

**PALM SPRINGS CEMETERY DISTRICT
AGENDA
REGULAR MEETING
OF THE
BOARD OF TRUSTEES**

Thursday, March 9, 2023 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].

The Public May Also Observe the Meeting and Offer Public Comment Remotely

If you would like to participate in this teleconferenced Board Meeting, please follow these instructions:

**YOU MAY JOIN MEETING AND COMMENT VIA ZOOM AT: <https://us02web.zoom.us/j/2464673948>; or
CALL IN: 669-900-6833 MEETING ID: 246 467 3948**

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

At this time, pursuant to the Brown Act, any person may comment on matters of general interest within the subject matter jurisdiction of the Board of Trustees, NOT listed on the agenda. Pursuant to the Brown Act, the Board of Trustees will not take action on or discuss matters raised during Public Comment portion of the agenda that are not listed on the agenda.

Comments shall be limited to three (3) minutes per speaker. Speakers may not yield their time to others without the consent of the Presiding Officer. All comments shall be directed to the Board of Trustees and shall be devoid of any personal attacks unrelated to District business. Members of the public are expected to maintain a professional, courteous decorum during 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 February 9, 2023 Regular Meeting Minutes

5. CONSENT CALENDAR - continued

b.	Approval of February Expenditures		
	General Fund		\$ 91,817.53
	Feb Reimburse Voucher 1765	\$ 30,214.96	
	Feb Reimburse Voucher 1766	\$ 60,468.57	
	Accumulative Capital Outlay		\$ 4,215.00
	Feb Reimburse Voucher 1767	\$ 4,215.00	
	Pet Memorial Park Cemetery		\$.00
	Total February 28, 2023 Expenditures Checks & Visa/Debit Card		
	24425-24476 Direct Deposits (Payroll)		\$ 96,032.53
c.	Financial Reports as of February 28, 2023 (F-1 thru F-5A)		

6. ADMINISTRATIVE CALENDAR

- a. Review and Discussion for Voting - Riverside Local Agency Formation Commission (LAFCO) Elections
- b. Review and Sign Form 700 – Statement of Economic Interests
- c. Review for Discussion and Possible Approval Cremation Niches – Welwood Murray Cemetery
- d. East Lease Agreement – Update 40 Acres

7. LEGISLATIVE CALENDAR

- a. Resolution 3-2023, Transfer Interment Rights & Costs from PN to ACO & GF
- b. Resolution 4-2023, Requiring the Visiting Public to Wear Proper Face Coverings While Physically Present in the District Offices and Other Enclosed Spaces - **Oral Report by Legal Counsel**
- c. Resolution 4-2023, Requiring the Visiting Public to Wear Proper Face Coverings While Physically Present in the District Offices and Other Enclosed Spaces
- d. Resolution 5-2023, Permitting Members of the to Participate in Regular Board Meeting Remotely – **Staff Report Legal Counsel**
- e. Resolution 5-2023, Permitting Members of the to Participate in Regular Board Meeting Remotely

8. TRUSTEE AND ATTORNEY SIGNATURES

9. BOARD DEVELOPMENT – GOOD GOVERNANCE

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. District Manager
 - 1. PSCD Strategic Barometer Dashboard and Strategic Barometer (Nothing to Report - No Changes)

13. FUTURE AGENDA ITEMS

- a. Discussion in 2023/2024 – Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums
- b. Postcard Survey Mailing to the Community to Determine Pre-Planning Needs
- c. Marketing/Advertising
- d. Future Long-Range Planning – PSCD Staffing

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE

- a. Conference with Labor Negotiator (Government Code § 54954.5) District's Designated Labor Negotiator: Steven B. Quintanilla, General Counsel
Unrepresented Employee: District Manager
- b. Conference with Legal Counsel – Regarding Potential Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): (One Potential Case)
- c. Real Property Negotiations pursuant to Government Code Section 54956.8
Property: Assessor Parcel No. 670230017-4 (6.72 Acres) and Assessor Parcel No. 670230019-6 (29.45 Acres)
District Negotiator: Board of Trustees of the Palm Springs Cemetery District and Steven B. Quintanilla, General Legal Counsel
Negotiating Parties: Mario J. Gonzales, President/CEO RM Da Vall, LLC and Michael Braun, Grit Development
Under Negotiation: Memorandum of Understanding, Price and Terms of Payment

15. CLOSED SESSION ANNOUNCEMENT

16. OPEN SESSION

- a. District Manager Employment Agreement Salary, Compensation and other Terms

17. ADJOURNMENT

THIS AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M., MONDAY, March 6, 2023

Kathleen Jurasky, District Manager

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

DATE: February 9, 2022

TIME: 2:00 P.M.

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

1. **CALL TO ORDER** Meeting was called to order by Trustee Mallotto at 2:03 P.M.

2. **ROLL CALL**

Present: William G. Kleindienst, Vice Chairperson – Arrived at 2:05 P.M.
Lynn T. Mallotto, Treasurer
LaFaye M. Platter, Secretary
Michael V. Smith, Member

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

Not Present: Jan M. Pye, Chairperson

District Manager Jurasky reported that Trustee Pye had contacted her to inform her she is unable to attend today's meeting due to a work commitment. Trustee Pye's absence was excused.

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Smith, seconded by Trustee Platter to approve the agenda as presented. Motion carried; roll call 3-0 Mallotto, Platter and Smith.

5. **CONSENT CALENDAR** Motion was made by Trustee Smith, second by Trustee Platter approve the Consent Calendar as presented. Motion carried; roll call 3-0 Mallotto, Platter and Smith.

Trustee Kleindienst arrived.

6. **ADMINISTRATIVE CALENDAR** a. **Rob Dennis, RT Dennis Accountancy – Annual Audit Report** Mr. Dennis reviewed the independent audit report and stated he is pleased to report the District received a clean opinion. He stated the District has a great system set in place for the internal control, the staff is very helpful at supplying him with all information requested, they are very thorough and it is a pleasure working with them.

Mr. Dennis reported the General Fund had a positive increase of \$175,000.00. Following a review of the annual audit report by Rob Dennis, and discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to accept and file the annual audit report. Motion carried; roll call 4-0 Kleindienst, Mallotto, Platter and Smith.

b. **District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group** Neal Wilson was present at the request of District Manager Jurasky to ask and or answer any questions following the audit. No action taken.

6. ADMINISTRATIVE CALENDAR - continued

c. Review for Discussion and Possible Approval Cremation Niches – Welwood Murray Cemetery District Manager Jurasky gave an overview of the possible location of the niches, estimated expenses and revenue for this project. Following a discussion motion was made by Trustee Mallotto, seconded by Trustee Smith directing Trustee Kleindienst to investigate with the city of Palm Spring’s planning department, the Historical Site Preservation Society and any other entities to find out if there are any restrictions relating to this development. Also, to conduct a site visit of the potential location with District Manager Jurasky. Motion carried; roll call 4-0 Kleindienst, Mallotto, Platter and Smith.

Trustee Platter left the meeting

d. Review for Discussion and Possible Approval Two-Year Extension Landscape Maintenance Contract – Nissho California District Manager Jurasky reported Nissho wanted the extend their contract, however they wanted to do so with a CPI increase of 8.6%. This would equate to an increase of \$25,490 annually.

District Manager Jurasky informed the Board she negotiated a 2-year extension at the current rates. This 2-year contract extension at the currents will be a saving of \$50,980.00 for the District. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Smith to approve the 2-year contract extension at the current rates of \$296,400.00 annually, \$24,700.00 monthly, \$484.00 for Saturday interments and \$527.00 for Sunday interments. Motion carried, roll call 3-0, Kleindienst, Mallotto and Smith.

e. Post State of Emergency Brown Act Teleconferencing Rules – Oral Report by Legal Counsel Attorney Quintanilla reported Governor Newson is planning on lifting the COVID-19 State of Emergency by February 28, 2023. He stated as of March 1, 2023 we revert back to the original teleconferencing rules as per the Brown Act. Attorney Quintanilla gave an overview of the rules, and explained how they will affect board meetings through January 1, 2024.

f. Website Update for ADA Compliance - Streamline District Manager Jurasky reported she is working with Streamline to get the District’s current website updated to be ADA compliant.

Trustee Platter returned to the meeting

g. California Association of Public Cemeteries (CAPC) Local Area Meeting, 10:00A.M., Thursday, April 27, 2023 at Palo Verde Cemetery District in Blythe, CA Following a discussion motion was made Trustee Kleindienst, seconded by Trustee Mallotto to approve Trustees and District Manager Jurasky attending the CAPC Local Area Meeting in Blythe, CA. This approval is to include all necessary expenses. Motion carried, roll call 4-0, Kleindienst, Mallotto, Platter and Smith.

h. Review for Discussion and Possible Approval Sunnylands Visit & Tour: 12:00pm-2:00pm, Wednesday, February 22, 2023 or 12:00pm-2:00pm, Thursday, February 23, 2023 Following a discussion Trustees Kleindienst and Smith stated they would like to attend the tour on February 23, 2023 and bring a guest. District Manager Jurasky stated she contact Eric Ornelas, Communications Specialist at Sunnylands to arrange the visit.

i. East 40 Acres Lease Agreement – Update (Nothing to Report) No Action Taken

7. LEGISLATIVE – None

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

9. **BOARD DEVELOPMENT - Responses to Tough Questions** No action taken
10. **PUBLIC HEARING CALENDAR** – None
11. **COMMITTEE REPORTS** – None
12. **REPORTS**
 - a. **Trustee Report** – None
 - b. **District Manager** District Manager Jurasky
 1. **PSCD Strategic Barometer Dashboard and Strategic Barometer** – Nothing to Report -No changes
13. **FUTURE AGENDA ITEMS**
 - a. **Discussion in 2022/2023 Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums** No action taken
 - b. **Postcard Survey Mailing to the Community to Determine Pre-Planning Needs** No action taken
 - c. **Marketing/Advertising** No action taken
 - d. **Future Long-Range Planning – PSCD Staff** No action taken
14. **CLOSED SESSION - READING OF THE SAFE HARBOR** No Closed Session
 - a. **Real Property Negotiations pursuant to Government Code Section 54956.8**

Property: Assessor Parcel No. 670230017-4 (6.72 Acres) and Assessor Parcel No.670230019-6 (29.45 Acres)
District Negotiator: Board of Trustees of the Palm Springs Cemetery District and Steven B. Quintanilla,
General Legal Counsel
Negotiating Parties: Mario J. Gonzales, President/CEO RM Da Vall, LLC and Michael Braun, Grit
Development
Under Negotiation: Price and Terms of Payment
15. **CLOSED SESSION ANNOUNCEMENT**
16. **OPEN SESSION**
17. **ADJOURNMENT** Meeting was adjourned by motion made by Trustee Platter, seconded by Trustee Smith at 2:55 P.M. Motion carried, vote 4-0, Kleindienst, Mallotto, Platter and Smith. The next regular board meeting is scheduled for 2:00 P.M., Thursday, March 9, 2023.

DATE: _____

LaFaye M. Platter, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Feb 1, 2023 to Feb 28, 2023

Date	Check #	Line Description	Debit Amount	Credit Amount
2/2/23	24425	INV 246714 - LANDSCAPE MAINTENANCE FOR JAN 2023 NISSHO OF CALIFORNIA, INC	24,700.00	24,700.00
2/2/23	24426	INV 69169 - (12) GRAY VASES; (12) PLASTIC VASES; (1) NIC ASCO PACIFIC, INC.	816.97	816.97
2/2/23	24427	TRASH SERVICE FOR FEB 2023 BURRTEC WASTE & RECYCLING SVCS	571.33	571.33
2/2/23	24428	INV 230122 - 5x7 PADS & LOOSE SHEETS ACE PRINTING	43.50	43.50
2/2/23	24429	INV 847689660 - CA HEALTH & SAFETY CODE UPDATES THOMSON REUTERS - WEST	345.84	345.84
2/2/23	24430	INV 1705 FOR NOV 2022 GENERAL LEGAL SERVICES REN INV 1706 FOR CELL TOWER LEASE LEGAL SERVICES RE INV 1707 FOR PERSONNEL MATTERS LEGAL SERVICES QUINTANILLA & ASSOCIATES	460.00 38.50 862.00	1,360.50
2/2/23	24431	INV000000512705 - OFFICE WIFI FOR FEB 2023 ONE RING NETWORKS	200.00	200.00
2/3/23	24432	ADMINISTRATIVE DESIGN REVIEW FOR SECTIONS B-39 REPLACES CHECK 23981 DATE 3/16/2022 CITY OF CATHEDRAL CITY	1,134.00	1,134.00
2/3/23	24433	INV 2302133 SECURITY PATROL FOR FEB 2023 MAXWELL SECURITY SERVICES, INC	825.00	825.00
2/3/23	24434	INV 32702722 - BEE REMOVAL WESTERN EXTERMINATOR	280.00	280.00
2/6/23	24435	INV 03A003277377 - BOTTLE WATER DISPENSER RENT READY REFRESH	37.38	37.38
2/8/23	24436	INV 734 - 2022 AUDIT FEES RT DENNIS ACCOUNTANCY	8,500.00	8,500.00
2/8/23	24437	IN053172 - (2)#5 VAULTS; (6) #5 LINERS MATTHEWS INTERNATIONAL CORP	2,235.00	2,235.00
2/8/23	24438	ROADRUNNER/NON-PROFT ANNUAL DUES 02/01/23 TO 01/ GREATER PALM SPRINGS CVB	300.00	300.00
2/10/23	24439	VOID***VOID***VOID		
2/10/23	24440	332245-850914 WELL REPLENISHMENT FOR JAN 2023 COACHELLA VALLEY WATER DIST	1,719.85	1,719.85
2/10/23	24441	J PYE - CAPC ANNUAL CONFERENCE 3/23/23 - 3/25/23 IN M HOSPITALITY CO-SPONSOR - CAPC ANNUAL CONFEREN K JURASKY - CAPC ANNUAL CONFERENCE 3/23/23 - 3/25/2 (K JURASKY REIMBURSED \$278 - RECEIPT #41845) CALIFORNIA ASSOC OF PUBLIC CEMETERIES	535.00 200.00 903.00	1,638.00
2/10/23	24442	WMC USAGE FEB 2023 DESERT WATER AGENCY	459.71	459.71

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Feb 1, 2023 to Feb 28, 2023

Date	Check #	Line Description	Debit Amoun	Credit Amoun
2/13/23	24443	VOID***VOID***VOID		
2/13/23	24444	YELLOW PAGE ADVERTISING - JAN 2023 THRYV	206.85	206.85
2/21/23	24445	MAR 2023 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	53.17	53.17
2/21/23	24446	IT0000005529 - PS FINANCIALS FOR JAN 2023 DATA VPN FOR JAN 2023 RIVERSIDE COUNTY INFORMATION TECHNOLOGY	82.94 4.66	87.60
2/21/23	24447	INV 4956495 - COURIER SERVICE ON 2/07/23 GLS US	26.30	26.30
2/21/23	24448	INV 69253 - (12) GRAY VASES ASCO PACIFIC, INC.	476.83	476.83
2/21/23	24449	INV B1402730 - JANITORIAL SUPPLIES WAXIE SANITARY SUPPLY	459.29	459.29
2/21/23	24450	IN053305 - (1)#1 LINER;(2) #5 VAULTS; (5) #5 LINERS MATTHEWS INTERNATIONAL CORP	2,215.00	2,215.00
2/21/23	24451	INV 2531.001-17 - CONSTRUCTION DOCUMENT REVISION ADDL MEETINGS, COORDINATION AND PROCESSING INV 2531.003-05 - ENGINEERING DEMOLITION, GRADING ENGINEERING - COORDINATION/MEETINGS/TELECONF MSA CONSULTING, INC	1,200.00 565.00 2,400.00 50.00	4,215.00
2/21/23	24452	INV 03B0032777377 - BOTTLED WATER & OTHER SUPPLIE READY REFRESH	92.94	92.94
2/21/23	24453	INV 4745187 - REPAIR DAVALL GATE INV 4745165 - REPLACE EXISTING LOW VOLTAGE TRAN BRADLEY ELECTRIC,INC	158.75 663.50	822.25
2/23/23	24454	REPURCHASE INTERMENT RIGHTS - ENDOWMENT CAR SECTION A-36 #260 & 261 JANE ACEVEDO & LEO ACEVEDO	2,300.00	2,300.00
2/27/23	24455	REPURCHASE INTERMENT RIGHTS - ENDOWMENT CAR SECTION C-14 #95 & 96 VERA PRIETO WALL	480.00	480.00
2/28/23	24456	VOID***VOID***VOID		
2/28/23	24457	VOID***VOID***VOID		
2/28/23	24458	VOID***VOID***VOID		
2/28/23	24459	VOID***VOID***VOID		

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Feb 1, 2023 to Feb 28, 2023

Date	Check #	Line Description	Debit Amoun	Credit Amoun
2/28/23	24460	VOID***VOID***VOID		
2/28/23	24461	VOID***VOID***VOIC		
2/28/23	24462	GROUND SUPERVISOR CELL PHONE FOR 2/20/23 - 3/19/23 T-MOBILE	123.89	123.89
2/28/23	24463	INV 31251036 PEST CONTROL MAINTENANCE FOR FEB 20 WESTERN EXTERMINATOR	97.15	97.15
2/28/23	24464	INV 438235 - MAINTENNCE FOR 03/01/2023 - 05/31/2023 INV 438358 - OFFICE FOR 03/01/2023 - 05/31/2023 INV 437676 - FIRE FOR 03/01/2023 - 05/31/2023 DESERT ALARM INC	89.85 89.85 119.97	299.67
2/28/23	24465	INV 18710942 - IRRIGATION SYSTEM REPAIR SUPPLIES EWING IRRIGATION PRODUCTS, INC	304.49	304.49
2/28/23	24466	ANNUAL BULK RATE PERMIT #2000 POSTMASTER	290.00	290.00
2/28/23	24467	IN832907 - KYOCERA COPIER FOR 2/16/2023 - 3/15/2023 AIS	189.29	189.29
2/28/23	24468	MONTHLY SERVICE ON AMERICAS PLAZA FOUNTAIN F ELOY'S POOL SERVICE & REPAIRS	50.00	50.00
2/28/23	24469	INV 69361 - GRAVESIDE MAT ASCO PACIFIC, INC.	903.09	903.09
2/28/23	24470	MAR 2023 PSCD EMPLOYEE LIFE INSURANCE EXPENSE METLIFE GROUP BENEFITS	49.90	49.90
2/28/23	24471	MAR 2023 PSCD EMPLOYEE DENTAL INSURANCE EXPEN STANDARD INSURANCE COMPANY RB	424.20	424.20
2/28/23	24472	K JURASKY EXTRA HEALTH INSURANCE FOR FEB 2023 COLONIAL LIFE	203.78	203.78
2/28/23	24473	FEB 2023 PSCD EMPLOYEE RETIREMENT EXPENSE - K J FEB 2023 EMPLOYEE 403B PAYABLE FOR K JURASKY INVESCO INVESTMENT SERVICES, INC	624.88 2,219.78	2,844.66
2/28/23	24474	FEB 2023 PSCD EMPLOYEE RETIREMENT EXPENSE- E A FRANKLIN - TEMPLETON	294.44	294.44
2/28/23	24475	FEB 2023 PSCD EMPLOYEE RETIREMENT EXPENSE- S LO FRANKLIN - TEMPLETON	257.60	257.60
2/28/23	24476	FEB 2023 PSCD EMPLOYEE RETIREMENT EXPENSE- S VI FRANKLIN - TEMPLETON	268.80	268.80
2/8/23	CALPERS	FEB 2023 PSCD EMPLOYEE HEALTH INSURANCE EXPEN FEB 2023 PSCD RETIREE HEALTH INSURANCE EXPENSE FEB 2023 EMPLOYEE PORTION OF HEALTH INSURANCE CALPERS	4,704.39 421.41 389.16	5,514.96

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Feb 1, 2023 to Feb 28, 2023

Date	Check #	Line Description	Debit Amoun	Credit Amoun
2/21/23	COACHEL	559833-884768 ADMIN BUILDING FOR FEB 2023	29.59	
		180819-512108 BUSINESS FOR FEB 2023	24.71	
		559831-884770 FIRE PROTECTION FOR FEB 2023	86.99	
		COACHELLA VALLEY WATER DISTRICT		141.29
2/21/23	DEBIT EA	USPS - MAILING AUDIT TO RIVERSIDE TREASURER, BOA	50.76	
		COMPANY DEBIT CARD		50.76
2/24/23	DEBIT EA	USPS POSTAGE STAMPS	126.00	
		COMPANY DEBIT CARD		126.00
2/7/23	DEBIT KJ	ICLOUD+ WITH 200 GB STORAGE	2.99	
		COMPANY DEBIT CARD		2.99
2/21/23	DEBIT KJ	RANCHO MIRAGE CHAMBER - 2023 RAMMYS AWARD DI	110.00	
		COMPANY DEBIT CARD		110.00
2/23/23	DEBIT KJ	DESERT PROMOTIONAL & EMBROIDERY - GROUNDSMA	365.40	
		COMPANY DEBIT CARD		365.40
2/28/23	DEBIT KJ	AMAZON - SIGN FOR GRAVESITES		
		COMPANY DEBIT CARD		
2/2/23	DEBIT KJ	INDEED - ONLINE JOB AD FOR GROUNDSMAN	240.00	
		COMPANY DEBIT CARD		240.00
2/3/23	DEBIT KJ	TRAVEL ACA AGENT FEE - CAPC CONFERENCE MONTE	55.00	
		TRAVEL ACA AGENT FEE - CAPC CONFERENCE MONTE	55.00	
		UNITED -AIRFARE - CAPC CONFERENCE MONTEREY, CA	229.20	
		UNITED -AIRFARE - CAPC CONFERENCE MONTEREY, CA	229.20	
		AMERICAN - AIRFARE - CAPC CONFERENCE MONTERE	228.20	
		AMERICAN - AIRFARE - CAPC CONFERENCE MONTERE	228.20	
		COMPANY DEBIT CARD		1,024.80
2/10/23	EDD_TAX	SIT P/R 01/26/2023 TO 02/08/2023 PAID 02/10/2023	215.13	
		SDI P/R 01/26/2023 TO 02/08/2023 PAID 02/10/2023	92.15	
		EMPLOYMENT DEVELOPMENT DEPT		307.28
2/24/23	EDD_TAX	SIT P/R 02/09/2023 TO 02/22/2023 PAID 02/24/2023	215.95	
		SDI P/R 02/09/2023 TO 02/22/2023 PAID 02/24/2023	102.70	
		EMPLOYMENT DEVELOPMENT DEPT		318.65
2/10/23	EDD_TAXa	CA EDU & TRAINING P/R 01/26/2023 TO 02/08/2023 PAID 02	5.85	
		SDI P/R 01/26/2023 TO 02/08/2023 PAID 02/10/2023	316.10	
		EMPLOYMENT DEVELOPMENT DEPT		321.95
2/24/23	EDD_TAXa	SUI P/R 02/09/2023 TO 02/22/2023 PAID 02/24/2023	223.98	
		CA EDU & TRAINING P/R 02/09/2023 TO 02/22/2023 PAID 02/	4.15	
		EMPLOYMENT DEVELOPMENT DEPT		228.13
2/24/23	EDISON	8000493032 ADMIN BUILDING FOR 01/11/23 TO 02/09/23	738.78	
		8001545238 DAVALL GATE FOR 01/12/23 TO 02/10/23	26.93	
		8002601833 WELL #4 FOR 01/10/23 TO 02/08/23	2,487.45	
		8003526191 WELL #2 FOR 01/12/23 TO 02/10/23	145.06	
		8004476833 WMC FOR 01/12/23 TO 02/10/23	15.12	
		SO CAL EDISON		3,413.34
2/10/23	EXPRESS_	FIT P/R 01/26/2023 TO 02/08/2023 PAID 02/10/2023	800.00	
		SOCIAL SECURITY P/R 01/26/2023 TO 02/08/2023 PAID 02/1	1,269.52	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Feb 1, 2023 to Feb 28, 2023

Date	Check #	Line Description	Debit Amoun	Credit Amoun
		MEDICARE P/R 01/26/2023 TO 02/08/2023 PAID 02/10/2023 BANK OF AMERICA	296.90	2,366.42
2/24/23	EXPRESS_	FIT P/R 02/09/2023 TO 02/22/2023 PAID 02/24/2023 SOCIAL SECURITY P/R 02/09/2023 TO 02/22/2023 PAID 02/2 MEDICARE P/R 02/09/2023 TO 02/22/2023 PAID 02/24/2023 BANK OF AMERICA	802.25 1,415.17 330.99	2,548.41
2/10/23	FEE	P/R 01/26/2023 TO 02/08/2023 PAID 02/10/2023 CBIZ PAYROLL	78.91	78.91
2/24/23	FEES	P/R 02/09/2023 TO 02/22/2023 PAID 02/24/2023 CBIZ PAYROLL	97.95	97.95
2/13/23	FRONTIER	OFFICE PHONES FOR PERIOD 02/07/23 TO 03/04/23 COMPANY DEBIT CARD	460.33	460.33
	Total		<u>80,920.84</u>	<u>80,920.84</u>

**PALM SPRINGS CEMETERY DISTRICT
PAYROLL DISBURSEMENT JOURNAL - GENERAL FUND
For February 2023**

Date	Reference	Employee	Amount
2/10/2023	5765	KATHLEEN JURASKY	2,504.97
2/10/2023	5766	STEPHANIE C. LOZANO	1,468.61
2/10/2023	5767	SCOTT W. VICKREY	1,526.89
2/10/2023	5768	EDGAR F. ARCHILA	1,714.45
2/24/2023	5774	KATHLEEN JURASKY	2,504.97
2/24/2023	5775	KATHLEEN JURASKY	400.00
2/24/2023	5776	STEPHANIE C. LOZANO	1,468.61
2/24/2023	5777	SCOTT W. VICKREY	1,137.73
2/24/2023	5778	EDGAR F. ARCHILA	1,728.53
2/24/2023	5779	WILLIAM G. KLEINDIENST	164.23
2/24/2023	5780	LYNN T. MALLOTTO	164.23
2/24/2023	5781	LAFAYE M. PLATTER	164.23
2/24/2023	5782	MICHAEL V. SMITH	164.24
2/1/2023 thru 2/28/2023			15,111.69

**GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP
For February 2023**

February Cash Disbursement Journal	80,920.84
February Payroll Disbursement Journal	15,111.69
TOTAL PSCD DISBURSEMENTS	96,032.53
TOTAL GENERAL FUND EXPENDITURES	91,817.53
February Payment Voucher # 1765	30,214.96
February Payment Voucher # 1766	60,468.57
Total Payment Vouchers	90,683.53
City of Cathedral City - Permit	1,134.00
Replaced Voided Check #23981 with Check #24432	
TOTAL ACO EXPENDITURES	4,215.00
February ACO Payment Voucher #1767	4,215.00
MSA Consulting Inc. Check 24451	
Section B-39 - B44	
Construction Documents/Engineering	
PET CEMETERY DRAWDOWNS	0.00
Loan Amount:	25,000.00
Current Balance Remaining:	15,000.00
TOTAL FEBRUARY 2023 DISBURSEMENTS	96,032.53

5b 6 of 6 February Recap

**PALM SPRINGS CEMETERY DISTRICT
SITE SALES & INTERMENTS
February 2023**

SALES

	Prior Months		February		FY 2022/2023 YTD Totals		FY 2021/2022 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	196	0	29	0	225	0	207	0
Adult, A&B	11	0	1	0	12	0	8	0
Premium	5	0	0	0	5	0	12	0
Child	5	0	0	0	5	0	5	0
Cremation	18	2	4	0	22	2	25	0
Niche	21	0	2	0	23	0	22	0
TOTALS	256	2	36	0	292	2	279	0

LOT REPURCHASES

	Prior Months		February		FY 2022/2023 YTD Totals		FY 2021/2022 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	11	0	4	0	15	0	12	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	11	0	4	0	15	0	12	0

TOTAL INTERMENTS

	Prior Months		February		FY 2022/2023 YTD Totals		FY 2021/2022 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	134	0	23	0	157	0	144	1
Child	6	0	0	0	6	0	5	0
Cremation	33	2	5	0	38	2	58	3
Niche	20	0	2	0	22	0	16	0
TOTALS	193	2	30	0	223	2	223	4

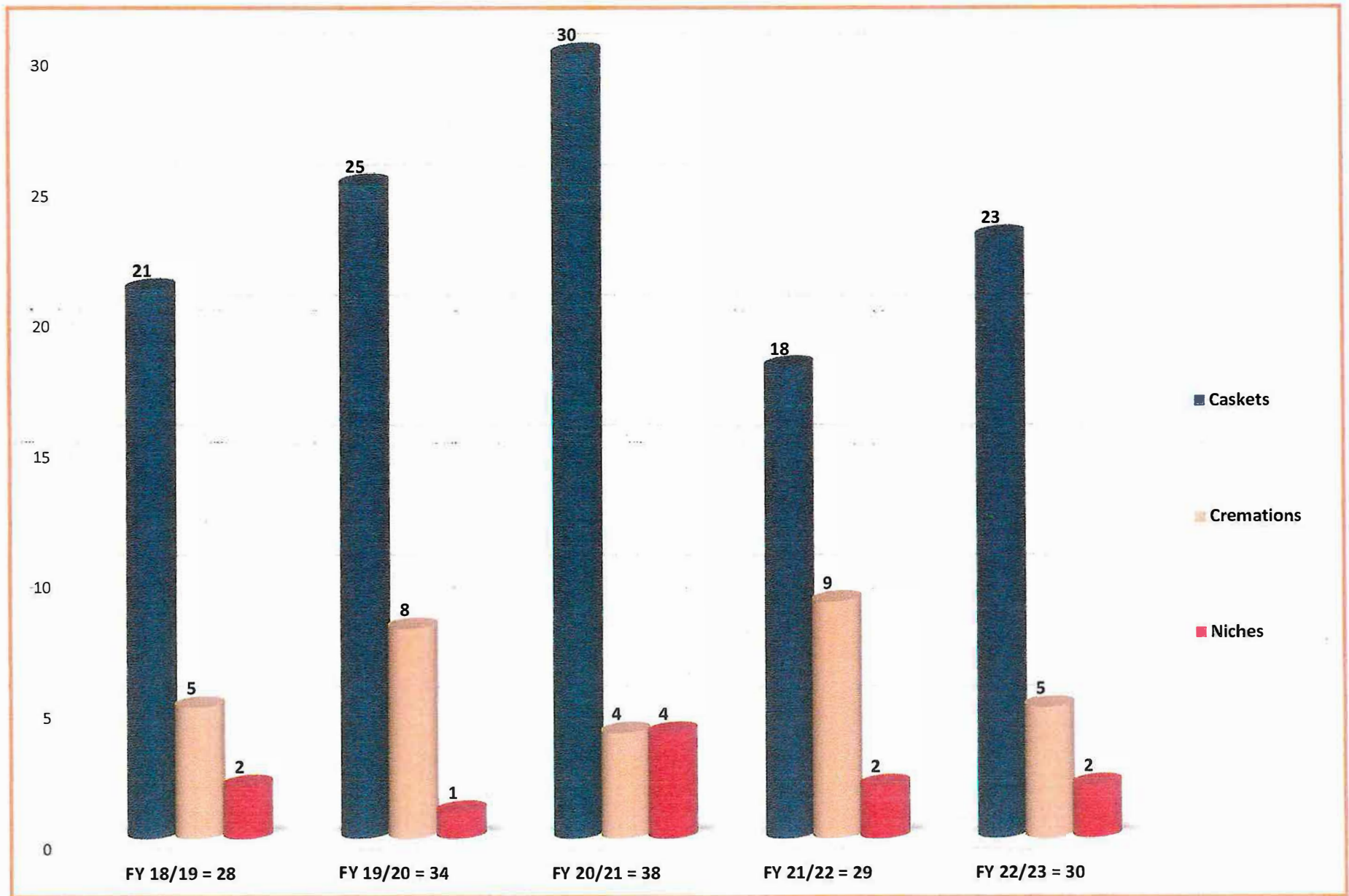
SATURDAY INTERMENTS

	Prior Months		February		FY 2022/2023 YTD Totals		FY 2021/2022 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	0	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0

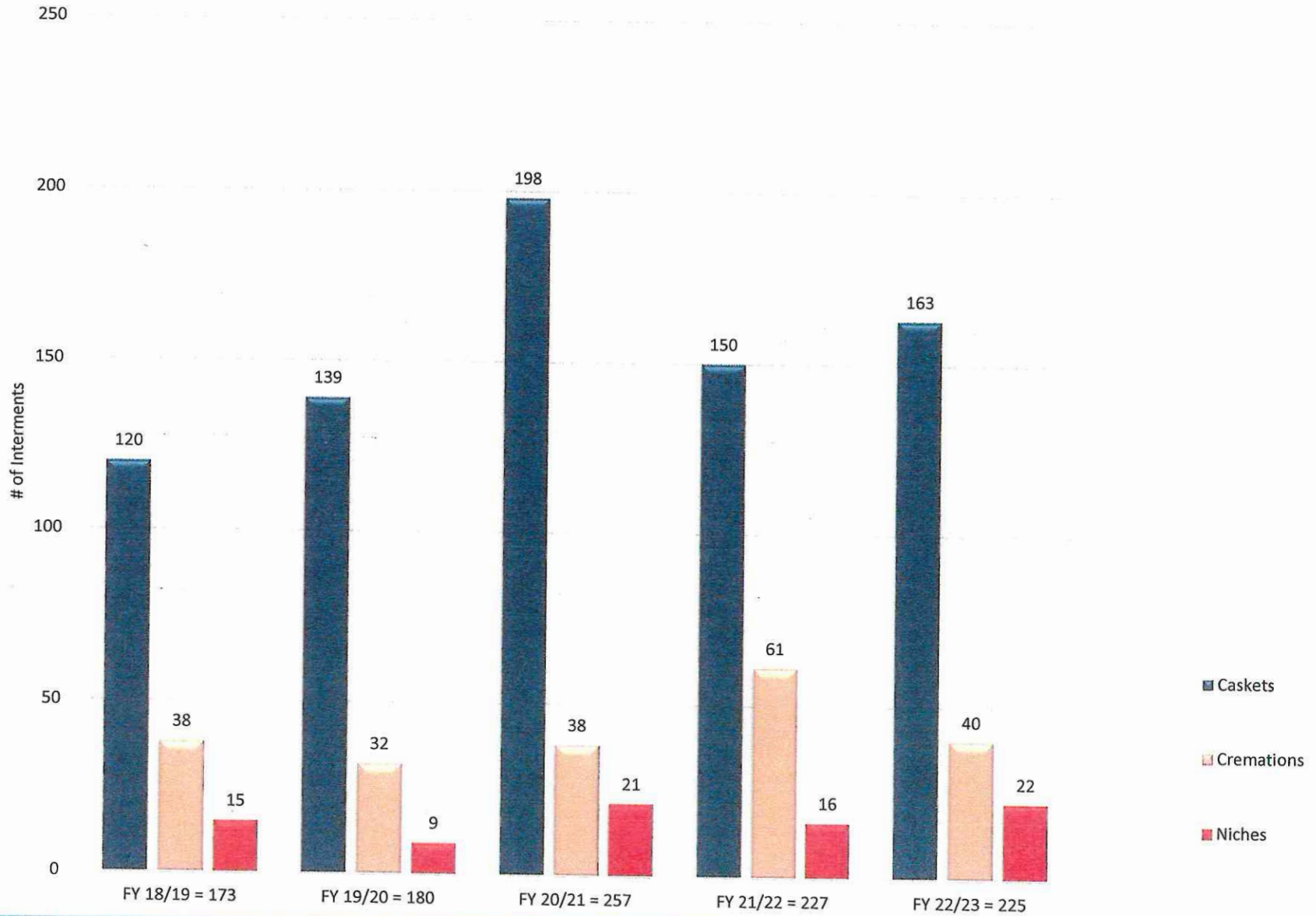
SUNDAY INTERMENTS

	Prior Months		February		FY 2022/2023 YTD Totals		FY 2021/2022 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	0	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0

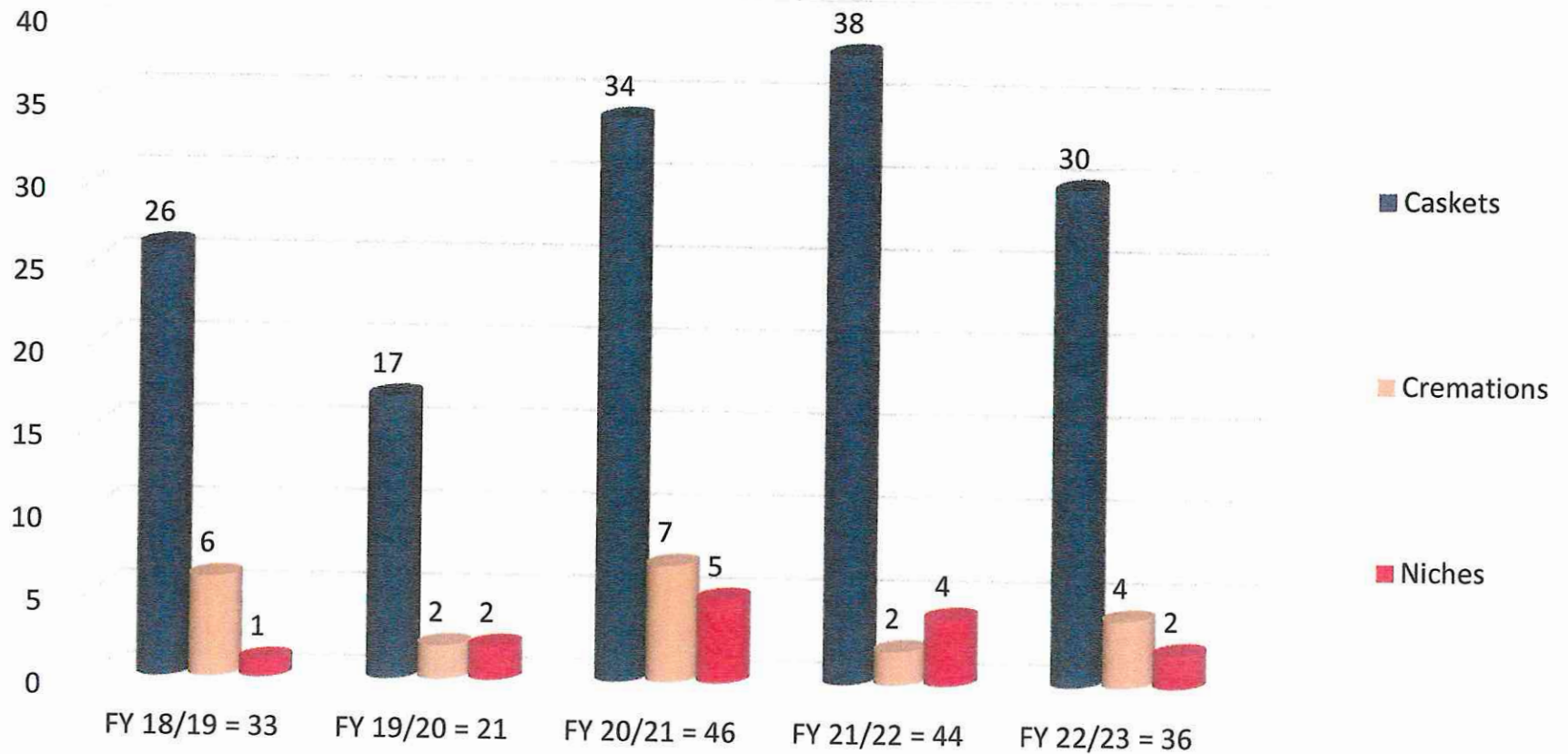
**PSCD INTERMENTS by Fiscal Years 18/19 - 22/23:
For the month of February**



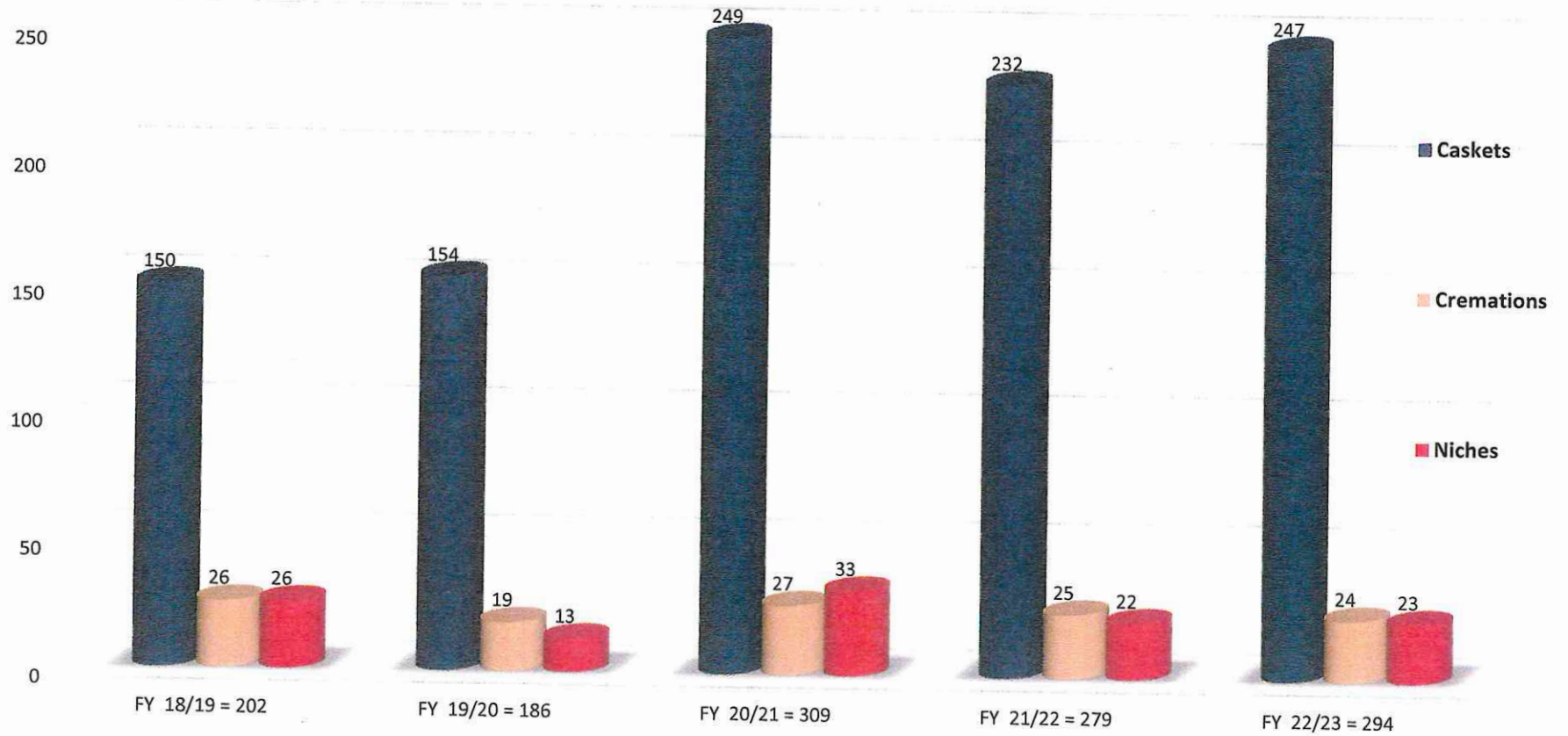
PSCD INTERMENTS BY FISCAL YEARS 18/19 - 22/23 thru FEBRUARY



PSCD Site Sales by Fiscal Years 18/19 to 22/23 for the Month of February



PSCD Site Sales by Fiscal Years 18/19 - 22/23 thru FEBRUARY



PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2023

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	29,125.00	27,145.00	1,980.00	232,880.00	237,810.00	(4,930.00)
MISC SPECIAL SET-UP	225.00	225.00	0.00	1,011.50	225.00	786.50
RETURNED CHECK BANK CHARGE	0.00	0.00	0.00	150.00	150.00	0.00
INTEREST RECEIVED	0.42	0.47	(0.05)	6.05	9.46	(3.41)
LAND LEASE	6,676.70	6,103.01	573.69	57,419.80	48,824.08	8,595.72
MISC INCOME	0.00	0.00	0.00	2,657.10	239.06	2,418.04
CREDIT CARD CONVEN FEE	550.36	670.40	(120.04)	5,369.52	5,342.96	26.56
WITNESS GRAVE CLOSING	2,200.00	0.00	2,200.00	3,600.00	0.00	3,600.00
TAX COLLECTIONS	49.77	6,410.86	(6,361.09)	253,503.04	225,093.98	28,409.06
VAULTS	1,175.00	1,150.00	25.00	9,640.00	8,920.00	720.00
CREMATION VAULTS	450.00	630.00	(180.00)	3,260.00	5,290.00	(2,030.00)
LINERS	2,340.00	2,020.00	320.00	21,590.00	18,276.00	3,314.00
GRAVE VASES	1,951.75	816.75	1,135.00	10,000.30	9,863.50	136.80
ENR SURCHARGE	1,770.00	3,580.00	(1,810.00)	30,230.00	38,430.00	(8,200.00)
LOT TRANSFERS	0.00	0.00	0.00	800.00	400.00	400.00
COUNTY INTEREST INCOME	430.14	0.00	430.14	2,669.57	355.56	2,314.01
DONATIONS & GRANTS	8.08	0.00	8.08	8.87	4,147.70	(4,138.83)
HANDLING FEE	8,195.00	8,420.00	(225.00)	71,070.00	70,845.00	225.00
PRENEED CONTRACT SERVICE CHG	900.00	800.00	100.00	7,500.00	10,500.00	(3,000.00)
VASE/HDSTN SET & CLEAN	5,705.00	5,685.00	20.00	39,505.00	45,615.00	(6,110.00)
TOTAL REVENUE	61,752.22	63,656.49	(1,904.27)	752,870.75	730,337.30	22,533.45
EXPENSES						
REGULAR SALARIES	21,090.54	19,605.22	1,485.32	185,134.55	188,621.37	(3,486.82)
BOT MEETING COMPENSATION	718.36	897.95	(179.59)	7,004.01	5,387.70	1,616.31
BOT CONFERENCES	535.00	0.00	535.00	2,710.00	875.00	1,835.00
BOT TRAVEL & EXPENSES	512.40	0.00	512.40	547.00	0.00	547.00
RETIREMENT/PENSION	1,445.72	1,341.68	104.04	13,410.31	12,740.65	669.66
FICA	1,342.34	1,261.39	80.95	11,829.23	11,940.31	(111.08)
MEDICARE	313.93	295.00	18.93	2,766.50	2,792.48	(25.98)
EMPLOYEE GROUP INSURANCE	5,231.66	4,965.41	266.25	40,274.13	49,761.41	(9,487.28)
RETIREE GROUP INSURANCE	421.41	382.89	38.52	3,141.71	4,205.50	(1,063.79)
UNEMPLOYMENT INSURANCE	540.08	599.29	(59.21)	1,890.23	1,994.12	(103.89)
WORKERS COMP INSURANCE	1,537.21	49.76	1,487.45	12,311.74	652.78	11,658.96
ELECTRICITY	3,413.34	3,681.79	(268.45)	51,316.08	49,709.83	1,606.25
TELEPHONE	584.22	388.93	195.29	5,829.10	5,321.98	507.12
WATER	2,320.85	1,804.92	515.93	25,524.29	22,538.21	2,986.08
CAPC CONFERENCE DONATIONS	200.00	0.00	200.00	200.00	0.00	200.00
COMMUNITY OUTREACH	110.00	0.00	110.00	110.00	0.00	110.00
VISA-MASTER CHG FEES	545.59	762.63	(217.04)	5,235.75	5,563.70	(327.95)
RETURNED CHECK	0.00	0.00	0.00	105.00	36.00	69.00
COUNTY SERVICE CHARGE	125.56	81.22	44.34	570.60	611.37	(40.77)
EDUCATION	0.00	21.02	(21.02)	121.40	196.02	(74.62)
GENERAL INSURANCE	2,430.47	2,117.83	312.64	19,443.76	16,942.64	2,501.12
LEGAL	1,360.50	2,654.50	(1,294.00)	7,180.50	10,964.00	(3,783.50)
LOT REPURCHASE	2,780.00	980.00	1,800.00	11,230.00	6,960.00	4,270.00
OFFICE EXPENSE	1,826.86	1,082.41	744.45	15,342.90	14,972.06	370.84
TRAVEL & CONVENTION	1,137.40	0.00	1,137.40	1,821.99	0.00	1,821.99
UNIFORMS & SAFETY EQUIPMENT	365.40	0.00	365.40	463.26	822.65	(359.39)
MTG EXP & SUPPLIES	0.00	0.00	0.00	955.65	795.61	160.04
AUDIT	8,500.00	810.00	7,690.00	8,500.00	8,100.00	400.00
ADVERTISING/PUBLICITY	206.85	181.10	25.75	1,780.68	1,752.25	28.43
MEMBERSHIP & DUES	300.00	300.00	0.00	6,657.16	5,579.00	1,078.16
CA EDUCATION & TRAINING (EDD)	10.00	11.10	(1.10)	35.01	29.23	5.78
AUTO TRUCK EXPENSE	0.00	0.00	0.00	2,716.60	1,051.90	1,664.70
LARGE EQUIPMENT REPAIRS	0.00	0.00	0.00	743.93	0.00	743.93
EQUIPMENT REPAIRS	0.00	0.00	0.00	31.53	640.00	(608.47)
IRRIGATION SYSTEM REPAIRS	304.49	0.00	304.49	1,523.45	4,434.93	(2,911.48)
FERTILIZER AND SEED	0.00	0.00	0.00	15,306.08	14,455.33	850.75
GASOLINE, OIL, TIRES	0.00	2,871.05	(2,871.05)	3,324.96	6,502.45	(3,177.49)
PLANT & BUILDING	2,399.99	1,817.40	582.59	14,140.26	9,313.66	4,826.60
TOOLS & SUPPLIES	903.09	0.00	903.09	2,674.87	1,355.00	1,319.87
GRAVE LINERS & VAULTS	4,450.00	5,491.00	(1,041.00)	38,753.09	34,824.16	3,928.93
GRAVE VASES	1,293.80	773.31	520.49	5,844.57	6,206.44	(361.87)
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0.00	172,688.62	172,714.31	(25.69)
SECURITY CAMERA EXPENSE	179.70	0.00	179.70	539.10	359.40	179.70
DMP GROUNDS SECURITY	825.00	825.00	0.00	6,600.00	6,000.00	600.00
COVID-19 EXPENSES	0.00	70.14	(70.14)	345.92	491.68	(145.76)
TOTAL EXPENSES	(94,961.76)	(80,823.94)	(14,137.82)	(708,675.52)	(688,215.13)	(20,460.39)
NET CHANGE FROM OPERATIONS	(33,209.54)	(17,167.45)	(16,042.09)	44,195.23	42,122.17	2,073.06
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	0.00	0.00	2,260,000.00	0.00	2,260,000.00
RESERVE TRANSFER OUT	0.00	0.00	0.00	2,260,000.00	0.00	2,260,000.00
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
NET CHANGE	(33,209.54)	(17,167.45)	(16,042.09)	44,195.23	42,122.17	2,073.06

PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2023

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
OPEN AND CLOSE	29,125.00	25,787.00	3,338.00	232,880.00	309,450.00	(76,570.00)
MISC SPECIAL SET-UP	225.00	75.00	150.00	1,011.50	900.00	111.50
RETURNED CHECK BANK CHARGE	0.00	6.00	(6.00)	150.00	70.00	80.00
INTEREST RECEIVED	0.42	1.00	(0.58)	6.05	20.00	(13.95)
LAND LEASE	6,676.70	6,103.00	573.70	57,419.80	73,236.00	(15,816.20)
MISC INCOME	0.00	0.00	0.00	2,657.10	0.00	2,657.10
CREDIT CARD CONVEN FEE	550.36	712.00	(161.64)	5,369.52	8,550.00	(3,180.48)
LATE FEE	0.00	750.00	(750.00)	0.00	9,000.00	(9,000.00)
SAT INTERMENT SURCHARGE	0.00	1,633.00	(1,633.00)	0.00	19,600.00	(19,600.00)
SUN INTERMENT SURCHARGE	0.00	733.00	(733.00)	0.00	8,800.00	(8,800.00)
WITNESS GRAVE CLOSING	2,200.00	0.00	2,200.00	3,600.00	0.00	3,600.00
TAX COLLECTIONS	49.77	35,071.00	(35,021.23)	253,503.04	420,850.00	(167,346.96)
VAULTS	1,175.00	1,638.00	(463.00)	9,640.00	19,650.00	(10,010.00)
CREMATION VAULTS	450.00	0.00	450.00	3,260.00	0.00	3,260.00
LINERS	2,340.00	2,232.00	108.00	21,590.00	26,780.00	(5,190.00)
GRAVE VASES	1,951.75	1,033.00	918.75	10,000.30	12,400.00	(2,399.70)
MEMORIAL WALL INCOME	0.00	25.00	(25.00)	0.00	300.00	(300.00)
ENR SURCHARGE	1,770.00	4,075.00	(2,305.00)	30,230.00	48,900.00	(18,670.00)
LOT TRANSFERS	0.00	83.00	(83.00)	800.00	1,000.00	(200.00)
COUNTY INTEREST INCOME	430.14	46.00	384.14	2,669.57	550.00	2,119.57
DONATIONS & GRANTS	8.08	0.00	8.08	8.87	0.00	8.87
HANDLING FEE	8,195.00	8,179.00	16.00	71,070.00	98,145.00	(27,075.00)
PRENEED CONTRACT SERVICE CHG	900.00	1,133.00	(233.00)	7,500.00	13,600.00	(6,100.00)
VASE/HDSTN SET & CLEAN	5,705.00	5,117.00	588.00	39,505.00	61,400.00	(21,895.00)
TOTAL REVENUE	61,752.22	94,432.00	(32,679.78)	752,870.75	1,133,201.00	(380,330.25)
REGULAR SALARIES	21,090.54	27,141.00	(6,050.46)	185,134.55	325,689.00	(140,554.45)
BOT MEETING COMPENSATION	718.36	1,122.00	(403.64)	7,004.01	13,469.00	(6,464.99)
BOT CONFERENCES	535.00	208.00	327.00	2,710.00	2,500.00	210.00
BOT TRAVEL & EXPENSES	512.40	250.00	262.40	547.00	3,000.00	(2,453.00)
COVID-19 PAYROLL	0.00	167.00	(167.00)	0.00	2,000.00	(2,000.00)
TEMPORARY HELP	0.00	833.00	(833.00)	0.00	10,000.00	(10,000.00)
RETIREMENT/PENSION	1,445.72	1,912.00	(466.28)	13,410.31	22,938.00	(9,527.69)
FICA	1,342.34	1,671.00	(328.66)	11,829.23	20,052.00	(8,222.77)
MEDICARE	313.93	418.00	(104.07)	2,766.50	5,016.00	(2,249.50)
EMPLOYEE GROUP INSURANCE	5,231.66	7,113.00	(1,881.34)	40,274.13	85,356.00	(45,081.87)
RETIREE GROUP INSURANCE	421.41	414.00	7.41	3,141.71	4,969.00	(1,827.29)
UNEMPLOYMENT INSURANCE	540.08	283.00	257.08	1,890.23	3,395.00	(1,504.77)
WORKERS COMP INSURANCE	1,537.21	1,645.00	(107.79)	12,311.74	19,742.00	(7,430.26)
ELECTRICITY	3,413.34	5,529.00	(2,115.66)	51,316.08	66,350.00	(15,033.92)
TELEPHONE	584.22	671.00	(86.78)	5,829.10	8,050.00	(2,220.90)
WATER	2,320.85	3,354.00	(1,033.15)	25,524.29	40,250.00	(14,725.71)
CAPC CONFERENCE DONATIONS	200.00	0.00	200.00	200.00	0.00	200.00
COMMUNITY OUTREACH	110.00	83.00	27.00	110.00	1,000.00	(890.00)
VISA-MASTER CHG FEES	545.59	750.00	(204.41)	5,235.75	9,000.00	(3,764.25)
RETURNED CHECK	0.00	8.00	(8.00)	105.00	100.00	5.00
COUNTY SERVICE CHARGE	125.56	92.00	33.56	570.60	1,100.00	(529.40)
EDUCATION	0.00	33.00	(33.00)	121.40	400.00	(278.60)
GENERAL INSURANCE	2,430.47	2,449.00	(18.53)	19,443.76	29,391.00	(9,947.24)
LEGAL	1,360.50	1,458.00	(97.50)	7,180.50	17,500.00	(10,319.50)
LOT REPURCHASE	2,780.00	625.00	2,155.00	11,230.00	7,500.00	3,730.00
OFFICE EXPENSE	1,826.86	1,583.00	243.86	15,342.90	19,000.00	(3,657.10)
TRAVEL & CONVENTION	1,137.40	500.00	637.40	1,821.99	6,000.00	(4,178.01)
UNIFORMS & SAFETY EQUIPMENT	365.40	92.00	273.40	463.26	1,100.00	(636.74)
MTG EXP & SUPPLIES	0.00	67.00	(67.00)	955.65	800.00	155.65
CONTRIBUTIONS	0.00	17.00	(17.00)	0.00	200.00	(200.00)
AUDIT	8,500.00	683.00	7,817.00	8,500.00	8,200.00	300.00
ADVERTISING/PUBLICITY	206.85	333.00	(126.15)	1,780.68	4,000.00	(2,219.32)
MEMBERSHIP & DUES	300.00	500.00	(200.00)	6,657.16	6,000.00	657.16
CA EDUCATION & TRAINING (EDD)	10.00	0.00	10.00	35.01	0.00	35.01
AUTO TRUCK EXPENSE	0.00	292.00	(292.00)	2,716.60	3,500.00	(783.40)
LARGE EQUIPMENT REPAIRS	0.00	333.00	(333.00)	743.93	4,000.00	(3,256.07)
EQUIPMENT REPAIRS	0.00	83.00	(83.00)	31.53	1,000.00	(968.47)
IRRIGATION SYSTEM REPAIRS	304.49	692.00	(387.51)	1,523.45	8,300.00	(6,776.55)
FERTILIZER AND SEED	0.00	1,667.00	(1,667.00)	15,306.08	20,000.00	(4,693.92)
GASOLINE, OIL, TIRES	0.00	808.00	(808.00)	3,324.96	9,700.00	(6,375.04)
PLANT & BUILDING	2,399.99	1,667.00	732.99	14,140.26	20,000.00	(5,859.74)
ROAD MAINTENANCE	0.00	7,446.00	(7,446.00)	0.00	89,355.00	(89,355.00)
TOOLS & SUPPLIES	903.09	250.00	653.09	2,674.87	3,000.00	(325.13)
GRAVE LINERS & VAULTS	4,450.00	3,988.00	462.00	38,753.09	47,850.00	(9,096.91)
GRAVE VASES	1,293.80	709.00	584.80	5,844.57	8,510.00	(2,665.43)
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0.00	172,688.62	296,400.00	(123,711.38)
CONTRACT BURIALS	0.00	417.00	(417.00)	0.00	5,000.00	(5,000.00)
SECURITY CAMERA EXPENSE	179.70	125.00	54.70	539.10	1,500.00	(960.90)
DMP GROUNDS SECURITY	825.00	725.00	100.00	6,600.00	8,700.00	(2,100.00)
COVID-19 EXPENSES	0.00	42.00	(42.00)	345.92	500.00	(154.08)
TOTAL EXPENSES	94,961.76	105,948.00	(10,986.24)	708,675.52	1,271,382.00	(562,706.48)
NET CHANGE FROM OPERATIONS	(33,209.54)	(11,516.00)	(21,693.54)	44,195.23	(138,181.00)	182,376.23
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	13,182.00	(13,182.00)	2,260,000.00	158,181.00	2,101,819.00
RESERVE TRANSFER OUT	0.00	0.00	0.00	(2,260,000.00)	0.00	(2,260,000.00)
OTHER EXPENSE APPROP CONTING	0.00	(1,667.00)	1,667.00	0.00	(20,000.00)	20,000.00
NET CHANGE	(33,209.54)	(1.00)	(33,208.54)	44,195.23	0.00	44,195.23

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2023**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	36,700.00	42,875.00	(6,175.00)	222,620.00	231,515.00	(8,895.00)
CURRENT INTEREST & DIVIDENDS	969.16	1,194.36	(225.20)	16,630.85	15,270.47	1,360.38
COUNTY INTEREST INCOME	1,151.99	0.00	1,151.99	7,373.31	1,271.89	6,101.42
GAIN/LOSS INVESTMENT FMV	(8,014.60)	(5,060.46)	(2,954.14)	(31,519.01)	(22,613.26)	(8,905.75)
TOTAL REVENUE	30,806.55	39,008.90	(8,202.35)	215,105.15	225,444.10	(10,338.95)
	30,806.55	39,008.90	(8,202.35)	215,105.15	225,444.10	(10,338.95)
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	4,214.16	3,941.48	272.68
COUNTY SERVICE CHARGE	22.38	0.00	22.38	43.23	0.00	43.23
TOTAL EXPENSES	(22.38)	0.00	(22.38)	(4,257.39)	(3,941.48)	(315.91)
NET CHANGE FROM OPERATIONS	30,784.17	39,008.90	(8,224.73)	210,847.76	221,502.62	(10,654.86)
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	0.00	0.00	0.00	23,140.00	20,125.00	3,015.00
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0.00	23,140.00	20,125.00	3,015.00
NET CHANGE	30,784.17	39,008.90	(8,224.73)	233,987.76	241,627.62	(7,639.86)

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2023**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	0.00	0.00	1,490.00	165.00	1,325.00
ENDOWMENT CARE DEPOSITS	29,744.00	30,221.43	(477.43)	188,066.00	196,550.48	(8,484.48)
CURRENT INTEREST & DIVIDENDS	12,100.02	4,450.75	7,649.27	61,883.08	41,307.41	20,575.67
COUNTY INTEREST INCOME	757.41	0.00	757.41	6,314.44	1,047.19	5,267.25
GAIN/LOSS INVESTMENT FMV	(45,885.26)	(42,441.61)	(3,443.65)	(121,225.01)	(147,111.27)	25,886.26
TOTAL REVENUE	(3,283.83)	(7,769.43)	4,485.60	136,528.51	91,958.81	44,569.70
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	22,520.88	21,855.82	665.06
COUNTY SERVICE CHARGE	6.10	0.00	6.10	6.10	0.00	6.10
TOTAL EXPENSES	6.10	0.00	6.10	22,526.98	21,855.82	671.16
NET CHANGE	(3,289.93)	(7,769.43)	4,479.50	114,001.53	70,102.99	43,898.54

**PRENEED FUND
INCOME STATEMENT
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2023**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	20,058.00	21,441.80	(1,383.80)	181,243.55	166,879.10	14,364.45
CURRENT DEFERRED REVENUE	18,857.08	9,178.40	9,678.68	104,664.46	92,830.02	11,834.44
CURRENT INTEREST & DIVIDENDS	3,807.60	2,485.99	1,321.61	33,409.32	23,430.01	9,979.31
COUNTY INTEREST INCOME	678.29	0.00	678.29	5,041.60	737.64	4,303.96
GAIN/LOSS INVESTMENTS FMV	(17,637.19)	(16,604.96)	(1,032.23)	(48,535.39)	(51,771.33)	3,235.94
TOTAL REVENUE	25,763.78	16,501.23	9,262.55	275,823.54	232,105.44	43,718.10
EXPENSES						
INVESTMENT FEES	0.00	0.00	0.00	8,406.98	7,645.73	761.25
COUNTY SERVICE CHARGES	7.12	0.00	7.12	7.46	0.00	7.46
LOSS ON TRANSFER (INTER COSTS)	0.00	0.00	0.00	2,468.33	3,764.51	(1,296.18)
SALES TRANSFR OUT (PRIOR YR)	0.00	0.00	0.00	23,140.00	20,125.00	3,015.00
TOTAL EXPENSES	7.12	0.00	7.12	34,022.77	31,535.24	2,487.53
NET CHANGE	25,756.66	16,501.23	9,255.43	241,800.77	200,570.20	41,230.57

Agenda Item 6a

Review and Discussion for Voting - Riverside Local Agency Formation Commission (LAFCO) Elections

2023 BALLOT INSTRUCTIONS

2023 OFFICIAL ELECTION BALLOT

EASTERN REGION CANDIDATES (3)

Bruce C. Underwood

Kimberly Barraza

Cástulo R. Estrada

WESTERN REGION CANDADITES (6)

Larry Smith

Carol L. Gonzales-Brady

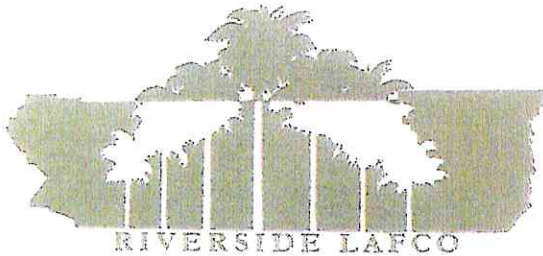
Stephen J. Corona

Steve A. Pastor

Angela D. Little

John Skerbelis

ONE BALLOT FOR EACH SPECIAL DISTRICT



February 23, 2023

via electronic mail

**2023 BALLOT INSTRUCTIONS FOR SPECIAL DISTRICT SELECTION COMMITTEE,
ONE (1) EASTERN REGION MEMBER AND ONE (1) WESTERN REGION MEMBER
OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION**

To Special District Selection Committee Members:

Please read these instructions carefully before completing your ballot. As previously announced, a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time, therefore, the selection proceedings are being conducted by electronic mail or regular USPS mail. A nomination period for the positions in the title above was opened on Monday, January 23, 2023, and closed at 5:00 p.m. on Tuesday, February 21, 2023.

Enclosed you will find an official election ballot sectioned by region, as follows:

One (1) LAFCO Regular Special District Member – Eastern Riverside County: A total of three (3) eligible nominations were received for this position. Candidates are restricted to the eastern region area of the County.

One (1) LAFCO Regular Special District Member – Western Riverside County: A total of six (6) eligible nominations were received for this position. Candidates are restricted to the western region area of the County.

All members of the SDSC may cast a ballot for one (1) regular member from each region.

Pursuant to procedures adopted by the Selection Committee in 2016, the election for a LAFCO regular member position will be conducted using Instant Runoff Voting (IRV). IRV eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority. An example demonstrating how IRV works is attached.

Please fill out your ballot by ranking each region's nominees in the order of preference, using "1" for your first choice, "2" for your second choice and so on. Please note ranking more than one candidate will not work against your first choice candidate, however, voting for only one candidate is allowed. Do not mark the same number beside more than one candidate and do not skip numbers.

General Instructions and Information:

- Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on Monday, March 27, 2023.**
- Only the presiding officer or another board member authorized by your board of directors to vote, may cast the ballot. Board members designated by their district board to vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. District managers or other staff members may not vote.
- The voting member must print his or her name on the ballot as well as sign and date the certification indicating he or she is authorized to vote for the district.
- We must receive a ballot with an original signature. However, if you deliver your ballot via electronic mail, you may return a scanned copy of the signed ballot by email to +
- Failure to follow these instructions will invalidate the ballot.

Finally, these positions ensure special districts are appropriately represented on our local boards. Appointments are only valid if ballots representing a quorum, from 28 of our 55 independent special districts, are returned. Please return your ballots in a timely manner.

If you have any questions, please contact our office at (951) 369-0631.

Sincerely,



GARY THOMPSON
Executive Officer

Attachments:

2023 Special District Selection Committee – Official Election Ballot
Instant Runoff Voting Election Process (IRV)

SPECIAL DISTRICT SELECTION COMMITTEE 2023 OFFICIAL ELECTION BALLOT

Name of District: _____
Print District Name Here (required)

Certification of voting member:

I, _____ hereby certify that I am (check one):
Print Name Here (required)

- the presiding officer of the above-named district.
- a member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization previously transmitted attached]

Presiding Officer Signature (required) _____ Date (required)

RIVERSIDE LOCAL AGENCY FORMATION COMMISSION Regular Special District Members

Vote for one (1) from each region

Please rank the candidates in preferential order, "1" being the first preference, "2" being the second, etc.

Eastern Region (Term runs through May 6, 2024)

Circle rank for each candidate

BRUCE C. UNDERWOOD, Coachella Valley Public Cemetery District	1	2	3
KIMBERLY BARRAZA, Desert Healthcare District	1	2	3
CÁSTULO R. ESTRADA, Coachella Valley Water District	1	2	3

Listed in random drawing order conducted on 2-22-2023

Western Region (Term runs through May 4, 2026)

Circle rank for each candidate

LARRY SMITH, San Gorgonio Pass Water Agency	1	2	3	4	5	6
CAROL L. GONZALES-BRADY, Rancho California Water District	1	2	3	4	5	6
STEPHEN J. CORONA, Eastern Municipal Water District	1	2	3	4	5	6
STEVE A. PASTOR, Lake Hemet Municipal Water District	1	2	3	4	5	6
ANGELA D. LITTLE, Valley-Wide Recreation & Park District	1	2	3	4	5	6
JOHN SKERBELIS, Rubidoux Community Services District	1	2	3	4	5	6

Listed in random drawing order conducted on 2-22-2023

Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail delivered no later than **5:00 p.m. on March 27, 2023** to Riverside LAFCO, 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506.

INSTANT RUNOFF VOTING (IRV) ELECTION PROCESS

Introduction

In 2016, the Special District Selection Committee voted to utilize instant runoff voting (IRV) for all future elections to appoint members to the Riverside Local Agency Formation Commission (LAFCO). IRV is a method of conducting elections with three or more candidates whereby a majority determines the winner without the need to have a second ballot/runoff proceeding. A separate runoff election could cause a delay of more than 90 days, as well as causing LAFCO additional expense. The explanation below and example that follows illustrates how the instant runoff voting method will be used for determining the winner in a fictional election for the Porcupine Lodge Board of Directors. A process similar to the one explained below will be utilized to determine the LAFCO Special District Member.

Ballot Specifications and Directions to Voters

The ballot will allow a voter to rank candidates in order of preference. All nominated candidates are listed on the ballot. Voters will vote for candidates by indicating their first-choice candidate, their second-choice candidate and so on. The voter will indicate his/her first choice by marking or circling the number "1" beside a candidate's name, the second choice by marking or circling the number "2" by that candidate's name, the third choice by marking the number "3," and so on, for as many choices as the voter wishes. Voters are free to rank only one candidate, however, doing so does not offer any additional advantage to that candidate, as ranking additional candidates cannot help defeat a voter's first-choice candidate. Voters must not mark the same number beside more than one candidate or skip rank numbers.

Ballot Counting

The ballots cast will be tabulated and the result declared by the official responsible for conducting the election. Votes will be counted for each candidate using the following procedure:

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- A majority is a number of votes greater than half of the total number of ballots received.
- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a number of votes constituting a majority, that candidate shall be declared elected.

INSTANT RUNOFF VOTING (IRV) ELECTION PROCESS (continued)

- If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his/her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. This candidate shall be declared elected.

Example:

Three candidates are running for the Porcupine Lodge Board of Directors: Paul Alto, Mort Bragg and Samantha Cruz.

60 ballots are cast, therefore a candidate needs a majority of 31 votes to win the election:

- Alto is ranked #1 by 15 voters
- Bragg is ranked #1 by 25 voters
- Cruz is ranked #1 by 20 voters

In the first round no one receives the required majority of 31 votes.

Alto, as the candidate receiving the fewest first choice (#1) votes, is eliminated. Those 15 ballots that had Alto ranked as their first choice are reviewed for their second (#2) choice. On those 15 ballots:

- Bragg is ranked #2 on 9 of those 15 ballots
- Cruz is ranked #2 on 4 of the 15 ballots.
- Two of the ballots did not pick a second choice candidate.

These second choice votes are added to the results of the first choice count as follows:

- Bragg has 25 plus 9 for a total of 34 votes
- Cruz has 20 plus 4 for a total of 24 votes

Thus, Bragg wins with 34 votes (the required majority was 31) and Cruz is second with 24 votes.

https://www.rankedchoicevoting.org/single_seat

EASTERN REGION CANDIDATES (3)

Bruce C. Underwood

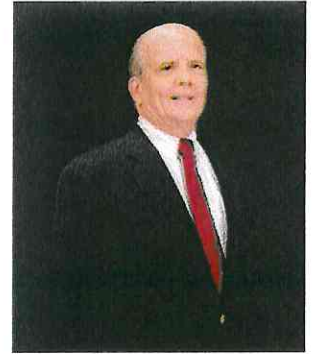
Kimberly Barraza

Cástulo R. Estrada

CANDIDATE STATEMENT

Dr. Bruce Underwood

**Special District Representative, Riverside County
Eastern Region
Local Agency Formation Commission (LAFCO)**



I am pleased to announce my candidacy for the special district (eastern) representative seat on the Riverside County Local Agency Formation Commission (LAFCO).

Serving on the Coachella Valley Public Cemetery District, I am the former President and a current Trustee. I began my service on the Board in 2018 and am currently serving my second term. My experience and commitment to supporting the vital role Special Districts play in our community is extensive, including past service on the Board of the Coachella Valley Recreation and Park District, and the Coachella Valley Mosquito and Vector Control District. In my professional capacity I have also worked with several local Special Districts supporting their employees through healthy living initiatives.

My service in the community has also provided me unique perspectives on leadership and problem solving. I have had the great pleasure of working with organizations that make a difference in our community, including the Heart Institute of the Desert Foundation, The Regional Access Project, the American Preventive Care Association, and many more. I have also been afforded the opportunity to shape future leaders, working in education at Chapman University, University of California, Riverside, School of Medicine and for the Palm Desert campus of California State University, San Bernardino. In a career that has spanned twenty-five years of experience and community involvement, with increasing levels of responsibility and leadership, I have earned a reputation for professional competency and personal integrity among colleagues, clients, students, and community leaders.

Special Districts are unique, and they deserve representation with a depth of knowledge and understanding that spans the vast scope of critical services they provide. With Special District experience that stretches across the valley, and a broad scope of services, mine will be a voice of fair and reasoned oversight on this important commission.

I look forward to being your voice in government.

Healthcare District Board Director Barraza



The Desert Healthcare District and Foundation will begin 2023 with new leadership.

On Tuesday, Dec. 20, the Board welcomed **Kimberly Barraza** (pictured) as its newest Director and elected new Board officers. Barraza, a senior district representative and policy advisor for State Assemblymember Eduardo Garcia, fills the zone 6 seat vacated by Karen Borja. She will serve a four-year term.

Barraza, who is knowledgeable about the state Legislature and budget process, brings to the Board experience working directly with community members and local, state, and federal policymakers.

"I hope to use my experience and knowledge to be able to secure financial resources and develop [a] funding mechanism that will facilitate the enhancement and expansion of health and wellness services for Coachella Valley residents, particularly those in the areas of highest needs," she said.

A resident of the Coachella Valley for 16 years, Barraza is the proud mother of two



COACHELLA VALLEY
WATER DISTRICT



Please join us in supporting:
Cástulo Estrada
for Riverside LAFCO Special District Representative

Elected to the Coachella Valley Water District in 2014, Mr. Estrada was re-elected in 2018 and appointed without opposition in 2022 to his current term, which ends in 2026. During his tenure at CVWD, he has led the formation of the Coachella Valley Disadvantaged Communities Infrastructure Task Force which collaborates with stakeholders to develop and implement master plans and pursue funding to develop clean drinking water and sanitation services for residents of the Eastern Coachella Valley. Last year, CVWD secured over \$75 million to fund DAC drinking water and sewer projects with two high-priority projects underway.

Mr. Estrada has served on the Salton Sea Authority Board of Directors since 2014, including a term as the President of the Board in 2019/2020 and his current term as Secretary.

Mr. Estrada was appointed by the State Water Resources Control Board in 2019 and was reappointed through 2024 as a member of the Safe and Affordable Funding for Equity and Resilience (SAFER) Advisory Group. Mr. Estrada brings a wide range of expertise in infrastructure planning and development and has demonstrated the ability to engage stakeholders collaboratively, which has yielded results. His dedicated leadership abilities have contributed significantly to the Coachella Valley and the surrounding areas he serves.

A native of the Coachella Valley, Mr. Estrada also serves as the Utilities Manager for the City of Coachella and has a civil engineering degree from California State Polytechnic University, Pomona. He resides in Coachella with his wife, Cindy, and two children.

WESTERN REGION CANDADITES (6)

Larry Smith

Carol L. Gonzales-Brady

Stephen J. Corona

Steve A. Pastor

Angela D. Little

John Skerbelis



SAN GORGONIO PASS WATER AGENCY

• *Established 1961* •



Larry Smith

I ran for San Gorgonio Pass Water Agency (Division 5) to ensure we, who live in Calimesa and Beaumont, have a high quality, abundant, and affordable water supply.

During the past decade, I have served the citizens of Riverside County as former Mayor, City Councilman, Planning Commissioner, and numerous regional boards including Riverside Transportation Commission, Western Council of Governments, and Southern California Association of Governments to name a few. On every board I have had the pleasure to serve, it has always been my goal to be a champion for taxpayers and promote public policy.

My years of public service along with three decades in the construction industry, building major roadways, dams, and bridges provided me the ability to understand infrastructure issues and complex contract negotiations. Earning a degree in Business Management from the University of Redlands provided me the necessary tools for making difficult management decisions.

Today, I own and operate a mountain resort Inn located in the county of San Bernardino and understand what it takes to run a successful small business in California.

My 44 years of marriage to my amazing wife Roxanne, raising two terrific kids, and now with two granddaughters has renewed my commitment to ensuring I do all I can to manage our water resources for the present and the future.

Water issues are both complex and at times continuous. I please to be an advocate for your right to clean water, transparent representation, and full accountability as your representative on the San Gorgonio Pass Water Agency.



Carol Lee Gonzales-Brady

Vice President

Biography

Carol Lee Gonzales-Brady was elected to Rancho California Water District's Board in 2017 and was reelected in November 2022. Her current term will expire in December 2026. Director Gonzales-Brady became Senior Vice President in 2020 and served as the Board's President in 2021 and 2022. She is the Chairman of the Finance and Audit Committee and is the alternate on the Engineering and Operations Committee.

Director Gonzales-Brady represents Rancho Water as the District's Representative to the Association of California Agencies (ACWA)/Joint Powers Insurance Authority (JPIA), ACWA's Communications Committee, Membership Committee, and Agriculture Sub-Committee; and as a Board Member of the Urban Water Institute (UWI). Elected by ACWA's member organizations to the Region 9 Board, she represents the Region on ACWA's Election Committee as well. Director Gonzales-Brady also serves on the Board of Trustees of Southern California Water Coalition (SCWC), where she is co-Chair of that organization's Legislative Task Force.

A native Californian with long family ties to the Temecula region, Director Gonzales-Brady is a vineyard owner and member of the Temecula Winegrowers Association and the Temecula Valley Horsemen's Association. Before joining Rancho Water's Board, she was appointed by the Riverside County Board of Supervisors to the Temecula-Elsinore-Anza-Murrieta Resource Conservation District's Board of Directors where she served two terms.

Director Gonzales-Brady is a graduate of Pepperdine University with a Bachelor of Science degree in Management (magna cum laude). Her career has spanned federally-regulated industries including electric and water utilities and geothermal power plant design, engineering, and construction.

Stephen J. Corona

Eastern Municipal Water District Board Director, Division 2



Representing the City of Temecula, the southern and eastern portions of the City of Murrieta and Wine Country.

Steve Corona grew up in Cucamonga, CA and attended Alta Loma High School graduating in 1975. He then attended Pepperdine University graduating in 1978 with a Bachelor of Science in Business Administration.

After working for Wells Fargo Bank, Steve returned to the family farm in 1981. Steve is currently President of Corona Ranch, diversified farming operation in Temecula, CA growing grapefruit, avocados, onions, sod, and hay. The Corona family also operates the Big Horse Feed Store and puts on their famous Corn Maze that benefits local and military non-profit organizations.

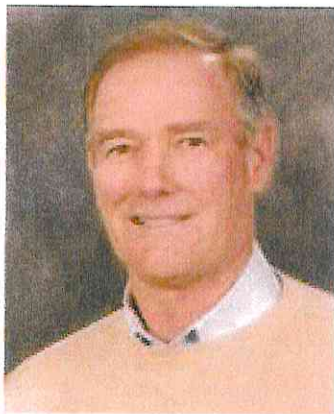
In 2001 Steve was elected to the Board of the Rancho California Water District, a position he held for 16 years and was its President 3 times. Corona has also participated in other boards and committees including the Riverside County Farm Bureau, Riverside County General Plan Advisory Committee, Citrus, Vineyard SWAP Committee 1989, Elsinore, Murrieta, Anza Resource Conservation District, President –Temecula Valley National Little League. Steve also participated as a coach for Temecula Valley National Little League, Murrieta National Little League and Temecula Youth Basketball League.

His EMWD board term expires in December 2026.



Steven A. Pastor

Vice President



Steven A. Pastor has lived in the San Jacinto Valley for 44 years and represents District 5. He holds a Bachelor of Arts degree in history from California State University, San Diego.

After college, Steve served in the U.S. Army. Upon being discharged from the army, Steve moved to the San Jacinto Valley to work on the family herb farm. He has been involved with agriculture and agricultural businesses ever since.

He is a graduate fellow of the California Agricultural Leadership Program (Class 27) and past-president of the California State Historic Citrus Park's Non-Profit Management Corporation. He has served on many water committees and boards over the years including the Riverside County Water Task Force and the Water Master's Technical Advisory Committee. Steve's goal is ensure that Lake Hemet Municipal Water District continues to provide safe and clean drinking and agricultural water to its customers in the most efficient way possible. Division 5, Term until December 6, 2024.



Angela Domenigoni Little

Thank you so much for your service on your board! Special Districts are perhaps the least known relative to the good work they do in their area, and I applaud your many, many acts of service. As a fellow community leader and servant, it would be my honor to represent all of us on LAFCO.

I considered running in the last election, but opted to support Phil Williams after speaking with him personally, and understanding the values we shared.

Phil was a true public servant and it is my honor to attempt to fill his seat.

Recent experience with LAFCO in the MSR process has made me more appreciative of what LAFCO is and does. I love our Special District values and narrow focus in delivering services effectively and efficiently.

Contact Info



951-775-1323 cell



awlittle@msn.com

Board@GoRecreation.org

LAFCO SPECIAL DISTRICTS ELECTION

Valley-Wide Recreation & Park District

Qualifications/ Strengths

- Real Estate
 - Maintenance
 - Development
 - Renting
 - Lending
 - Land use / Planning
- Fair Dealing, Transparency & Accountability
- Logical and systematic when reviewing facts of complex issues - Each case rest on its own merits.
- Natural instincts as well as business, and technology skills relevant to Spheres of Influence, Annexations & Plans of Service and their impacts to Special Districts.
- Empathy, kindness and consideration of others time and perspective

Experience

- 5th generation of community service and leadership in my pioneer family of origin
- Lifetime Riverside County resident (age 58)
- President, Winchester/Homeland Town Association
 - Land Use Committee - proactive in Winchester Community Development Plan (GPA 1207)
 - Proponent of community-based development considering future residents and service delivery



John Skerbelis, Board Vice-President



John Skerbelis is a small business owner and environmental advocate who brings a passion for community involvement to his position on the Rubidoux Community Services District Board of Directors, where he served from 2008 to 2011, and returned in 2013.

Skерbelis attended Santana High School in La Puente and Cypress College in Orange County before building his own small business. He owned and operated an automotive garage specializing in transmission repair, and currently owns a vintage motorcycle export business.

While employed at the County of Riverside Department of Environmental Health as an investigator of illegal dumping and environmental crimes, he was the recipient of two certificates of appreciation from the Riverside County Board of Supervisors recognizing his work combating illegal trash dumping with the 5th District Illegal Dumping Task Force.

He has also served for seven years on the Riverside County Solid Waste Management Advisory Council, and completed the Advanced Environmental Crimes Training Program along with Arrest, Search and Seizure training in 2008.

Skерbelis believes that keeping the community informed is a critical responsibility of board members, along with preserving natural resources for future generations. Along with his wife, Shirley, he has three children and two grandchildren.

Term Ends December 6, 2024

**PALM SPRINGS CEMETERY DISTRICT
RESOLUTION 3-2023**

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 \$15,835.12 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 \$6,520.00 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 January 1, 2023 to February 28, 2023.

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 9th day of March 2023, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jan M. Pye, Chairperson

ATTEST:

LaFaye M. Platter, Secretary

RESOLUTION 4- 2023

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT REQUIRING THE VISITING PUBLIC TO WEAR PROPER FACE COVERINGS WHILE PHYSICALLY PRESENT IN THE DISTRICT OFFICES AND OTHER ENCLOSED SPACES IN THE PRESENCE OF DISTRICT STAFF TO MITIGATE THE RISK OF EXPOSURE TO THE COVID-19 VIRUS

WHEREAS, multiple studies have shown that certain masks and effective face coverings can contain droplets expelled from the wearer, which are responsible for the majority of transmission of the COVID-19 virus; and

WHEREAS, certain masks and effective face coverings can provide some protection to the wearer and prevent the wearer from transmitting the COVID-19 virus to others which help reduce community transmission and risk for everyone; and

WHEREAS, many people with COVID-19 are unaware that they are carrying the virus since COVID-19 infections are often asymptomatic; and

WHEREAS, in light of the asymptomatic nature of some COVID-19 infections, it is difficult to identify who may be silently transmitting the virus in the community in the absence of widespread COVID-19 screening tests; and

WHEREAS, wearing certain masks and other effective face coverings can reduce the disproportionate risk of COVID-19 exposure to those persons who work in relatively small spaces where physical distancing is difficult and for those who work in frontline roles servicing the general public where there is a greater risk of exposure to the COVID-19 virus; and

WHEREAS, the District is interested in providing its employees with a safe working environment by mitigating the risk of exposure to COVID-19 through a requirement that members of the public wear appropriate masks or other effective face coverings whenever present in the District's office and other enclosed spaces in the presence of any employee of the District.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE PALM SPRINGS BOARD OF TRUSTEES HEREBY FINDS, ORDERS AND RESOLVES:

Section 1. Recitals.

That the Recitals set forth above are true and correct.

Section 2. Masks and Face Coverings

That members of the public shall be required to wear appropriate masks or other effective face coverings whenever present in the District's office and other enclosed spaces in the presence of any employee of the District.

Section 3. Alternative Arrangements.

That any member of the public who refuses to wear an appropriate mask or other effective face covering for any reason, including any claims of exemption, may make alternative arrangements with the District to conduct any business transactions with the District in a manner that the District Manager determines in his or her sole discretion will mitigate the District employees' risk of exposure to the COVID-19 virus.

Section 4. Necessary Actions.

That the Board of Trustees hereby directs and authorizes the District Manager to take all necessary and appropriate actions to effectuate the purpose of this Resolution.

Section 5. 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 6. 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 7. Effective Date.

That this Resolution shall take effect upon its adoption.

Section 8. 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.

APPROVED AND ADOPTED this 9TH day of March 2023.

Jan M. Pye, Board Chairperson

ATTEST:

LaFaye M. Platter, Board Secretary

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel

STAFF REPORT

TO: Board of Trustees
FROM: Kathleen Jurasky, General Manager
Steven B. Quintanilla, General Counsel
DATE: March 7, 2023
RE: Resolution - Permitting the Public to Participate Remotely in Regular Board of Trustees Meetings

SPECIFIC REQUEST OR RECOMMENDATION:

That the Board of Trustees adopt Resolution [next in line] allowing the public to participate remotely in regular meetings of the Board of Trustees pursuant to California Government Code Section 54953, as amended by Assembly Bill No. 361.

BACKGROUND

Since the COVID-19 Pandemic State of Emergency has been lifted by the Governor, there are only two forms of “remote meetings” that can be held by the District: (1) Trustee participates from a remote location that is open to the public and permits the public to participate from the remote location even if it is the Trustee’s personal residence; and (2) Public is allowed to participate remotely but the Trustees must be physically present at the Board meeting unless they have just cause or an emergency family situation that allows the Trustee to participate remotely without the remote location being accessible to the public.

A. Post State of Emergency - Standard Teleconference Board Meeting

This kind of remote Board meeting was the only type of teleconference meeting permitted under the Brown Act prior to the State of Emergency. This kind of remote meeting requires the remote locations to be identified in the agenda and open to the public.

For this standard teleconferenced Board meeting, although Trustees do not have to explain why they want to attend a Board meeting remotely, Trustees should inform staff prior to the time the agenda must be posted that they need to attend the meeting remotely via audio or video or both and where they will be located during the teleconferenced meeting. For “Regular Meetings,” Trustees should inform staff more than 72 hours before the Regular Meeting to give staff time to include the necessary information in the agenda. For “Special Meetings,” Trustees should inform staff more than 24 hours before the Special Meeting to give staff time to include the necessary information in the agenda.

The general rules that apply to the standard teleconferenced meeting include the following: 1) Agenda must identify teleconference location by address; 2) Agenda must be posted at the teleconference location; 3) The teleconference location must be accessible to the public; 4) The public shall have the same rights to address the Board from the teleconference location; 5) The District is not required to provide the public with the opportunity to participate in the meeting from

INFORMATION CONTINUED:

any locations other than the teleconference location or the Board meeting room; 6) At least a quorum of the Board (3 of 5) must participate in the Board meeting within the District; and 7) All votes must be by roll call vote.

B. Post State of Emergency - Alternative Remote Meeting

This alternative remote meeting option permits the District to allow the public to participate in the Board meetings remotely, but a Trustee's participation in this kind of remote Board meeting is restricted in that a Trustee has to request permission from the Board to also attend remotely. A Trustee may be permitted to participate remotely in this kind of remote Board meeting based on "Just Cause," or due to "Emergency Circumstances."

Just Cause includes the following: 1) Childcare or caregiving duties; 2) Contagious illness; 3) Physical or mental disability; or 4) Travel while on official District business. Just Cause may not be used as a reason to participate in this kind of remote meeting for more than two meetings per calendar year. Emergency Circumstances, on the other hand, means a physical or family medical emergency that prevents a Trustee from attending the Board meeting in person. The Trustee must provide a general description (not exceeding 20 words) of the emergency circumstances, but is not required to disclose any medical diagnosis or disability, or any personal medical information. The Board may take action on a request to participate remotely at the earliest opportunity. However, if the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the Board may take action at the beginning of the meeting.

Trustees must also publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the Trustee, and the general nature of the Trustee's relationship with any such individuals. Trustees are also required to participate remotely through both audio and visual technology – not just audio which is permitted for the standard teleconferenced meeting.

A quorum of the Board must participate in person from a singular physical location within the District, and the location of physical Board meeting must be identified on the agenda and it must be open to the public so that the public may participate in the meeting at the physical location of the meeting. Unlike the traditional teleconferenced meeting, there is no need to disclose the location of remote locations from which Trustees will be participating from, and there not requirement that the remote locations have to be accessible to the public.

Moreover, the agenda must identify and include an opportunity for all persons to attend and address the Board directly via a call-in option, via an internet-based service option, and at the in-person location of the Board meeting. The public cannot be required to submit their public comments before the start of the remote Board meeting; instead, the public must be allowed to make "real time" public comment. If there is a disruption to the remote Board meeting due to technical issues, the Board cannot continue with the meeting until the technical issues are resolved.

Finally, a Trustee may not participate remotely in these kinds of meetings for more than three consecutive months or 20 percent of the Board's regular meetings within a calendar year, or more than two meetings if the Board regularly meets fewer than 10 times per calendar year.

RESOLUTION 5-2023

A RESOLUTION OF THE PALM SPRINGS CEMETERY DISTRICT BOARD OF TRUSTEES PERMITTING MEMBERS OF THE PUBLIC TO PARTICIPATE REMOTELY AS SET FORTH IN CALIFORNIA GOVERNMENT CODE SECTION 54953 (f), AS AMENDED BY ASSEMBLY BILL NO. 361

WHEREAS, the Palm Springs Cemetery District (the "District") is an independent 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, since the COVID-19 Pandemic State of Emergency has been lifted by the Governor, there are only two forms of "remote meetings" that can be held by the District: (1) Trustee participates from a remote location that is open to the public and permits the public to participate from the remote location even if it is the Trustee's personal residence; and (2) Public is allowed to participate remotely but the Trustees must be physically present at the Board meeting unless they have just cause or an emergency family situation that allows the Trustee to participate remotely without the remote location being accessible to the public; and

WHEREAS, in the interest of promoting and encouraging public participation in regular meetings of the Board, the Board wishes to make it more convenient for the public to participate in such meetings remotely as permitted under California Government Code Section 54953, as amended by Assembly Bill No. 361; and

WHEREAS, a Trustee's participation in this kind of remote Board meeting is restricted in that a Trustee has to request permission from the Board to attend remotely which may be permitted based on Just Cause, or due to Emergency Circumstances; and

WHEREAS, Just Cause includes the following: 1) Childcare or caregiving duties; 2) Contagious illness; 3) Physical or mental disability; or 4) Travel while on official District business, which may not be used as reasons to participate in this kind of remote meeting for more than two meetings per calendar year; and

WHEREAS, Emergency Circumstances, on the other hand, means a physical or family medical emergency that prevents a Trustee from attending the Board meeting in person; and

WHEREAS, the Board may take action on a request to participate remotely at the earliest opportunity; however, if the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the Board may take action at the beginning of the meeting; and

WHEREAS, Trustees may participate remotely only through both audio and visual technology – not just audio which is permitted for the standard teleconferenced meeting; and

WHEREAS, a quorum of the Board must participate in person from a singular physical location within the District, and the location of physical Board meeting must be identified on the agenda and it must be open to the public so that the public may participate in the meeting at the physical location of the meeting; and

WHEREAS, unlike the traditional teleconferenced meeting, there is no need to disclose the location of remote locations from which Trustees will be participating from, and there not requirement that the remote locations have to be accessible to the public; and

WHEREAS, the agenda must identify and include an opportunity for all persons to attend and address the Board directly via a call-in option, via an internet-based service option, and at the in-person location of the Board meeting; and

WHEREAS, the public cannot be required to submit their public comments before the start of the remote Board meeting; instead, the public must be allowed to make "real time" public comment; and

WHEREAS, a Trustee may not participate remotely in this kind of remote meeting for more than three consecutive months or 20 percent of the Board's regular meetings within a calendar year, or more than two meetings if the Board regularly meets fewer than 10 times per calendar year.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT DO HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals.

That the Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Remote Participation in Regular Board Meetings by Members of the Public

That for regular meetings of the Board of Trustees, members of the public shall be provided the opportunity to participate remotely as set forth in California Government Code Section 54953 (f), as amended by Assembly Bill No. 361.

Section 3. Necessary Actions.

That the Board of Trustees hereby directs and authorizes the General Manager to take all necessary and appropriate actions to effectuate the purpose of this Resolution.

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 upon its adoption.

Section 7. CERTIFICATION

That the Board Secretary shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

PASSED AND ADOPTED on this 9th day of March, 2023.

Jan M. Pye, Chairperson

ATTEST:

LaFaye M. Platter, Secretary

APPROVED AS TO FORM:

Steven B. Quintanilla
General Legal Counsel

Good Governance

Special district boards are the voice of the community. Every elected or appointed public official needs to care about governance—it is the essence of what boards do. Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

The success of your district, and special districts as a form of government, depends largely upon how well you do your job as a board member. If the board does not respond to the needs of the community and govern its district effectively, it will erode the public trust, jeopardize public support of district services, and may even threaten the existence of the district itself.

Effective Governance Model

The good news is that a lot of work has been done on effective governance. Based upon a model developed by the California School Boards Association and adapted by CSDA for special districts, there are three critical dimensions that interact to determine how a board operates and its effectiveness as an organization:

1. The board as an organizational entity;
2. Individuals who together make up the board; and
3. Specific jobs the board must perform.

These are the core components of effective special district governance: a competency-based group of individual citizens coming together as an effective team to accomplish the specific responsibilities that only governing boards can do on behalf of their community.

The Board as an Organizational Entity

Any board, public or private, nonprofit or corporate, exists as an organizational entity, with its own unique organizational culture, norms, values, and operating style. There are attributes or characteristics that are consistently present in boards that operate in a highly effective way.

Effective boards become known as effective because they operate in an organizational environment of trust, honesty, and openness. These boards exhibit, as a team, the following characteristics:

- Recognize all board members as equally legitimate—no matter how different or difficult an individual may be.
- Strive to maintain a “no secrets, no surprises” operating norm.
- Acknowledge that conflicts and differences are inevitable, not necessarily “bad”, and must be faced and analyzed.
- Immediately turn to solutions rather than playing the “gotcha” game.
- Treat all staff with dignity and respect.
- Treat all community members with dignity and respect, even in the face of criticism and opposition.
- Exhibit creative thinking, know how to handle failure as well as success, encourage risk taking, and create a climate of support for excellence.
- Accept collective responsibility for the conduct, behavior, and effectiveness of the board.

Individuals Who Together Make up the Board

While boards develop unique organizational cultures, they are, after all, composed of individuals. These individuals and their values, skills, and knowledge shape how boards operate at any given time. Individuals also determine whether the board will sustain effective behavior as a group expectation.

Not everyone who serves on a special district board becomes an effective board member or leader. Those who do become effective board members also become highly valued community leaders. When an entire board is composed of truly effective board members, rather than individuals, the board becomes highly effective.

So, how are highly valued community leaders different than individuals who just serve on boards? They think about governance differently by understanding the fundamental role

Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.



The most effective board members maintain the following priorities:

- Serve the public
- Support the staff as they carry out direction
- Respect fellow board members
- Seek consensus



of effective governance and the citizen leader. Effective board members exhibit the following characteristics:

- Recognize that the board, not the individual board member, governs the special district—the authority of any one board member rests only with the board as a whole.
- Heed caution when someone attempts to impose their own agenda on the district rather than working to build support for an institutional agenda.
- Appreciate that “how” a board member governs is as important as “what” a board member does—that manners make a huge difference.
- Establish trust and treat everyone with the same respect with which the board member expects others to treat them.
- Respect the diversity of perspectives and styles.
- Operate in a transparent fashion, while always keeping confidential information confidential.

Specific Jobs the Board Must Perform

We know that effective boards have strong competency-based cultures and that individual effective board members have strong governance skills, but the next question is: “To do what?” The third dimension of a board addresses the governing body’s specific responsibilities. Special district boards have certain duties that no one else in the organization or the community can perform.

In the next chapter, *Primary Roles and Responsibilities*, we will explore these duties, but first we must acknowledge one of the biggest challenges to special districts—how board members can learn and demonstrate competency.

Training and Development

We all have room to learn the governance skills required to be an effective special district leader. To do so, we must establish a culture of participation in our special district community. Just as we expect our staff to be involved in their profession, to learn and develop new skills, so too must we as effective board members learn to hone our governance skills.

We must lead by example and encourage our colleagues to branch out and learn the skills of governance. We must establish a culture of continuing education in the special district community. This includes both required trainings and recommended trainings.

Required Trainings

Every special district board member is required by law to complete ethics training and sexual harassment prevention training at least once every two years.

Ethics training is mandated by Government Code Section 53235 et. seq., which is popularly referred to by its enacting legislation, AB 1234 (Salinas) of 2005. Special district board members must receive the required two-hour training within

one year of their first day of service, and then every two years thereafter. A board member who serves more than one agency shall satisfy the requirements once every two years, regardless of how many boards they serve on.

All ethics trainings must cover laws related to conflicts of interest, gifts, reimbursements, government transparency, and fair processes, including but not limited to incompatible offices and competitive bidding practices.

Sexual harassment prevention training is mandated by Government Code 53237 et. seq., which was enacted by AB 1661 (McCarty) of 2016. Special district board members must receive the required two-hour training within the first six months of taking office, and then at least once every two years thereafter.

All sexual harassment prevention trainings must include practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims. The training includes practical examples aimed at instructing the board member in the prevention of sexual harassment, discrimination, and retaliation.

CSDA offers various forms of online and in-person ethics and sexual harassment prevention training opportunities. You can register online at csda.net.

Recommended Trainings

It is recommended that every newly elected or appointed special district board member attend CSDA's workshops that introduce the topic of governance. CSDA strives to offer these opportunities in various locations throughout the state annually.

As a longer-term goal, during your first term in office it is also recommended you obtain the Recognition in Special District Governance certificate from the Special District Leadership Foundation (SDLF). This recognition was designed to honor special district board members and is comprised of two distinct parts: the completion of the Special District Leadership Academy and 10 hours of continuing education.

The Special District Leadership Academy consists of four courses: Governance Foundations, Setting Direction/Community Leadership, Board's Role in Human Resources, and Board's Role in Finance and Fiscal Accountability. The four courses are unique from any other courses on special district governance in that they are curriculum that has been created by special districts and agreed upon as what governing officials of special districts should know. SDLF has endorsed the Academy as the core special district governance training in California.

SDLF is a 501(c)(3) organization formed to provide recognition and certification opportunities to special district officials and employees to enhance service to the public. It is dedicated to excellence in local government. You can learn more about SDLF at sdlf.org.



*Learn more
about CSDA's
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