

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

DATE: September 12, 2019

TIME: 2:00 P.M.

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

1. **CALL TO ORDER** The meeting was called to order by Chairperson Pye at 2:02 P.M.

2. **ROLL CALL**

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

Also, Present: Kathleen Jurasky, District Manager

3. **PUBLIC COMMENTS** – None

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

Trustee Kleindienst inquired about the expense for an Apple Watch listed on the cash disbursement journal. District Manager Jurasky reported that her current iPhone is outdated, and rather than upgrading to the newer version she opted to get the Apple Watch which cost a great deal less.

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

6. **ADMINISTRATIVE CALENDAR** a. **Phone Set-up for Trustee E-mail Accounts – Erich Fischer, Desert Tech** District Manager Jurasky introduced Erich Fischer and all the Trustees introduced themselves. Mr. Fischer completed the phone set-up of PSCD Trustee e-mail accounts on their devices.

b. **Discussion for Approval to Change the Date of the October 10, 2019 Board Meeting – Conflicts with CAPC Education Seminar and Area Meeting.** Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Kleindienst to move the meeting to Tuesday, October 15, 2019 at 2:00pm. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

c. **Wreaths Across America - DMP** District Manager Jurasky reported that she met with Noma Bruton and Peg Ellington who belong to Daughters of the American Revolution Cahuilla Chapter to discuss their desire to bring this program to Desert Memoria Park. They want to place wreaths on 500 of the oldest veteran graves at the ceremony to be held 12:00pm, Saturday, December 14, 2019. DAR will be responsible for the placement and removal/disposal of all wreaths.

Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Freet to approve the Wreaths Across America ceremony being held at DMP, and allowing the wreath to remain until December 31, 2019. District Manager was directed to work with attorney Quintanilla on a policy Wreaths Across America. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

d. CAPC Local Area Meeting – El Toro Memorial Park, Orange County Cemetery District District Manager Jurasky gave a brief overview of why CAPC local area meetings were formed. She stated the meeting will be held 10:00am, Thursday, September 19, 2019, and usually concludes at 1:00pm.

e. East 40 Acres Lease Agreement No action taken

7. LEGISLATIVE CALENDAR **a. Resolution 9-2019, Approving Grant Agreement Between Coachella Valley Mountains Conservancy and Palm Springs Cemetery District** Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Malotto to approve Resolution 9-2019, Approving Grant Agreement Between Coachella Valley Mountains Conservancy and Palm Springs Cemetery District. Motion carried, roll call 5-0. Freet, Kleindienst, Malotto, Pye and Radigan-Brophy.

b. Adopted Employee Handbook Policy Resolutions Recap Only - No Action Required There was a discussion regarding the adopted policies and attorney Steve Quintanilla's involvement in writing them. No action taken

c. Resolution 10-2019, Adopting Miscellaneous Policies for the Employee Handbook Following a discussion motion was made by Trustee Freet, seconded by Trustee Kleindienst to approve Resolution 10-2019, Adopting Miscellaneous Policies for the Employee Handbook. Motion carried, vote 5-0. Freet, Kleindienst, Malotto, Pye and Radigan-Brophy.

8. TRUSTEE SIGNATURES AND ATTORNEY Trustees signatures were completed.

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS – None

12. REPORTS **a. Trustee Report** Trustee Malotto stated that Neal Wilson the District's investment advisor had contacted her to update her on the status of the investment accounts. She reported that the combined accounts had an increase of \$51,000.00 at August 31, 2019. She further stated there was a year-to-date combined accounts funds increase of 3 ½%, which is \$280,000.00 net of all fees and expenses.

Trustee Malotto said there is \$350,000.00 at the end of this year that needs to be reinvested, and Mr. Wilson will be selecting options such as Treasury CD's and short-term securities with the best rate of returns to invest in.

Trustee Radigan-Brophy stated that Mr. Wilson had contacted him as well with the same report, and they also discussed corporate bonds that were insured. He said that Mr. Wilson will be reporting on the outcome of his research of corporate bonds at the October 2019 board meeting.

Trustee Pye reported that she had spoken with District Manager Jurasky regarding the timing of her evaluation. District Manager Jurasky stated that she felt it should be completed after there are measurable results on the Strategic Barometer. She said there will be Strategic Barometer results for the October 2019 board meeting.

b. District Manager Report District Manager Jurasky reminded the Board that the annual Dia de los Muertos event will be 11:00am-3:00pm, Saturday, November 2, 2019.

13. **FUTURE AGENDA ITEMS** a. **Discussion in 2020/2021 Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums** No action taken

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

c. **Marketing** No action taken

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

14. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** –

15. **CLOSED SESSION ANNOUNCEMENT**–

16. **OPEN SESSION** – None

17. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 2:38 P.M. The next regular board meeting is adjourned to 2:00 P.M., Tuesday, October 15, 2019.

DATE: 10/15/19


Bary A. Freet, Secretary