE	0.00	6.00	(6.00)	30.00	50.00	(20.00)
INTEREST RECEIVED	2.82	2.00	0.82	44.97	35.00	9.97
LAND LEASE	5,492.14	5,495.00	(2.86)	65,906.67	65,907.00	(0.33)
MISC INCOME	0.00	0.00	0.00	25.00	0.00	25.00
CREDIT CARD CONVEN FEE	534.63	387.00	147.63	4,813.04	4,600.00	213.04
LATE FEE	500.00	0.00	500.00	500.00	0.00	500.00
SAT INTERMENT SURCHARGE	900.00	1,509.00	(609.00)	21,150.00	18,075.00	3,075.00
SUN INTERMENT SURCHARGE	0.00	817.00	(817.00)	7,100.00	9,870.00	(2,770.00)
WITNESS GRAVE CLOSING	1,100.00	987.00	113.00	12,350.00	11,800.00	550.00
TAX COLLECTIONS	84,827.08	26,944.00	57,883.08	331,708.23	323,339.00	8,369.23
VAULTS	1,435.00	1,344.00	91.00	12,430.00	16,150.00	(3,720.00)
CREMATION VAULTS	180.00	0.00	180.00	4,500.00	0.00	4,500.00
LINERS	2,050.00	1,831.00	219.00	21,660.00	22,005.00	(345.00)
GRAVE VASES	990.35	713.00	277.35	10,116.15	8,600.00	1,516.15
MEMORIAL WALL INCOME	0.00	13.00	(13.00)	600.00	200.00	400.00
ENR SURCHARGE	3,540.00	3,806.00	(266.00)	44,130.00	45,650.00	(1,520.00)
LOT TRANSFERS	100.00	125.00	(25.00)	1,400.00	1,500.00	(100.00)
COUNTY INTEREST INCOME	272.42	7.00	265.42	1,031.80	150.00	881.80
HANDLING FEE	8,965.00	7,862.00	1,103.00	91,625.00	94,289.00	(2,664.00)
PRENEED CONTRACT SERVICE CHG	1,500.00	975.00	525.00	10,400.00	11,700.00	(1,300.00)
VASE/HDSTN SET & CLEAN	3,710.00	4,036.00	(326.00)	47,080.00	48,465.00	(1,385.00)
TOTAL REVENUE	144,599.44	82,467.00	62,132.44	981,170.86	989,670.00	(8,499.14)
EXPENSES						
REGULAR SALARIES	22,169.67	25,759.00	(3,589.33)	294,976.78	309,141.00	(14,164.22)
BOT MEETING COMPENSATION	1,718.23	1,127.00	591.23	12,391.71	13,469.00	(1,077.29)
BOT CONFERENCES	0.00	337.00	(337.00)	2,145.00	4,000.00	(1,855.00)
BOT TRAVEL & EXPENSES	0.00	375.00	(375.00)	1,131.20	4,500.00	(3,368.80)
TEMPORARY HELP	0.00	337.00	(337.00)	0.00	4,000.00	(4,000.00)
RETIREMENT/PENSION	1,551.88	1,722.00	(170.12)	20,635.80	20,675.00	(39.20)
FICA	1,420.39	1,646.00	(225.61)	18,929.35	19,752.00	(822.65)
MEDICARE	332.19	348.00	(15.81)	4,427.04	4,176.00	251.04
EMPLOYEE GROUP INSURANCE	5,783.97	6,598.00	(814.03)	66,925.32	79,220.00	(12,294.68)
RETIREE GROUP INSURANCE	1,184.49	0.00	1,184.49	13,406.68	0.00	13,406.68
UNEMPLOYMENT INSURANCE	55.67	282.00	(226.33)	2,949.43	3,395.00	(445.57)
WORKERS COMP INSURANCE	586.32	699.00	(112.68)	6,799.89	8,333.00	(1,533.11)
ELECTRICITY	3,611.78	4,770.00	(1,158.22)	50,909.94	57,251.00	(6,341.06)
TELEPHONE	561.01	663.00	(101.99)	8,375.66	8,000.00	375.66
WATER	3,088.04	2,913.00	175.04	41,853.08	35,000.00	6,853.08
COMMUNITY OUTREACH	705.00	337.00	368.00	3,273.46	4,000.00	(726.54)
VISA-MASTER CHG FEES	774.58	638.00	136.58	8,661.34	7,700.00	961.34
RETURNED CHECK	0.00	6.00	(6.00)	0.00	50.00	(50.00)
COUNTY SERVICE CHARGE	177.04	100.00	77.04	1,210.16	1,200.00	10.16
EDUCATION	48.25	50.00	(1.75)	303.24	600.00	(296.76)
GENERAL INSURANCE	1,494.07	1,570.00	(75.93)	17,929.06	18,873.00	(943.94)
LEGAL	1,975.00	587.00	1,388.00	10,874.00	7,000.00	3,874.00
LOT REPURCHASE	150.00	538.00	(388.00)	14,531.68	6,500.00	8,031.68
OFFICE EXPENSE	1,161.47	1,462.00	(300.53)	21,251.48	17,500.00	3,751.48
TRAVEL & CONVENTION	778.55	913.00	(134.45)	7,802.19	11,000.00	(3,197.81)
UNIFORMS & SAFETY EQUIPMENT	267.96	100.00	167.96	346.52	1,200.00	(853.48)
MTG EXP & SUPPLIES	4,500.00	1,275.00	3,225.00	16,643.69	15,300.00	1,343.69
CONTRIBUTIONS	0.00	38.00	(38.00)	200.00	500.00	(300.00)
AUDIT	0.00	662.00	(662.00)	6,750.00	7,900.00	(1,150.00)
ADVERTISING/PUBLICITY	182.30	837.00	(654.70)	3,409.55	10,000.00	(6,590.45)
MEMBERSHIP & DUES	175.00	387.00	(212.00)	5,854.36	4,600.00	1,254.36
AUTO TRUCK EXPENSE	0.00	87.00	(87.00)	1,059.64	1,000.00	59.64
LARGE EQUIPMENT REPAIRS	0.00	288.00	(288.00)	0.00	3,500.00	(3,500.00)
EQUIPMENT REPAIRS	575.51	38.00	537.51	846.94	500.00	346.94
IRRIGATION SYSTEM REPAIRS	69.97	837.00	(767.03)	2,575.50	10,000.00	(7,424.50)
FERTILIZER AND SEED	0.00	894.00	(894.00)	10,804.42	10,750.00	54.42
GASOLINE, OIL, TIRES	158.78	462.00	(303.22)	4,477.45	5,500.00	(1,022.55)
PLANT & BUILDING	6,228.87	1,750.00	4,478.87	26,877.90	21,000.00	5,877.90
ROAD MAINTENANCE	0.00	4,962.00	(4,962.00)	0.00	59,500.00	(59,500.00)
TOOLS & SUPPLIES	109.08	250.00	(140.92)	572.68	3,000.00	(2,427.32)
GRAVE LINERS & VAULTS	1,595.00	2,926.00	(1,331.00)	35,658.24	35,200.00	458.24
GRAVE VASES	0.00	325.00	(325.00)	4,933.87	3,900.00	1,033.87
CONTRACT TREE/GARDEN MAINTNCE	19,441.80	19,748.00	(306.20)	216,101.96	236,976.00	(20,874.04)
CONTRACT BURIALS	0.00	723.00	(723.00)	9,048.00	8,775.00	273.00
SECURITY CAMERA EXPENSE	138.00	207.00	(69.00)	1,518.00	2,550.00	(1,032.00)
DMP GROUNDS SECURITY	725.00	725.00	0.00	8,700.00	8,700.00	0.00
TOTAL EXPENSES	83,494.87	91,298.00	(7,803.13)	988,072.21	1,095,686.00	(107,613.79)
NET CHANGE FROM OPERATIONS	61,104.57	(8,831.00)	69,935.57	(6,901.35)	(106,016.00)	99,114.65
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	3,516.10	7,038.00	(3,521.90)	32,381.18	84,500.00	(52,118.82)
NET CHANGE	64,620.67	(1,793.00)	66,413.67	25,479.83	(21,516.00)	46,995.83

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE TWELVE MONTHS ENDING JUNE 29, 2019**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	18,660.00	24,540.00	(5,880.00)	243,100.00	257,295.00	(14,195.00)
CURRENT INTEREST & DIVIDENDS	4,218.01	4,327.00	(108.99)	22,060.45	13,648.48	8,411.97
COUNTY INTEREST INCOME	1,540.28	277.49	1,262.79	3,948.12	2,541.05	1,407.07
GAIN/INVEST FAIR VALUE INCREAS	6,820.87	(195.78)	7,016.65	22,052.87	(19,851.06)	41,903.93
TOTAL REVENUE	<u>31,239.16</u>	<u>28,948.71</u>	<u>2,290.45</u>	<u>291,161.44</u>	<u>253,633.47</u>	<u>37,527.97</u>
	<u>31,239.16</u>	<u>28,948.71</u>	<u>2,290.45</u>	<u>291,161.44</u>	<u>253,633.47</u>	<u>37,527.97</u>
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	4,683.70	3,654.09	1,029.61
COUNTY SERVICE CHARGE	0.00	0.00	0.00	6.29	27.48	(21.19)
TOTAL EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,689.99)</u>	<u>(3,681.57)</u>	<u>(1,008.42)</u>
NET CHANGE FROM OPERATIONS	<u>31,239.16</u>	<u>28,948.71</u>	<u>2,290.45</u>	<u>286,471.45</u>	<u>249,951.90</u>	<u>36,519.55</u>
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	(10,930.50)	(5,595.00)	(5,335.50)	(30,715.50)	(30,900.00)	184.50
REVENUE TRANSFER OUT	0.00	0.00	0.00	25,500.00	30,000.00	(4,500.00)
TOTAL OTHER REVENUE & EXPENSE	<u>(10,930.50)</u>	<u>(5,595.00)</u>	<u>(5,335.50)</u>	<u>(5,215.50)</u>	<u>(900.00)</u>	<u>(4,315.50)</u>
NET CHANGE	<u>42,169.66</u>	<u>34,543.71</u>	<u>7,625.95</u>	<u>291,686.95</u>	<u>250,851.90</u>	<u>40,835.05</u>

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE TWELVE MONTHS ENDING JUNE 29, 2019**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	0.00	0.00	1,310.00	1,750.00	(440.00)
ENDOWMENT CARE DEPOSITS	19,012.00	12,648.17	6,363.83	185,593.87	196,897.66	(11,303.79)
CURRENT INTEREST & DIVIDENDS	8,333.04	10,142.51	(1,809.47)	98,943.18	52,427.19	46,515.99
COUNTY INTEREST INCOME	1,154.92	967.65	187.27	498.06	10,188.13	(9,690.07)
GAIN/INVEST FAIR VALUE INCREAS	5,932.73	1,803.75	4,128.98	64,325.39	(51,125.53)	115,450.92
TOTAL REVENUE	34,432.69	25,562.08	8,870.61	350,670.50	210,137.45	140,533.05
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	20,817.46	23,623.58	(2,806.12)
TOTAL EXPENSES	0.00	0.00	0.00	20,817.46	23,623.58	(2,806.12)
NET CHANGE	34,432.69	25,562.08	8,870.61	329,853.04	186,513.87	143,339.17

**PRENEED FUND
INCOME STATEMENT
FOR THE TWELVE MONTHS ENDING JUNE 29, 2019**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	16,028.30	6,867.88	9,160.42	123,715.46	147,654.04	(23,938.58)
CURRENT DEFERRED REVENUE	3,013.39	9,018.08	(6,004.69)	104,321.80	0.00	104,321.80
CURRENT INTEREST & DIVIDENDS	6,530.85	6,663.65	(132.80)	42,700.65	22,252.92	20,447.73
COUNTY INTEREST INCOME	947.61	659.93	287.68	2,388.58	8,343.90	(5,955.32)
GAIN/INVEST FAIR VALUE INCREAS	8,181.45	250.11	7,931.34	37,959.49	(37,914.05)	75,873.54
TOTAL REVENUE	34,701.60	23,459.65	11,241.95	311,085.98	140,336.81	170,749.17
EXPENSES						
INVESTMENT FEES	0.00	0.00	0.00	9,250.60	6,367.34	2,883.26
COUNTY SERVICE CHARGES	0.00	0.00	0.00	1.70	3.06	(1.36)
LOSS ON TRANSFER (INTER COSTS)	963.62	429.01	534.61	6,549.22	5,902.20	647.02
SALES TRNSFR OUT (CURRENT YR)	0.00	0.00	0.00	0.00	2,397.00	(2,397.00)
SALES TRANSFR OUT (PRIOR YR)	11,540.50	5,595.00	5,945.50	33,200.50	31,750.00	1,450.50
TOTAL EXPENSES	12,504.12	6,024.01	6,480.11	49,002.02	46,419.60	2,582.42
NET CHANGE	22,197.48	17,435.64	4,761.84	262,083.96	93,917.21	168,166.75

PALM SPRINGS CEMETERY DISTRICT

BOARD OF TRUSTEES GENERAL PROVISIONS AND GOVERNMENT

1. The Palm Springs Cemetery District is a public cemetery district formed August 29, 1917 by resolution of the Riverside County Board of Supervisors under the provisions of the State of California.

2. The District is governed by a Board of Trustees consisting of five members who are appointed by the Riverside County Board of Supervisors from the electors residing within the District. The Trustees shall hold office for four years and until the appointment and qualification of their successors. Trustees may receive an amount of one hundred seventy-nine dollars and fifty-nine cents (\$179.59) effective July 12, 2016 for attendance at each public Board meeting and each sub-committee meeting; however, no Trustee shall receive more than seven hundred eighteen dollars and thirty-six cents (\$718.36) in compensation in any calendar month. The necessary expenses of each Trustee, for actual traveling in connection with meetings or business of the Board of Trustees, shall be allowed and paid. (Health & Safety Code Sections 9031(a) and 9031(c)).

Social gatherings, such as a Board Member farewell luncheon, holiday luncheon shall not be classified as "special meetings" and Trustees shall not receive fees for their attendance.

An attendance fee shall not be paid Trustees when attending an educational seminar and/or meetings.

3. A Statement of Economic Interests, Form 700, shall be filed with the Board of Supervisors:

- a. No later than 30 days after appointment to the Board.
- b. Each year prior to April 1.
- c. No later than 30 days after you leave your designated position.

4. Pursuant to Chapter 1805 of Government Code Section 53051, a Roster of Public Agencies shall be filed with the Secretary of State within ten days of a change in the name of the District, the address of the District or a change in the members of the governing board. A copy shall also be filed with the County Clerk.

5. An authorized Signature List shall be filed annually, June 30, with the Auditor Controller's Office.

6. Meetings shall be:

- a. Regular meetings: Time, date, and agenda of regular meetings of the Board of Trustees will be posted in a location accessible to members of the public at least 72 hours prior to the regular meeting. No action shall be taken on any item not appearing on the posted agenda without first meeting the several exceptions to the agenda requirement of Section 54954.2 of the Government Code.
- b. Special meetings: The presiding officer or a majority of the members of the Board, may call a special meeting by delivering personally or by mail, a written notice to each member. The notice and agenda of the meeting must be posted at least 24 hours prior to such a meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered.

c. Closed Sessions: A closed session may be called at a regular meeting or a special meeting. The general reason for a closed meeting must be made public either before or after the closed session of a meeting. Closed sessions not expressly authorized by the Brown Act are prohibited. (Government Code Sections 54940 through 54926.)

7. The office of a member of the Board of Trustees becomes vacant upon the members ceasing to discharge the duties of his/ her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law. (Government Code Section 1770(g).)
8. Board of Trustee Officers shall consist of a Chairman, Vice Chairman, Secretary and Treasurer. The officers shall be elected annually from the Board of Trustees Membership at the December Regular Meeting commencing December 1998. The officers shall assume their duties in January of the following year. Each officer shall hold office for a one-year term or until their successors are elected.
9. The board of Trustees may appoint and approve by motion a Sub-committee(s). This fact finding committee shall consist of any two Board Members. The Sub-committee shall report their findings to the Board at a scheduled meeting. Any and all action must be taken by the Board of Trustees.

A regular board meeting will be held at the District's Board Room the second week of each month. The time and date shall be determined by the current members and duly posted.

A quorum of three (of a five-member board) is necessary to hold a meeting. In all cases it takes three members to approve any and all actions of the Board.

10. The Palm Springs Cemetery District maintains Welwood Murray Cemetery and Desert Memorial Park for the use of the residents and taxpayers of the District within limits set by the Health and Safety Code.
11. The Board of Trustees employs, terminates, directs and evaluates the Manager, who employs other employees as may be necessary for the proper operation and maintenance of the District.

A written evaluation shall be completed April 30 each year.

12. The Board of Trustees approves a contract for the purpose of District Interment and Maintenance Services at Welwood Murray Cemetery and Desert Memorial Park.
13. The Board of Trustees maintains an endowment care fund for the District Cemeteries.
14. The Board of Trustee sets policy and makes proper rules and regulations, in accordance with the Health and Safety Code, for the day to day operation of the cemeteries. A copy of the current Rules and Regulations is attached.
15. The Trustees establish a Schedule of Charges, for the sale of burial rights, the endowment care deposits, and all services performed by the District.

16. The Trustees shall approve all expenditures of the District.

Purchases up to and including **\$5,000.00** may be made by the Manager and without Board of Trustee approval. **This amount was increased from \$2,500.00 by Board approval at there regular meeting held May 9, 2019**

All purchases exceeding \$10,000 require multiple proposals, except in emergency circumstances, as determined by the District Manager, Chair, Vice Chair or Chair designee, multiple proposals shall not be required and purchase may be approved by the District Manager, Chair, Vice Chair. In addition, the preceding sentence will be placed on the Agenda as a sub-item under any expense requiring Board approval.

17. The Trustees shall be the custodian of all funds of the District.

18. The Trustees shall prepare or cause to be prepared and shall maintain all records and reports as required by the Health and Safety Code, by the County of Riverside and by the State of California Offices.

Adopted by motion duly made, seconded and unanimously approved by the Board of Trustees of the Palm Springs Cemetery District, July 14, 2016.

Signed: _____

Jan Pye, Chairperson

Attest: _____

Lenny Pepper, Vice Chairperson

Revised: March 12, 1991
Revised: December 10, 1996
Revised: May 13, 1997
Revised: January 8, 1998
Revised: January 14, 1999
Revised: September 9, 1999
Revised: April 13, 2000
Revised: September 13, 2000
Revised: March 22, 2004
Revised: March 8, 2007
Revised: September 13, 2012
Revised: May 9, 2013
Revised: July 11, 2013
Revised: July 14, 2016

G:MGR\MGR\BOT General Provisions & Government.docx

PALM SPRINGS CEMETERY DISTRICT
TRUSTEE DUTIES AND RESPONSIBILITIES

District Trustees are appointed by the Riverside County Board of Supervisors, (Health & Safety Code 9021). Trustees shall be appointed from the electors residing within the district. (Health & Safety Code 9022) Trustees shall hold office for four years and until the appointment and qualifications of their successors. (Health & Safety Code 9024)

The Trustee of the Palm Springs Cemetery District shall:

1. Endeavor to promote the general welfare of the District.
2. Endeavor to attend all meetings of the Board of Trustees.
3. Establish rules, regulations and policy for the operation of the District.
4. Employ a manager who shall implement the established rules, regulations, policies of the District and oversee the day to day operations.
5. Establish and approve the employee salary, wage and benefit schedule.
6. Approve the District's annual budget and related expenditures.
7. Affix an authentic signature to the checks, payment vouchers, resolutions, annual authorized county signature list and any documentation for the proper, orderly and timely operation of the District.
8. Employ the services of an independent investment counselor for the purpose of advising and informing the Board of Trustees of investments of the District in accordance with the terms of the California Government Code, Health and Safety Code, and the approved Investment Policy of the District. Employment shall be by contract.
9. Require a deposit in the endowment care fund in an amount not less than the minimum amount as set forth in the California Health and Safety Code 8738.
10. Invest and reinvest the endowment principal of this fund in securities and obligations as set forth in the California Government Code, 53600 & 53601 and the California Health and Safety Code, 9066. Invest excess funds in each of the District's other funds as deemed necessary.
11. Employ Legal counsel for services as deemed necessary.
12. Employ the services of an independent Certified Public Accountant for the purpose of examining District financial transactions and preparation of an Annual Report on Examination and Financial Statements.
13. As soon after the first day of July as practicable, file with the Board of Supervisors, County Treasurer, the County Auditor Controller and the State Controller, the Report on Examination and Financial Statements.
14. File with the State Controller an Annual Report of Financial Transactions of Special Districts on or before September 30.
15. File a Statement of Economic Interest, Form 700 upon appointment to the District Board of Trustees, then annually April 1 and upon completion of the appointment.

THE OFFICER DUTIES ARE:

Chairman:

Shall conduct all meetings in accordance with the Brown Act.

Vice Chairman:

Shall conduct meetings in the absence of the Chairman.

Secretary:

Shall be responsible for attesting to all signatures of the Chairman and member of the Board.

Treasurer:

Shall be responsible for the oversight of the District finances in accordance with section 9007 of the California Health and Safety Code.

TRUSTEES SHOULD HAVE KNOWLEDGE OF:

- . Governmental agencies, public cemeteries, the Brown Act, California Health & Safety Code, and public meeting procedures.
- . Community affairs.
- . District policy, rules and regulations, Therefore, it is recommended that Trustees attend one educational conference or seminar annually.

Adopted by motion duly made, seconded and unanimously approved by the Board of Trustees of the Palm Springs Cemetery District, April 9, 2009.

Signed: _____

Jan Pye, Chairperson

Attest: _____

John M. Lea, Secretary

Revised: June 11, 1996
Revised: May 13, 1997
Revised: January 12, 1998
Revised: April 13, 2000
Revised: March 22, 2004
Revised: March 8, 2007
Revised: April 9, 2009

Agenda Item 6d

**DISCUSSION CAPITAL IMPROVEMENTS AND POSSIBLE DIRECTION FOR CONCEPT OF
PSCD MASTER PLAN – AGENDA ITEM REQUESTED BY TRUSTEE FREET**

**PALM SPRINGS CEMETERY DISTRICT
ACCUMULATED CAPITAL OUTLAY
2018-2020 APPROVED ESTIMATED EXPENDITURES
CURRENT LIQUID ASSETS AND INVESTMENTS**

EXPENDITURES:

DESERT MEMORIAL PARK ROAD REPAIRS

Asphalt Remove, Replace, Overlay, Crack Fill, Seal Coat and Striping	71,232.00
10% Contingency	7,123.20
	78,355.20

RAMON ROAD ENTRY\EXIT LANDSCAPE DESIGN AND PLANT MATERIALS

Landscape Arcitectural Services	9,500.00
Landscape Plants and Installation (Estimated)	45,000.00
10% Contingency	4,500.00
	59,000.00

NEW SURFACE PRO 2 CORE i5 TABLETS, AIR PRINT, ROUTER, E-BOARDS (2)

Preliminary Cost (Estimated)	15,500.00
	15,500.00

CEMETERY DATA BASE AND MAPPING SYSTEM

Preliminary Cost (Estimated)	15,940.00
	15,940.00

TOTAL ESTIMATED EXPENDITURES

168,795.20

LIQUID AND INVESTMENT ASSETS AS OF JUNE 30, 2018:

ENDOWMENT CARE INTEREST INCOME (UNRESTRICTED) (LPL FINANCIAL)	1,307,562.00
CASH ON DEPOSIT - COUNTY	8,400.63
ASSET REPLACEMENT RESERVE/LAND/BLDG/ETC - COUNTY	191,809.16
INVESTED FUNDS - OUTSIDE COUNTY (LPL FINANCIAL)	913,506.00

TOTAL ESTIMATED LIQUID AND INVESTMENT ASSETS

2,421,277.79

2018-2019 BURIAL SITES/RIGHTS SALES REVENUE (Estimated)

209,668.00

NET ESTIMATED LIQUID AND INVESTMENT ASSETS

2,462,150.59

**PALM SPRINGS CEMETERY DISTRICT
ACCUMULATED CAPITAL OUTLAY
2019-2020 APPROVED FUTURE DEVELOPMENT PROJECTS**

EXPENDITURES:

DESERTSCAPE INTERMENT B-39 Thru B-44 - DMP / CONSTRUCTION DOCS

Design Development and Construction Documents - RGA Landscape Architect, Inc.	78,900.00
10% Contingency	7,890.00
	86,790.00

DESERTSCAPE INTERMENT B-39 Thru B-44 - DMP / CONSTRUCTION

RGA Landscape Architect, Inc. - Construction Costs (Estimated)	1,267,277.00
10% Contingency	126,727.70
	1,394,004.70

CHAPEL AND CONFERENCE CENTER

Preliminary Construction Costs (Estimated)	1,759,000.00
Design Development and Construction Documents (Estimated)	80,000.00
10% Contingency	175,900.00
	2,014,900.00

TOTAL ESTIMATED EXPENDITURES

3,495,694.70

Agenda Item 6e

DISCUSSION PSCD WATER USAGE – AGENDA ITEM REQUESTED BY TRUSTEE FREET

**PSCD 2019 Watering Schedule
Southern California Edison Time-of-Use Rate Schedule**

PALM SPRINGS CEMETERY DISTRICT

**2019 WATERING SCHEDULE
TO AVOID ELECTRICAL USE DURING PEAK HOURS**

March 1 – May 30, 2019:

Super Off Peak Hours:

WATER between **8 am and 4 pm**

June 1 – September 30, 2019 (summer):

Off Peak Hours:

WATER between **midnight and 4 pm or 9 pm and midnight**

October 1 – December 31, 2019:

Super Off Peak Hours:

WATER between **8 am and 4 pm**

Off Peak Hours:

WATER between **midnight and 4 pm or 9 pm and midnight**

**YEAR-ROUND HIGH PEAK HOURS in 2019
Water between 4 pm and 9 pm only in
emergencies to avoid peak electricity rates.**

From: SCE donotreply@email.sce.com
Subject: Important: Changes to our business rates are coming soon.
Date: Oct 15, 2018 at 2:01:17 PM
To: <INFO@PSCEMETERY.COM>
INFO@PSCEMETERY.COM

Hi Kathleen, please take a moment to review upcoming changes to rates. [View online.](#)



ANNOUNCING UPCOMING CHANGES TO OUR BUSINESS RATES.

As California continues to adopt cleaner resources to generate energy, the cost to deliver power throughout the day is changing. Energy is now less costly during midday and more costly in the late afternoon and evening.

In March 2019,¹ our Time-Of-Use (TOU) On-Peak hours will shift to a later time in the day to better align with these changing costs. These changes may impact your energy bills, but continue to offer savings to those who can shift their energy use to different times of the day. We are reaching out to you now so your business can begin preparing for how best to manage these changes.

We are here to help.

We will be sharing more information with you from now until March 2019, to help you better understand the changes and how they may impact your business.

In the meantime, you can learn more by visiting sce.com/bizratechanges.

What's changing?

The most notable changes to our business rates include:

Critical Peak Pricing (CPP) Rate

In March 2019, many small and medium businesses and large agricultural and pumping businesses will be automatically enrolled on CPP. CPP is already the default option for large businesses. CPP offers a discount on summer electricity rates in exchange for higher prices during 12 CPP event days per year, usually occurring on the hottest summer days. By reducing your electricity during CPP events, you can avoid these higher charges. Plus, your business will earn credits on your electricity bills during the summer season — when your bills are typically the highest. CPP is an optional rate, and in the coming months you will receive more details and have an opportunity to opt out of CPP before automatically transitioning in March 2019.

New Time-Of-Use (TOU) Summer On-Peak Periods

New TOU periods include the new weekday summer On-Peak hours of **4 p.m. – 9 p.m.** Energy rates during On-Peak hours are higher than other periods. To best manage your energy costs, reduce consumption during On-Peak hours or shift your energy use to before 4 p.m. or after 9 p.m.

Winter Super Off-Peak Period

The introduction of a lowest-cost Super Off-Peak period from **8 a.m. – 4 p.m.** every day throughout the 8-month winter season (October-May).

Time-Differentiated Weekend TOU Periods

The introduction of weekend rate periods varying by time of day and season.

New TOU Periods Beginning March 2019

Summer

June 1 to September 30 (4 months)

Weekdays



Weekends and Holidays



Midnight

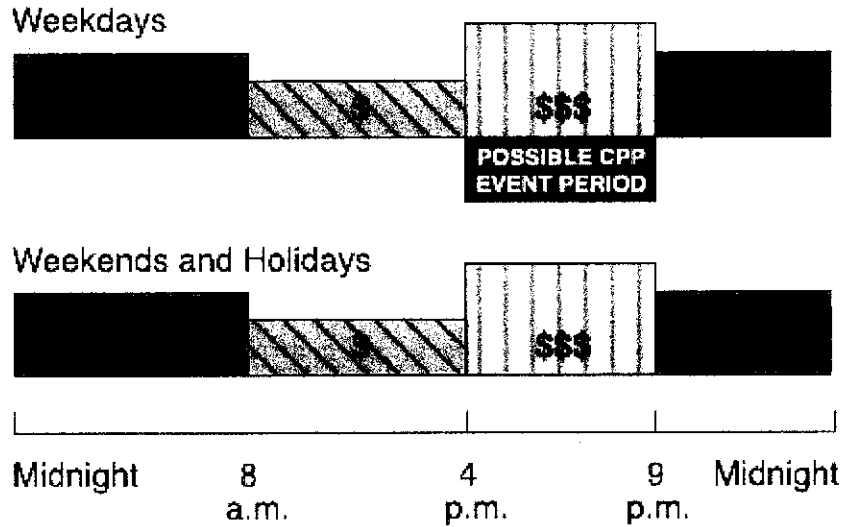
4
p.m.

9
p.m.





Midnight

Winter

October 1 to May 31 (8 months)



The summer season begins on June 1 and continues until September 30.

 Super Off-Peak
  Off-Peak
  Mid-Peak
  On-Peak

More information and tools to come.

As we move closer to the March 2019 effective date, we will provide you with more information about your individual service account(s) and resources to help you prepare for the changes, including rate comparison tools to help you understand your rate options.

If you have any questions, please visit sce.com/bizratechanges to learn more.

Sincerely,



Mike Marelli
Southern California Edison

C-00011339

¹Pending CPUC approval.



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CSDA ANNUAL CONFERENCE AND EXHIBITOR SHOWCASE

September 25-28, 2019 | Anaheim, CA

The leadership conference for special districts.

The CSDA Annual Conference and Exhibitor Showcase is the one conference special district leaders can't afford to miss! It is the most densely packed educational and networking experience available to special districts.

Come together with other special district leaders from across the state to meet with industry suppliers, hear from the best in special district-specific topics with over 30 breakout session options, network with your peers, and more at the leadership conference for special districts.

Attendee Pricing:

Early Bird Registration on or before August 23, 2019:

\$625 CSDA Member

\$940 Non-member

Regular Registration after August 23, 2019:

\$675 CSDA Member

\$1015 Non-member

Hotel Room Reservations:

Anaheim Marriott

700 West Convention Way

Anaheim, CA 92801

The CSDA room rate at Anaheim Marriott is \$180 plus tax, single or double occupancy. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is August 27, 2019; however, space is limited and may sell out before this date.

Cancellation Policy:

Cancellations must be in writing and received by CSDA no later than August 30, 2019. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 30, 2019. Substitutions are acceptable and must be done in writing no than later September 13, 2019. Please submit any cancellation notice or substitution request to meganh@csla.net or fax to 916-520-2465.

California Association of Public Cemeteries

Presents the
CAPC
 Annual
Education Seminar
Friday, October 11, 2019



Area Meeting
Saturday, October 12, 2019
Crowne Plaza Beach Hotel
450 East Harbor Blvd.
Ventura, CA 93001

Registration Form
 "Public Cemetery District"
 Annual Education Seminar & Area Meeting"
 Friday, October 11, & Saturday, October 12, 2019

Name _____ Position _____

District _____

Address _____

City/State/Zip _____

Telephone _____ Fax _____

First time attendee at CAPC event, Yes _____ No _____

Guest _____

Friday, October 11, 2019

Education Seminar Registration Fee... \$ _____

CAPC Members \$ 159.00 / Non-Members \$ 209.00 \$ _____

(Includes Friday Breakfast Buffet for registered attendees and Plated Mix Green Salad, BBQ Tri-Tip, Mashed Potatoes, Veggies and Italian Lemon Cake for Lunch)

Guest Breakfast Buffet @ \$ 33.00 each \$ _____

Guest Plated Lunch @ \$ 37.00 each \$ _____

*Special Need: _____ Vegetarian Lunch

Saturday, October 12, 2019

Area Meeting Registration Fee... \$ _____

CAPC Members \$ 134.00 / Non-Members \$ 184.00 \$ _____

(Includes Saturday Breakfast Buffet for registered attendees and Plated Mix Green Salad, Chicken Florentine, Red Potatoes, Veggies and Chocolate Cake for Lunch)

Guest Breakfast Buffet @ \$ 35.00 each \$ _____

Guest Plated Lunch @ \$ 39.00 each \$ _____

*Special Need: _____ Vegetarian Lunch

Total Enclosed: \$ _____

Please complete separate registration for each attendee and return with payment no later than Friday, September 13, 2019.

To: CAPC
 P.O. Box 119
 San Jacinto, CA 92581
 Telephone: (888) 344-9858
 Fax: (951) 652-3643

No refunds for cancellations received after September 20, 2019.

Scholarship Applications to attend the seminar are being accepted from CAPC member districts until Friday, August 16, 2019.

California Association of Public Cemeteries
 Annual Education Seminar & Area Meeting
 Crowne Plaza Beach Hotel
 Ventura, California

Education Seminar

Thursday, October 10, 2019

4:30 p.m. Registration
 4:30-6:00 p.m. CAPC Hospitality
Dinner on Your Own

Friday, October 11, 2019

7:00-8:00 a.m. Breakfast Buffet for Registered Attendees

7:00 a.m. Meeting Registration
 8:00 a.m. Welcome and Program Introduction

8:15 a.m. **Featured Cemetery: Kern County Cemetery District #1, Presented By:** Tim Unruh, District Manager

8:30 a.m. **"The Boards Role in Human Resources", Presented By:** Oliver Yee from Liebert Cassidy & Whitmore
 10:30 a.m. Break

10:45 a.m. **"The Boards Role in Human Resources", Presented By:** Oliver Yee from Liebert Cassidy & Whitmore

Noon: Lunch
 1:20 p.m. Drawing

1:30 p.m. **"The Boards Role in Human Resources", Presented By:** Oliver Yee from Liebert Cassidy & Whitmore
 3:30 p.m. Adjourn

4:00 p.m. CAPC Board of Directors Meeting
Dinner on Your Own

Area Meeting

Saturday, October 12, 2019

7:00-8:00 a.m. Breakfast Buffet for Registered Attendees

7:00 a.m. Meeting Registration
 8:30 a.m. Split Sessions:

Trustees Discussion Group, Facilitated By: Mike Shelton, Riverview Cemetery District
Managers/Secretaries Discussion Group, Facilitated By: Kathleen Jurasky, Palm Springs Cemetery District

10:30 a.m. Break

10:50 a.m. Recap of Discussion Groups

11:00 a.m. **"Legislative updates" Presented By:** CAPC Legislative Committee

Noon: Lunch
 1:20 p.m. Drawing

1:30 p.m. **"Public Cemetery Districts: Local Governance, Revenue Sources and Facility Planning Issues", Presented By:** Jerome Keene, Senior Planner for QK Planning

3:30 p.m. Adjourn

Dinner on Your Own

WHO SHOULD ATTEND:
Public Cemetery District Trustees, Managers, Secretaries
and Key Employees.

Education Seminar

In a continuing joint venture with California Special Districts Assoc., this year's education seminar will feature the fourth of a series of four curriculum based courses designed specifically for special district directors and trustees. General Managers are encouraged to enroll in the program as a member of the governance team.

The Academy represents the core set of knowledge created and accepted by the special district Community, and encompasses everything trustees need to know about:

1. Governance Foundations
2. Setting Direction and Community Leadership
3. The Board's Role in Finance and Fiscal Accountability
4. The Board's Role in Human Resources

- The first of the series, "Governance Foundations", was presented at the Lake Tahoe Resort Hotel, in So. Lake Tahoe, CA in October 2016.
- The second of the series, "Setting Direction & Community Leadership", was presented at the Holiday Inn Downtown Arena in Sacramento, CA in October 2017.
- The third of the series, "Board's Role in Finance and Fiscal Accountability", was presented at the Lake Tahoe Resort in So. Lake Tahoe, CA in October 2018.

Although recommended, it is not necessary to have attended the first three series prior to attending the last seminar. The fourth and this year's series, "The Boards Role in Human resources", focuses on what might be the most difficult area for most special district boards; Personnel. Participants will learn how to:

- Develop guidelines when assessing the performance of the General Manager.
- Determine a protocol for approving personnel policies.
- Create a process for approving job descriptions and organizational structure.
- Recognize confidentiality and legal liabilities of a district board member.

Area Meeting

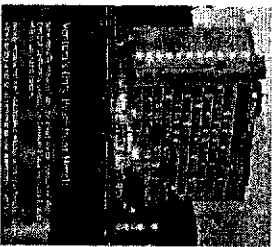
Problem Solving:

- Enjoy the fellowship and share knowledge with other cemeteryans from all areas of the state.
- Participate in discussion of operational problems common to public cemetery districts.
- Bring your questions and participate in group discussions of cemetery district problems and concerns.
- Review proposed **Legislation** that affects your districts budget and operational capabilities
- **Public Cemetery Districts: Local Governance, Revenue Sources and Facility issues.** This program will provide cemeteryans with basic information about out of district services and boundary adjustments and will explain the interactions and benefits of working with LAFCO. Facility planning and revenue sources, such as existing taxation or special assessments will also be discussed.

Location: The education seminar and area meeting will be held at the: **Crowne Plaza Beach Hotel, Ventura, CA**

For hotel accommodations call the hotel directly @ (805) 648-2100, ask for group reservations, or call Group Reservations @ (888) 233-9527 or call Michelle McGuire @ (805) 652-5105. Identify yourself as being part of "California Association of Public Cemeteryans".

- A special room rate of \$167.17 (Tax included) for King Beds and \$178.39 for (2) Queen Beds has been obtained for CAPC participants.
- Check in-time is 4:00 p.m. and check-out time is 12:00 p.m.
- Free High speed Wireless Internet in meeting rooms and registered guest rooms.
- Free overnight parking is available in either the Hotel Valet parking lot or the adjacent City of Ventura parking structure. Day Event (non-overnight) parking \$10.00 max. in adjacent city parking garage & \$8.00 in the Hotel Valet parking lot.



Make your hotel reservations today

**Deadline for hotel reservations is
Tuesday, September 10, 2019**

Agenda Item 7a

RESOLUTION NO. 1-2019

**A RESOLUTION OF THE PALM SPRINGS CEMETERY DISTRICT BOARD OF
TRUSTEES ADOPTING PAID LEAVE POLICIES**



PALM SPRINGS CEMETERY
DISTRICT

STAFF REPORT

TO: Board of Trustees
FROM: Kathleen Jurasky, District Manager
Steven B. Quintanilla, General Counsel
DATE: July 1, 2019
RE: Resolution Adopting Changes to the District's Paid Leave Policies

Recommendation:

That the Board of Trustees adopt the attached Resolution approving proposed changes to the District's Paid Leave Policies.

Background:

The Paid Leave Policies described in the attached resolution reflect the proposed changes that will be included in the new Employee Handbook. The changes include not only the different leave policies that will apply only to prospective new employees, but also changes to the language of some of the current Paid Leave Policies that reflect the laws, regulations and procedures that were adopted since the last time the Employee Handbook was updated.

As directed by the Board, the current employees will be entitled to the same Paid Leave benefits they are currently receiving, and which meet or exceed the minimum standards required by applicable laws. However, for prospective new employees, their paid leave benefits may be different since new employees will in some case be receiving a less number of paid days off than the current employees.

Comparison Chart

Paid Leave	Current Employees	Future Employees	Difference
Vacation	12-20 Paid Days Off Per Year Based on Longevity	10-15 Paid Days Off Per Year Based on Longevity	Less 2-5 Paid Days Off Per Year for Future Employees
Holidays	9 Paid Days Off Per Year	9 Paid Days Off Per Year	No Difference
Sick	8-16 Paid Days Off Per Year Based on Longevity	3 Paid Days Off Per Year	Less 5-13 Paid Days Off Per Year for Future Employees

Personal Time Off	4 Paid Days Off Per Year	None	Less 4 Paid Days Off Per Year for Future Employees
Birthday	1 Paid Day Off Per Year	None	Less 1 Paid Day Off Per Year for Future Employees
Bereavement	Up to 3 Paid Days Off Per Year	Up to 3 Paid Days Off Per Year	No Difference
Jury Duty	Up to 5 Paid Days Off Per Year	Up to 5 Paid Days Off Per Year	No Difference
Voting Time	Up to 2 Hours Off Per Statewide Election	Up to 2 Hours Off Per Statewide Election	No Difference
Emergency Leave	Up to 5 Paid Days Off Per Year	Up to 5 Paid Days Off Per Year	No Difference

Exhibits

Resolution Adopting Changes to District's Paid Leave Policies

RESOLUTION NO. 1-2019

**A RESOLUTION OF THE PALM SPRINGS CEMETERY DISTRICT BOARD
OF TRUSTEES ADOPTING PAID LEAVE POLICIES**

WHEREAS, the Palm Springs Cemetery District (the "District") is a special district duly organized and existing under and by virtue of the California Public Cemetery District Law, codified in Health and Safety Code Sections 9000 *et seq.*; and

WHEREAS, Health and Safety Code Section 9020 provides that the Board of Trustees (the "Board") shall serve as the legislative body of District, govern the District, and establish policies for the operation of the District; and

WHEREAS, the District's Employee Handbook is intended to aid new and current employees in understanding the District's employee policies, procedures, and benefits; and

WHEREAS, the District's Employee Handbook also serves to educate supervisors and managers about the District's employee policies, procedures, and benefits and are a ready resource to use in addressing employees' questions and/or concerns about the application certain policies, procedures, and benefits; and

WHEREAS, the District's Employee Handbook sets forth the uniform application of policies and procedures which promotes consistency of treatment of the District's employees; and

WHEREAS, the District's Employee Handbook should be periodically reviewed and revised as circumstances warrant, such as when state or federal employment law has changed, the District's operations have changed or some provisions have not worked out well from a practicable perspective; and

WHEREAS, the District Manager and General Legal Counsel recently reviewed the Employee Handbook and recommend certain changes to the District's paid leave policies for certain legal and practicable reasons; and

WHEREAS, a subcommittee of the Board of Trustees reviewed the proposed paid leave policies recommended by the District Manager and General Legal Counsel and recommended that the proposed policies be modified and that certain new paid leave policies apply to prospective employees of the District, hired after the effective date of this Resolution.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Palm Springs Cemetery District as follows:

Section 1. Recitals.

That the Recitals set forth above are true and correct.

Section 2. Adoption of Paid Leave Policies.

That the following paid leave policies are hereby adopted:

Section [number to be assigned]. Vacation Leave for Full-Time Employees Hired Prior to May 9, 2019

A full-time employee is eligible to use paid vacation leave pursuant to this section only after the anniversary date of his/her first full year of continuous full-time employment with the District. Part-time, hourly, temporary and seasonal employees are not entitled to paid vacation leave.

The rate of pay for paid vacation leave for an eligible full-time employee shall be the same as the employee's regular rate of pay for the workweek in which the paid vacation leave is taken. Authorized used paid vacation leave will be paid in the next regular payroll period after the authorized paid vacation leave was taken. Eligible employees shall not be entitled to any advancements of paid vacation leave prior to the time such paid vacation leave is duly earned pursuant to this policy.

Commencing on the date of completion of an employee's first six work months of continuous full-time employment with the District, the employee shall earn paid vacation leave for each work week in which the eligible employee works a full-time eight-hour work day each day, pursuant to the following schedules.

The following schedule applies only to full-time employees hired prior to May 9, 2019:

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

An employee shall use all accrued vacation leave for any given year by the last calendar day of each December, less 24 working hours (3 days) which they may carry over to the next year.

Eligible employees must use paid vacation leave in minimum increments of one work hour.

Requests to use paid vacation leave shall be made in writing and submitted to the District Manager at least 14 calendar days in advance of the employee's scheduled vacation. The District Manager may waive the 14 calendar days advance notice under special circumstances, provided that the reduced notice time does not result in the disruption of the general business operations of the District.

Vacation leave requests will be based on seniority. In addition, a request to use paid vacation leave may be denied for the following reasons: (a) the request was not submitted in a timely manner as set forth in this policy; (b) the vacation leave requested will overlap

with the vacation plans or other personal time off plans submitted previously by another employee; (c) there will be insufficient employee coverage during the vacation leave requested; (d) the employee lacks enough earned vacation leave to cover the amount of vacation leave requested; or (e) the employee has taken 30 or more working days off during the current year of employment for other purposes.

Section [number to be assigned].

Vacation Leave for Full-Time Employees Hired
On or After May 9, 2019

A full-time employee is eligible to use paid vacation leave pursuant to this section only after the anniversary date of his/her first full year of continuous full-time employment with the District. Part-time, hourly, temporary and seasonal employees are not entitled to paid vacation leave.

The rate of pay for paid vacation leave for an eligible full-time employee shall be the same as the employee's regular rate of pay for the workweek in which the paid vacation leave is taken. Authorized used paid vacation leave will be paid in the next regular payroll period after the authorized paid vacation leave was taken. Eligible employees shall not be entitled to any advancements of paid vacation leave prior to the time such paid vacation leave is duly earned pursuant to this policy.

Commencing on the date of completion of an employee's first six work months of continuous full-time employment with the District, the employee shall earn paid vacation leave for each work week in which the eligible employee works a full-time eight-hour work day each day, pursuant to the following schedules.

The rate of pay for the final payment of unused earned paid vacation leave for an employee shall be the same as the employee's regular rate of pay for the workweek at the time of the employee's separation or termination of employment with the District.

The following schedule applies only to full-time employees hired on or after May 9, 2019:

Years of Service	Hours Accrued Monthly	Days Per Year
6 months through 5th Year	6.67	10
6 th Years through Separation	10	15

An employee shall use all accrued vacation leave for any given year by the last calendar day of each December, less 24 working hours (3 days) which they may carry over to the next year.

Eligible employees must use paid vacation leave in minimum increments of one work hour.

Requests to use paid vacation leave shall be made in writing and submitted to the District Manager at least 14 calendar days in advance of the employee's scheduled vacation. The District Manager may waive the 14 calendar days advance notice under special circumstances, provided that the reduced notice time does not result in the disruption of the general business operations of the District.

Vacation leave requests will be based on seniority. In addition, a request to use paid vacation leave may be denied for the following reasons: (a) the request was not submitted in a timely manner as set forth in this policy; (b) the vacation leave requested will overlap with the vacation plans or other personal time off plans submitted previously by another employee; (c) there will be insufficient employee coverage during the vacation leave requested; (d) the employee lacks enough earned vacation leave to cover the amount of vacation leave requested; or (e) the employee has taken 30 or more working days off during the current year of employment for other purposes.

The rate of pay for the final payment of unused earned paid vacation leave for an employee shall be the same as the employee's regular rate of pay for the workweek at the time of the employee's separation or termination of employment with the District.

Section [number to be assigned]. Holiday Leave

The provisions set forth in this section shall apply to all eligible full-time employees. A full-time employee is eligible to receive paid holiday leave only after the anniversary date of his/her first six months of continuous full-time employment with the District. Part-time, temporary and seasonal employees are not entitled to paid holiday leave.

The rate of pay for paid holiday leave shall be the same as the employee's regular rate of pay for the workday the paid holiday leave is taken. Non-exempt employees must work on their scheduled workdays before and after a holiday in order to be entitled to holiday pay for the subject holiday, unless otherwise approved by the District Manager. An employee whose last day of employment with the District precedes the day of a paid holiday shall not be entitled to compensation for any subsequent paid holiday. Authorized used paid holiday leave will be paid in the next regular payroll period after the authorized paid holiday leave was taken. An employee shall not be entitled to any advancements of paid holiday leave prior to the day of the subject holiday. Holiday pay shall not be considered earned income like vacation leave.

Paid holidays include the following:

Holiday	Paid Day Off ⁽ⁱ⁾
New Year's Day	January 1 ⁽ⁱⁱ⁾
Martin Luther King Jr.'s Day	Third Monday in February
Presidents' Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 ⁽ⁱⁱ⁾
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas	December 25 ⁽ⁱⁱ⁾

⁽ⁱ⁾ An employee is entitled to compensation for the paid holiday even if the holiday falls on a day during the employee's vacation period.

(ii) If the holiday falls on a Saturday, the preceding Friday shall be recognized as the paid day off for the subject holiday. If the holiday falls on a Sunday, the following Monday shall be recognized as the paid day off for the subject holiday.

An employee may be required to work on holidays. Work on a holiday shall be paid at a rate 1 ½ times the employee's regular rate of pay. Employee shall not be entitled to the payment of any additional overtime pay or other premium pay for working on a holiday, unless the time the employee works on the holiday exceeds 12 hours or is in excess of 8 hours on the seventh consecutive day of work in a workweek, which would entitle the employee to be compensated at a rate twice the employee's regular rate of pay.

Section [number to be assigned]. Sick Leave - Employees Hired On or After May 9, 2019

This section applies to all full-time, part-time, hourly, temporary, seasonal, exempt and non-exempt employees hired on or after May 9, 2019.

Commencing on the first day of employment, employees hired on or after May 9, 2019, shall be entitled to accrue two work hours of paid sick leave for every 30 work hours worked, up to a maximum of 48 work hours (6 work days) per year of employment, provided that the employee has not accumulated 48 work hours (6 work days) or more of unused paid sick leave for the given year.

An employee is only entitled to use paid sick leave beginning on his/her 90th day of employment.

Paid sick leave may be used for diagnosis, care or treatment of an existing health condition of, or preventive care for the employee. Employees may also use paid sick leave to care for the employee's child, parent (including parent-in-law), spouse, registered domestic partner, grandparent, grandchild or sibling. Paid sick leave may also be used by an employee who is the victim of domestic violence, sexual assault or stalking.

Employees shall use a minimum of at least two work hours of paid sick leave at a time.

Employees may not use more than 48 work hours (6 work days) of paid sick leave in any given year.

The rate of pay for paid sick leave for an employee shall be the same as the employee's regular rate of pay for the workweek in which the paid sick leave is taken.

Authorized used paid sick leave will be paid in the next regular payroll period after the authorized paid sick leave was taken.

Employees shall make a verbal or written request to use paid sick leave as soon as practicable. If the employee's need to use paid sick leave is foreseeable in the future, the employee shall provide the District Manager with reasonable advance notice. No medical certification or doctor's note is required to verify an employee's request to use paid sick leave.

Employees may carry over any unused paid sick leave to the following year of employment provided that the amount of accumulated unused paid sick leave during that following year will not exceed 48 work hours (6 work days). After accumulating 48 work hours (6 work days) of unused paid sick leave during any given year, the employee shall not be entitled to accrue any additional paid sick leave for that year, unless the employee reduces his/her total accumulated unused paid sick leave at or below the 48 work hours (6 work days) maximum accumulated limit.

Section [number to be assigned]. 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.

PTO leave may not be rolled over to the following year of employment.

The rate of pay for paid PTO leave for an eligible full-time employee shall be the same as the employee's regular rate of pay for the workweek in which the paid PTO leave is taken. Authorized used PTO leave will be paid in the next regular payroll period after the authorized PTO leave was taken. Employees shall not be entitled to any advancements of PTO pay.

Section [number to be assigned]. 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.

An employee will be compensated for eight work hours (one workday) of paid time off at the employee's regular rate of pay for the workweek in which his or her birthday falls only if the employee takes his or her birthday off. The time off provided for birthdays shall not be treated as earned income; as such, employees shall not be entitled to be compensated for any birthday time off that is not used. Nor will an employee be entitled to any additional compensation solely because he or she chooses to work on his or her birthday.

Should the employee's birthday fall on a Saturday or Sunday the employee may take either the preceding Friday or the following Monday as birthday time off.

Birthday Time Off can be used in conjunction with vacation or personal time off with prior approval of the District Manager.

Employees may not carry over any unused birthday time off to the following year of employment.

Requests to take a paid birthday off pursuant to this policy shall be made in writing and submitted to the District Manager at least ten business days in advance of the employee's birthday.

A request to take a paid birthday off on the employee's actual birthday may be denied for any of the following reasons: (a) the request was not submitted in a timely manner as set forth in this section; (b) the employee has taken 30 or more working days off during the current year of employment for other purposes; (c) the date requested will overlap with the vacation plans or other personal time off plans submitted previously by another employee, in which case the employee may take off an alternative workday approved by the District Manager; or (d) there will be insufficient employee coverage on the employee's birthday, in which case the employee may take off an alternative workday approved by the District Manager.

Section [number to be assigned]. Bereavement Leave

In the event of a death in the immediate family of an employee or the employee's spouse, domestic partner or significant other, the employee will be provided up to three (3) working days off with pay per year to attend to any matters related to the death. For purposes of this policy, immediate family includes a spouse, domestic partner, significant other, parent, grandparent, grandchild, child, sibling, blood relative living with the employee, stepparents, step grandparents and stepsiblings. A one-day leave with pay per year will be provided in the event of the death of an aunt, uncle, niece, nephew, or cousin. Unused bereavement leave may not be rolled over to the subsequent year of employment.

The employee will be paid at his or her regular rate of pay at the time the bereavement leave is taken, upon providing satisfactory evidence to the District Manager to support the bereavement leave claim. If an employee requires more than three (3) days of bereavement leave, the employee may use unused personal time off and vacation leave, subject to the prior approval of the District Manager.

Section [number to be assigned]. Administrative Leave

Administrative leave which is a leave of absence with pay may be granted to exempt employees by the District Manager in recognition of work performed in excess of the employee's normal work hours and outside an employee's normal work schedule.

Section [number to be assigned]. Jury Duty

If an employee is called to serve on jury duty, the employee shall notify the District Manager as soon as reasonably possible. All regular full-time employees will be paid their regular wages while on jury duty (less amounts received from other sources for the jury duty), up to a maximum of five (5) days each calendar year. Employees may use available vacation, personal leave, or any other compensatory time off to compensate for otherwise unpaid

service as a juror in a court proceeding. However, in no case will the salary of an exempt employee be reduced for any week in which the employee works and also misses time to serve on a jury. Evidence of jury duty attendance must be presented to the District Manager.

Section [number to be assigned] . Voting Time

An employee may take the necessary time off to vote in a statewide election. An employee is entitled to a maximum of two hours paid time off to vote, provided that the time taken to vote is within the first two hours or last two hours of the employee's regular work shift. If an employee knows or has reason to believe, on the third day before an election, that time off will be necessary to vote, the employee must give the District at least two working days' notice.

The District will post a notice of this provision at least ten (10) days before each statewide election.

Section [number to be assigned]. Emergency Leave

Emergency leave with pay may be granted at discretion of the District Manager for an absence during local emergency situations such as extreme weather conditions, fire, flood or other public safety threat that make it impossible, unsafe or unadvisable to travel to the employee's location of employment or to perform the employee's essential duties of his or her job. Emergency leave with pay may also be granted at discretion of the District Manager for an absence due to the malfunction of District-owned machinery or equipment if they are essential to the performance of the employee's duties of his or her job. In addition, emergency leave with pay may be granted based upon the declaration of a "State of Emergency" or other emergency alert made by the proper authorities that make it impossible, unsafe or unadvisable to travel to the employee's location of employment or to perform the employee's essential duties of his or her job.

Unless otherwise provided by law, the maximum number of paid hours/days of emergency leave shall be limited to 40 working hours (5 working days) per year. Unused emergency leave may not be carried over to the following year, and unused emergency leave shall not be compensable upon termination or separation of employment.

Section 3. District Manager Authorization.

That the District Manager is authorized to place these policies in an organized manner in the District's Employee Handbook and to prepare any forms the District Manager, in consultation with General Legal Counsel, deem are necessary or convenient to administering or implementing any particular policy.

Section 4. Severability.

That the Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining

provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

Section 5. Repeal of Conflicting Provisions.

That all the provisions heretofore adopted by the Board of Trustees that are in conflict with the provisions of this Resolution are hereby repealed.

Section 6. Effective Date.

That this Resolution shall take effect immediately upon its adoption.

Section 7. Certification.

That 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.

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PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Palm Springs Cemetery District at a regular meeting duly held on the 11th day of July 2019, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Bary A. Freet, Secretary

Jan Pye, Chairperson

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel



PALM SPRINGS CEMETERY
DISTRICT OFFICE

STAFF REPORT

TO: Board of Trustees
FROM: Kathleen Jurasky, District Manager
Steven B. Quintanilla, General Counsel
DATE: July 1, 2019
RE: Resolution Adopting Public Records Act Guide

Recommendation:

That the Board of Trustees adopt the attached resolution approving the proposed Electronic Data Policy.

Background:

The purpose of the California Public Records Act, codified in Government Code section 6250 et seq., is to provide access to information that enables the public to monitor the functioning of their government. The California State Legislature has declared that the right of access to information about the conduct of the people's business is a fundamental and necessary right of every person in the state. Moreover, in 2004, the voters approved Proposition 59, an amendment to the California Constitution incorporating the public's right of access to information concerning the conduct of the people's business. In light of the foregoing, the general policy of the Public Records Act favors disclosure, and a refusal to disclose information must be justified by the exemptions enumerated in the Public Records Act.

The District Manager and General Counsel recommend that for good public policy purposes, the Board should adopt a set of guidelines that ensures that the Public Records Act is properly implemented by the District in a manner that ensures that members of the public have access to inspect the District's public records that are not exempt from disclosure for the purpose of promoting the District's policy and practice of public transparency.

If the attached Resolution is approved, the attached Public Records Act Guide will direct all District employees, consultants and independent contractors who perform services on behalf of the District to comply with the California Public Records Act to implement and reinforce the District's longstanding policy and practice of promoting public transparency.

Exhibits

Resolution Adopting Public Records Act Guide

RESOLUTION NO. 7- 2019

A RESOLUTION OF THE PALM SPRINGS CEMETERY DISTRICT BOARD OF TRUSTEES APPROVING THE PUBLIC RECORDS ACT GUIDE FOR IMPLEMENTING THE CALIFORNIA PUBLIC RECORDS ACT TO ENSURE PUBLIC ACCESS TO THE DISTRICT'S PUBLIC RECORDS IN THE INTEREST OF PROMOTING THE DISTRICT'S POLICY AND PRACTICE OF PUBLIC TRANSPARENCY

WHEREAS, the Palm Springs Cemetery District (the "District") is a special district duly organized and existing under and by virtue of the California Public Cemetery District Law, codified in Health and Safety Code Sections 9000 *et seq.*; and

WHEREAS, Health and Safety Code Section 9020 provides that the Board of Trustees (the "Board") shall serve as the legislative body of the District, govern the District, and establish policies for the operation of the District; and

WHEREAS, the purpose of the California Public Records Act, codified in Government Code section 6250 *et seq.*, is to provide access to information that enables the public to monitor the functioning of their government; and

WHEREAS, the California State Legislature declared that the right of access to information about the conduct of the people's business is a fundamental and necessary right of every person in the state; and

WHEREAS, the general policy of the Public Records Act favors disclosure, and a refusal to disclose information must be justified by the exemptions enumerated in the Public Records Act; and

WHEREAS, in 2004, the voters approved Proposition 59, an amendment to the California Constitution incorporating the public's right of access to information concerning the conduct of the people's business; and

WHEREAS, the Board has determined it is good public policy to adopt a set of guidelines that ensures that the Public Records Act is properly implemented in a manner that ensures that members of the public have access to inspect the District's public records that are not exempt from disclosure for the purpose of promoting the District's policy and practice of public transparency.

NOW, THEREFORE, be it resolved by the Board of Trustees of the District as follows:

Section 1. Recitals.

That the Recitals set forth above are true and correct.

Section 2.

That the attached Public Records Act Guide is hereby approved which all District employees, consultants and independent contractors who perform services on behalf of the District shall comply the California Public Records Act to reinforce the District's longstanding policy and practice of promoting public transparency.

Section 3. Severability.

That the Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution shall remain in full force and effect.

Section 4. Repeal of Conflicting Provisions.

That all the provisions heretofore adopted by the Board of Trustees that are in conflict with the provisions of this Resolution are hereby repealed.

Section 5. Effective Date.

That this Resolution shall take effect immediately upon its adoption.

Section 6. Certification.

That 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.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Palm Springs Cemetery District at a regular meeting duly held on the 11th day of July 2019, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Bary A. Freet, Secretary

Jan Pye, Chairperson

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel

ATTACHMENT
PUBLIC RECORDS ACT GUIDE
2019



PALM SPRINGS CEMETERY DISTRICT

PUBLIC RECORDS ACT GUIDE

July 11, 2019

1. **Fundamental Right of Access to Information.** The public has a fundamental right to access information that enables the public to monitor the functioning of the District and its affiliated agencies.
2. **Interpretation.** The Public Records Act must be broadly interpreted in a way that maximizes the public's access to information.
3. **Agencies Subject to Public Records Act.** The District and all of its affiliated agencies are subject to the Public Records Act.
4. **Public Records.** Any record that contains information relating to the conduct of the public's business, and they are prepared, owned, used, or retained by the District is considered a public record subject to the Public Records Act.
5. **Forms of Records.** Records can be in the form of electronic records (such as pdfs, jpegs, tiffs, etc.) paper, drawings, emails, texts, photographs, photocopies, and facsimile transmissions.
6. **Location of Records.** Records can be located in file cabinets, in desk drawers, in storage closets, on hard drives, on bulletin boards, on the District's server, in data bases, in email boxes, in texts messages, or stored on an employee/official's personal mobile device.
7. **Persons Who May Request Records.** Members of the public, including citizens/residents and non-citizens/non-residents, public officials, other public entities, private businesses, corporations and partnerships, have the right to inspect and copy disclosable public records. The requestor does not have to be a resident of the District or State.
8. **Local Public Officials.** Local public officials are entitled to access public records on the same basis as any other person. However, when authorized to do so as part of their official duties, local public officials may access public records of the District that are otherwise exempt.
9. **Where to Inspect Records.** Any person may inspect public records at the District's main office or other District offices, obtain copies from the District, or retrieve the requested public records from the District's website.
10. **Purpose of Inspection/Copies of Records.** The purpose of a request to inspect or copy records is irrelevant and may not be used as justification for denying records. The only time it may be relevant is if the District is trying to help the requestor identify the records needed and/or to help the requestor narrow down the request if is overly broad.

11. **When to Inspect Records.** Any person may inspect the District's public records during the District's regular office hours.
12. **Format for Providing Records.** If a requestor does not specify the format for inspecting or obtaining a copy of the records sought, the District should seek clarification from the requestor to avoid unnecessary copying costs.
13. **Posting requested records on website.** The District may post the requested record on its website and direct a member of the public to that website location. If the requestor cannot access or reproduce the records from the website, the District must provide a copy to the requestor.
14. **Providing exact copies.** If a record copy has been requested, the District must provide an exact copy that is reasonably possible.
15. **Providing electronic copies.** If the requested record is stored in an electronic format, the District must provide the requested record in its electronic format unless otherwise requested.
16. **Request for Voluminous Amount of Records.** If the request is for a voluminous number of classes of documents, the District has the following options:
 - ***Narrow Request.*** Ask the requestor to narrow the request;
 - ***Later Deadline.*** Ask the requestor to consent to a later deadline for responding; and/or
 - ***Rolling Production.*** Provide responsive records on a "rolling" basis, rather than all at once.

NOTE: *Some requests may impose a substantial enough burden on the District to justify withholding the requested records on the basis that the public interest in nondisclosure clearly outweighs the public interest in disclosure, because the costs and staff time required to search and produce the documents would be excessive and burdensome.*

17. **Response Time.** The District has 10 calendar days to respond to the requestor. This does not mean the District has to produce the records within 10 calendar days.
18. **Extending Response Time Up to an Additional 14 Days.** The District may extend the 10- day response period for up to 14 additional calendar days under the following unusual circumstances:
 - To search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request;
 - To search for, collect, and examine a voluminous amount of separate and distinct records that are demanded by a single request;
 - To consult with another agency that has a substantial interest in the determination of the request or among two or more components of the agency with substantial interests in the request; or
 - To compile data, to write programming language or a computer program, or to construct a computer report to extract data.

Exercising the right to extend the response time an additional 14 days must be done in writing, stating the reasons for the extension and the anticipated date of the response within the 14-day extension period.

Consent of the requestor is not required to extend the time for an additional 14 days, unless the District does not qualify for the additional 14-day extension, in which case the consent should be in writing.

19. **Locating Requested Records.** The District must make a reasonable effort to search for and locate requested records, including asking probing questions of District staff and consultants, but not required to perform a "needle in a haystack" search.
20. **Records that May Exist on Personal Devices.** Communicate the request to any employee or official who may have the requested information on his/her personal devices and ask employee or official to conduct their own searches for public records on their personal devices for the requested information.

NOTE: *The District's Electronic Data Policy requires all employees and officials to use the District's official accounts to conduct District business and to copy or forward all District business related emails or text messages and their attachments to the District for official recordkeeping.*

21. **Redacting Records.** Some records contain information that must be disclosed, along with information which may be exempt from disclosure. The District must provide a record to the requester in redacted form if the nonexempt information is "reasonably segregable" from exempt information. If exempt information is inextricably intertwined with nonexempt information, the entire record may be withheld.
22. **Personnel Records – Special Considerations.** Requests for personnel records shall be treated as follows:

- Subject to Disclosure:
 - Employee Names
 - Employment Contracts
 - Employee Salaries, including bonuses and overtime
 - Identities of Pensioners
 - Pension Benefits
 - Documents appointing and then rescinding a public employee appointmentⁱⁱ
- Exempt from Disclosure:
 - Medical Records and Other Medical Information
 - Individual Medical Insurance Information
 - Individually Identifiable Health Informationⁱⁱⁱ
 - Physician-Patient Privileged Information^{iv}
 - Workers' Compensation Benefits Regarding Specific Employee
 - Trivial or groundless charges of misconduct by non-safety public employees.^v
 - Personal information provided to a retirement system by a member or on a member's behalf, such as a member's personal email address, home address, telephone number, Social Security number, and birth date, age at retirement, benefits election, or health reports concerning a member.^{vi}
 - Misc. Personnel Records. The courts weigh the harm from unwarranted disclosure against the public interest in disclosure, and consider the extent to which disclosure will shed light on the local agency's performance of its duties.

23. **Personal Contact Information – Special Considerations.** Individuals generally have a substantial privacy interest in their personal contact information, and a specific factual analysis is required to determine whether the public interest exemption protects the information from disclosure.^{vii}

24. **Specific Exemptions from Disclosure.** Records containing the following information shall not be produced for inspection or copying:

- Contractor payroll records.^{viii}
- Home address and telephone numbers in firearm license applications and permits of listed officials.^{ix}
- Informant identity.^x
- Lawyer referral service communications.^{xi}
- Library patron use records.^{xii}
- Licensee financial information.^{xiii}
- Mental health detention information.^{xiv}
- Official information.^{xv}
- Patient information.^{xvi}
- Public official home contact information.^{xvii}
- Public services recipients' information.^{xviii}
- Real estate appraisals and engineering evaluations.^{xix}
- Taxpayer information.^{xx}
- Test questions and examination data.^{xxi}
- Trade secret and other proprietary information.^{xxii}
- Vendor's or contractor's unique identifying code used by public agency in public bidding or audit.^{xxiii}
- Voter registration information.^{xxiv}
- Certain child abuse reports.^{xxv}
- Elder abuse records.^{xxvi}
- Juvenile police and court records.^{xxvii}
- Photographs or video recordings of the body of a deceased person taken for or by the coroner.^{xxviii}

25. **Special Exemptions.** Records consisting or containing the following information are not subject to disclosure unless otherwise provided below:

- ***Architectural Plans and Drawings.*** Architectural plans cannot be copied without the express permission of the owner.^{xxix}
- ***Building Plans Maintained by the District.*** The official copy of building plans maintained by the District may be inspected but may not be copied without first requesting the written permission of the licensed or registered professional who signed the document and the original or current property owner.^{xxx}
 - This prohibition against copying building plans does not apply to interim grading documents, including geology, compaction, and soils reports, which are not exempt from disclosure.^{xxxi}
- ***Code Enforcement Records – Criminal Offenses.*** Code enforcement cases involving criminal sanctions may exempt from disclosure, as long as there is a concrete and definite prospect of criminal enforcement.^{xxxii}
 - Records of code enforcement cases that are prosecuted administratively do not qualify for exemptions applicable to law enforcement records.^{xxxiii}
- ***Complainant Names and Contact Information.*** Names and contact information of complainants may still be exempt from disclosure.^{xxxiv}

26. **Deliberative Process Privilege - Exemption.** The following items are exempt from disclosure if they are not retained by the District in the ordinary course of business, as set forth in the District's Record Retention Schedule, and the disclosure of materials would expose the District's decision-making process so as to discourage candid discussion within the District and thereby undermine the District's ability to perform its functions.
- Drafts and Notes - Preliminary.^{xxxv}
 - Memoranda - Interagency or Intra-Agency^{xxxvi}
 - Telephone Logs of Council Members^{xxxvii}
 - Telephone Logs of Staff^{xxxviii}
 - Names and Background Information of Commission Applicants^{xxxix}
27. **Public Interest Exemption/Catch-All Exemption.** Permits the District to withhold a record if the District can demonstrate that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure.^{xi}
28. **Attorney-Client Privilege Exemption.**
- ***Attorney-Client Communications/Memoranda/Opinions and Other Attorney Work Product.***
 - Records protected by Evidence Code privileges are exempt from disclosure under the Public Records Act.^{xli}
 - Attorney-client privileged communications and attorney work product and other work product prepared for use in pending litigation or claims are exempt from disclosure.^{xlii}
 - Attorney-client-privileged and work product information is protected from disclosure even after litigation is concluded.^{xliii}
 - ***Attorney Invoices and Attorney Retainer Agreements.***
 - Attorney billing invoices reflecting work in active and ongoing litigation are exempt from disclosure under the attorney-client privilege or attorney work product doctrine; other billing invoices are exempt only if they communicate information for the purpose of legal consultation or risk exposing information communicated for such purpose.^{xliv}
 - Retainer or fee agreements between local agencies and their attorneys constitute confidential communications within the scope of the attorney-client privilege.^{xlv}
29. **Pending Litigation and Claims.** Records pertaining to pending litigation to which the District is a party or to claims made filed against the District under the California Government Claims Act (Govt C §810 et seq.) until the pending litigation or claim has been finally adjudicated or otherwise settled.^{xlvi}
- This exemption applies only to documents specifically prepared by, or at the direction of, the District for use in existing or anticipated litigation.^{xlvii}
 - Attorney billing and payment records related to ongoing litigation are not subject to the pending-litigation exemption, because such records are not primarily prepared for use in the litigation.^{xlviii}
 - Once litigation has concluded, previously exempt litigation-related records, including copies of depositions from closed cases, must be produced, unless covered by another exemption or statutory privilege.^{xlix}
 - Documents concerning settlement of a claim must also be produced after the claim is finally settled unless other exemptions in the Public Records Act, such as the public interest exemption^l, or exemptions in other statutes, apply.^{li}

30. **No Duty to Create Records or Privilege Logs.** The District does not have to create records that do not exist or to compile information, nor does the District have to create “privileged logs” that list which documents that are not exempt from disclosure.
31. **Waiver.** Generally, disclosure of an otherwise exempt record to any member of the public waives most of the exemptions contained in the Public Records Act for all future requests for the same record.^{lii} However, disclosures to another governmental agency that agrees to treat the disclosed material as confidential.^{liii}
32. **Fees.** The District may charge a fee for the direct cost of duplicating a record, subject to the following.^{liv}
- Direct cost of duplication is limited to the actual cost of reproduction, such as the cost of running a copy machine, which may not include staff time for searches, but may conceivably include staff time for actually duplicating a record.^{lv}
 - The District may require payment in advance before providing the requested copies.^{lvi}
 - Some statutes specify a precise reproduction cost.^{lvii}
 - FPPC Disclosure Statements must not exceed ten cents per page, except that the District may charge an additional \$5 fee for retrieving records that are 5 or more years old.^{lviii}
 - Public Works Payroll Records must not exceed \$1 for first page, 25 cents for each page thereafter, and \$10 for handling costs.
 - Electronic Copies of Project’s Contract Documents are exempt from District fees for production.
 - Retrieving Electronic Data – The District may recover all costs associated with retrieving electronic data.^{lix}

i Cal. Govt. Code §6253(c)
 ii *Braun v City of Taft* (1984) 154 CA3d 332
 iii Govt C §6254(k); Govt C §6255)
 iv Evid C §§990-1007
 v *American Fed’n of State, County & Mun. Employees*, 80 CA3d at 918
 vi Govt C §§20134, 31532, 31526; *Sonoma County Employees’ Retirement Ass’n v Superior Court* (2011) 198 CA4th 986; *San Diego County Employees Retirement Ass’n v Superior Court* (2011) 196 CA4th 1228; *Sacramento County Employees’ Retirement Sys. v Superior Court* (2011) 195 CA4th 440
 vii Govt C §6255(a)
 viii Lab C §1776)
 ix Govt C §6254(u)
 x Evid C §1041
 xi Evid C §965(d)
 xii Govt C §§6254(j), 6267
 xiii Govt C §6254(n)
 xiv *Welf & I C* §§5150, 5328
 xv Evid C §1040
 xvi Evid C §994; CC §§56.05(g), 56.20, 56.35-56.36; Health & S C §1417 et seq.; *Welf & I C* §5000 et seq., §5328 et seq.; 42 USC §§1320d—1320d-9
 xvii Govt C §6254.21; 91 Ops Cal Atty Gen 19 (2008)

xviii	Welf & I C §§10850, 18909
xix	Govt C §6254(h)
xx	Govt C §6254(i); Rev & T C §§7056, 7056.5
xxi	Govt C §6254(g)
xxii	Evid C §1060; Govt C §§6254(e), 6254.2, 6254.7, 6254.15, 6255; CC §3426.1
xxiii	Govt C §6254.33
xxiv	Govt C §§6254.4, 6253.6; Elec C §2194
xxv	Pen C §§11165.6-11165.7, 11167.5, 11169
xxvi	Welf & I C §15633
xxvii	Welf & I C §§827, 827.9, 828
xxviii	CCP §129
xxix	17 USC §102(a)(8)
xxx	Health & S C §19851
xxxi	89 Ops Cal Atty Gen 39 (2006)
xxxii	Govt C §6254(f); <i>Haynie v Superior Court</i> (2001) 26 C4th 1061; <i>State ex rel Division of Indus. Safety v Superior Court</i> (1974) 43 CA3d 778
xxxiii	<i>Haynie</i> , 26 C4th 1061; <i>State ex rel Div. of Indus. Safety</i> , 43 CA3d 778
xxxiv	<i>City of San Jose v Superior Court</i> (1999) 74 CA4th 1008
xxxv	Govt C §6254(a)
xxxvi	Govt C §6254(a)
xxxvii	<i>Rogers v Superior Court</i> (1993) 19 CA4th 469
xxxviii	Currently Undecided
xxxix	<i>Wilson v Superior Court</i> (1996) 51 CA4th 1136
xl	Govt C §6255; <i>Times Mirror Co. v Superior Court</i> (1991) 53 C3d 1325
xli	Govt C §6254(k)
xlvi	<i>Fairley v Superior Court</i> (1998) 66 CA4th 1414
xlvi	<i>Roberts v City of Palmdale</i> (1993) 5 C4th 363; <i>Fellows v Superior Court</i> (1980) 108 CA3d 55, disapproved on other grounds in <i>Coito v Superior Court</i> (2012) 54 C4th 480
xlvi	<i>Los Angeles County Bd. of Supervisors v Superior Court</i> (2016) 2 C5th 282
xlvi	Bus & P C §6149; Evid C §§952, 954
xlvi	Govt C §6254(b)
xlvi	<i>Fairley v Superior Court</i> (1998) 66 CA4th 1414; <i>City of Hemet v Superior Court</i> (1995) 37 CA4th 1411
xlvi	<i>County of Los Angeles v Superior Court</i> (2012) 211 CA4th 57
xlvi	<i>City of Los Angeles v Superior Court</i> (1996) 41 CA4th 1083
l	Govt C §6255)
li	<i>Register Div. of Freedom Newspapers, Inc. v County of Orange</i> (1984) 158 CA3d 893.
lii	Govt C §6254.5; 86 Ops Cal Atty Gen 132 (2003)
liii	Govt C §6254.5
liiv	Govt C §6253(b)
liv	See <i>North County Parents Org. for Children With Special Needs v Department of Educ.</i> (1994) 23 CA4th 144, 148
lvi	Govt C §6253(b)
lvii	Govt C §6253(b); 85 Ops Cal Atty Gen 225 (2002)
lviii	Govt C §81008; see also 8 Cal Code Regs §16402
lix	Govt C §6253.9(b)

**PALM SPRINGS CEMETERY DISTRICT
RESOLUTION 8-2019**

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 \$8,193.88 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 \$1,175.00 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 June 1, 2019 to June 30,2019.

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 11th day of July 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jan Pye, Chairperson

ATTEST:

Bary A. Freet, Secretary