

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

DATE: June 11, 2020

TIME: 2:00 P.M.

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

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

2. **ROLL CALL**

Present: Jan M. Pye, Chairperson
William G. Kleindienst, Vice Chairperson (arrive at 2:05pm)
Lynn T. Mallotto, Treasurer
Bary A. Freet, Member, Secretary
Tim M. Radigan-Brophy, Member

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

3. **PUBLIC COMMENTS** – None

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

Trustee Pye stated that the March minutes are not included with this agenda. District Manager Jurasky stated that the March and June meeting minutes will be included with the July agenda.

5. **CONSENT CALENDAR** Motion was made by Trustee Freet, second by Trustee Mallotto to approve the Consent Calendar as presented. Motion carried; roll call 4-0 Freet, Mallotto, Pye and Radigan-Brophy.

William G. Kleindienst arrived at 2:05pm

6. **ADMINISTRATIVE CALENDAR**

a. **District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group** Neal Wilson presented the investment reports, and reported there was an overall 2.57% YTD increase total for all funds. He stated that rates will be staying lower through 2021 and possibly through 2022. He also stated that Trustee Radigan-Brophy suggested he look at municipal bonds, which he did and as a result he purchased 2 AAA municipal bonds. One for \$30,000.00 with a rate of 4 3/4% and another for \$20,000.00 with a rate of 5%. Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Kleindienst to receive and file the investment report. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Trustee Pye stated that she would like to congratulate Trustee Mallotto for being awarded the top real estate producer for the company. The Board and District Manger Jurasky congratulated her on this achievement.

b. **Ratification of Emergency Order of the District Manager Modifying Certain District Operations to Mitigate and/or Abate the Transmission of COVID-19** District Manager Jurasky explained the modifications of the daily operations and how the Coronavirus (COVID-19) affected them and the changes that were made. Following a discussion was motion was made by Trustee Freet, seconded by Trustee Kleindienst to approve ratifying the Emergency Order. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

6. ADMINISTRATIVE CALENDAR - Continued

c. Authorized Signature List for Riverside County District Manager Jurasky explained the purpose of the Authorized Signature List, and requested that the Board contact her to make arrangements to sign.

d. Review for Discussion and Approval – Allocation of Funds for 2020-2021 Development Projects Following review and discussion motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve Allocation of Funds for 2020-2021 Development Projects. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

e. Review for Discussion and Approval – Future 2020-2021 Development Projects District Manager Jurasky reported that the construction documents for Desertscape Interment B-39 thru B-44 DMP being prepared by Ron Gregory/MSA Consulting, Inc. are almost completed. Following a discussion motion was made by Trustee Freet, seconded by Trustee Kleindienst to approve Future 2020-2021 Development Projects. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Following a discussion regarding a PSCD Master Plan – Desert Memorial Park, District Manager Jurasky was directed to place agenda 13e on a future agenda.

f. Review for Discussion and Approval – 2020-2021 Schedules of Charges with No Rates Increases. District Manager Jurasky reported that she had reviewed the expenses of vendors and there are no significant increases, and in light of the effects of Coronavirus (COVID-19) to job and the economy she recommends no increases at this time. She suggested that the budget be reviewed in the 6 months and be adjusted if needed. Motion was made by Trustee Freet, Seconded by Trustee Mallotto to approve the 2020-2021 Schedules of Charges. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

g. Review for Discussion and Approval – 2020-2021 Proposed Budget Trustee Mallotto reported that she and District Manager reviewed the 2020-2021 budget, and it is her opinion that this is a very tight and solid budget. She stated that District Manager Jurasky has been very prudent, and her only concerns are related to a decrease property tax income. Due to the Coronavirus (COVID-19) foreclosures have been suspended and it isn't known what affect this will have on property taxes. Although there have been extensive communications with several persons at the Riverside County Auditor-Tax Collector office, District Manager Jurasky hasn't been able to get a definitive answer.

District Manager Jurasky reported that the only significant increases to the 2020-2021 budget were noted in her staff report: General Liability & Property Insurance increased from \$19,547.00 to \$26,280.00, and Landscape Maintenance from \$236,976.00 to \$296,400.00 annually due to change in contractor.

District Manager Jurasky stated that currently she is very pleased the Nissho of California the landscape maintenance contractor. She reported they send her job walk reports and photos of issues/tasks that need to be addressed with a date of the expected completion. Then they follow-up with photos of the issues/tasks completed and date of completion.

Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve the 2020-2021 Budget. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

7. **LEGISLATIVE CALENDAR** a. **Resolution 6-2020, Transfer Interment Rights & Costs from PN to ACO & GF** Motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve Resolution 6-2020 transferring \$27,042.39 from PreNeed Fund, 51265 to the General Fund, 51270 and \$4,275.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 5-0. Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

8. **TRUSTEE SIGNATURES AND ATTORNEY** All signatures were completed.

9. **BOARD DEVELOPMENT** – None

10. **PUBLIC HEARING CALENDAR** – None

11. **COMMITTEE REPORTS** – None

12. **REPORTS** a. **Trustee Report** District Manger Jurasky stated that the Coronavirus (COVID-19) paid time off may need to be used. Following a discussion relating paid sick leave and Coronavirus (COVID-19) paid 14-day quarantine period (weekends included in quarantine are not paid), employees will use their sick leave for non-Coronavirus (COVID-19) illnesses. Should the employee contract Coronavirus (COVID-19) their sick leave will not be deducted during the 14-day quarantine period (weekends included in quarantine are not paid). The Board was in agreement with handling Coronavirus (COVID-19) illness and sick leave as stated above.

b. **District Manager** – None

13. **FUTURE AGENDA ITEMS** a. **Discussion in 2021/2022 Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums** No action taken

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

c. **Marketing/Advertising** No action taken

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

e. **PSCD Maser Plan – Desert Memorial Park** No action taken

f. **Historical Tours at Welwood Murray Cemetery – Trustee Kleindienst**

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

15. **CLOSED SESSION ANNOUNCEMENT** – None

16. **OPEN SESSION** – None

17. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 2:44 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, July 9, 2020.

DATE: 7/20/2020


Bary A. Freet, Secretary