

PALM SPRINGS CEMETERY DISTRICT

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

Thursday, April 11, 2019 at 2:00 p.m.

31-705 Da Vall Drive, Cathedral City, California

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact District Manager Kathleen Jurasky by telephone at (760) 328-3316 forty-eight hours prior to the meeting. Such timely notification will enable the District to make reasonable arrangements to ensure accessibility to this meeting. [CFR 35.102-35.104, ADA title 11].

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

During this part of the meeting, the public is invited to address the Board of Trustees on any matter **not on the Agenda** or any item on the **Consent Agenda** by stepping to the lectern and giving his or her name and city of residence for the record. Unless additional time is authorized by the Board of Trustees, remarks on Agenda items shall be limited to 3 minutes. **If you wish to speak on an agenda item, please wait to be recognized by the Presiding Officer when that Agenda item is opened for public comments.**

4. CONFIRMATION OF AGENDA

During this part of the meeting, the Board of Trustees may announce any items being pulled from the Agenda or continued to another date.

Items not appearing on the Agenda may be added to the Agenda as "Urgency items" provided two-thirds of the Trustees present determine there is a need to take immediate action on the item and the need to take immediate action came to the attention of the Board of Trustees after the posting of the Agenda.

5. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine in nature and will be enacted by one roll call vote. There will be no separate discussion of these items unless a Trustee or member of the public requests that a specific item be removed from the Consent Calendar for separate discussion and/or action.

a. Approval of March 14, 2019 Regular Meeting Minutes

b. Approval of March Expenditures

General Fund		\$ 81,711.55
March Reimburse Voucher 1629	\$ 41,297.31	
March Reimburse Voucher 1630	\$ 40,183.24	
Accumulative Capital Outlay		\$ 1,450.00
March Reimburse Voucher 1631	\$ 1,450.00	
Pet Memorial Park Cemetery		\$.00

Total March 31, 2019 Expenditures Checks & Visa/Debit Card		
22431-22471 Direct Deposits (Payroll)		\$ 83,161.55

c. Financial Reports as of March 31, 2019 (F-1 thru F-5A)

6. ADMINISTRATIVE CALENDAR

- a. District Investment General Overview & Update – Neal Wilson, C & N Financial
- b. Review for Discussion and Approval to Treat Trees for Borers and Spotted Spider Mites at DMP - Proposal Desert Arborist Services
- c. Review Proposals for Discussion and Possible Approval to Patch and Texture Damaged Stucco Exterior Walls - DMP
- d. CSDA Legislative Days May 21-22, 2019 in Sacramento, CA
- e. Special District Association of Riverside County (SDARC) Luncheon April 18, 2019 in Beaumont, CA
- f. CAPC Local Area Meeting Pomerado Cemetery District May 16, 2019 in Poway, CA
- g. Discussion and Approval – Schedule Date for Strategic Planning Sessions #2 and #3
- h. LGBTQ Veterans Memorial Official State Monument Dedication Ceremony & Awards Luncheon

7. LEGISLATIVE CALENDAR

- a. Resolution 1-2019, Adopting a Paid Leave Policy
- b. Resolution 2-2019, Transfer Interment Rights & Costs from PN to ACO & GF
- c. Resolution 3-2019, In House Resolution – Intra-Budgetary Transfer of Funds from Road Maintenance to Meeting Expense and Supplies

8. TRUSTEE AND ATTORNEY SIGNATURES

9. BOARD DEVELOPMENT

- a. Investment Policy

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. District Manager

13. FUTURE AGENDA ITEMS

- a. Discussion in 2020/2021 – Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums
- b. Postcard Survey Mailing to the Community to Determine Pre-Planning Needs
- c. Marketing

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE

15. CLOSED SESSION ANNOUNCEMENT

16. OPEN SESSION

17. ADJOURNMENT

THIS NOTICE OF AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M., MONDAY, April 8, 2019

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

DATE: March 14, 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 2:00 P.M.

Trustee Pye called for a five-minute recess to give Trustees Kleindienst and Mallotto time to arrive.

Meeting returned from recess at 2:05PM

1a. WELCOME NEW BOARD MEMBERS AND INTRODUCTIONS Trustee Pye welcomed new Trustees Bary Freet and Tim Radigan-Brophy, and asked that gave each a briefly introduce themselves.

Trustee Radigan-Brophy said he was delighted to be here and has had an interest in joining the Board for some time. He stated the he is excited to be part of a Board that is directed towards inclusiveness of the community and he looks forward working with the Board to expand their directions.

Trustee Freet said he retired as Fire Chief for Palm Springs about 14 years ago, worked for the now defunct Critical Care in Rancho Mirage, is currently serving on the Tram Board, has served on several commissions and he is pleased to be on this Board.

Trustees Pye, Mallotto, Steve Quintanilla PSCD Attorney, Neal Wilson, PSCD Investment Advisor, Christy Tyler-Cooper PSCD Outside Auditor and District Manager all introduced themselves. They all welcomed new Trustees Freet and Radigan-Brophy.

2. ROLL CALL

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

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

Not Present: William G. Kleindienst, Secretary

3. PUBLIC COMMENTS – None

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

5. CONSENT CALENDAR Motion was made by Trustee Mallotto, seconded by Trustee Radigan-Brophy to approve the Consent Calendar as presented. Motion carried; roll call 3-0 Mallotto, Radigan-Brophy and Pye. Trustee Freet abstained.

Due to Trustee Kleindienst being late Trustee Pye requested that item 6a Elections of Officers be addressed under Agenda item 11.

Motion was made by Trustee Radigan-Brophy, seconded by Trustee Mallotto to approve the Agenda with item 6a being moved to be addressed under agenda item 11. Motion carried; vote 4-0 Freet, Mallotto, Pye and Radigan-Brophy.

6. ADMINISTRATIVE CALENDAR b. Christy Tyler-Cooper, Dennis Cooper and Associates CPA – Annual Audit Report Christy Tyler-Cooper reviewed the independent audit report and stated that the report has a clean opinion. She stated that the District's income increased \$273,000.00 over last year. Ms Tyler-Cooper said the restatement note regarding Other Pension Employee Benefits (OPEB) was due to GASB ruling that required changes in the reporting.

Trustee Kleindienst arrived at 2:13pm

She reviewed the different funds and explained how they performed this audit year as compared to last year, and said they did well. Christy Tyler-Cooper stated that staff was very cooperative and provided all that was asked for.

Following a review of the annual audit report by Christy Tyler-Cooper, and a discussion motion was made by Trustee Mallotto, seconded by Trustee Radigan-Brophy to receive and file the audit report. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

c. District Investment General Overview & Update – Neal Wilson, C & N Financial For the new Trustees Mr. Wilson explained that the District's investments are guided by a PSCD Investment policy, and the monies are invested in conservatively. He stated that everything is invested short term and laddered.

He reviewed the current investment reports, and following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Freet to receive and file the investment reports.

d. Review for Discussion and Possible Approval - Family Survey Following a discussion motion was made by Trustee Freet, seconded by Trustee Radigan-Brophy to approve the Family Survey as presented. District Manager was directed to investigate the cost for pre-paid return envelopes. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

e. Review for Discussion and Approval Da Vall Gate Operator Replacement - Proposal Patton Door District Manager Jurasky explained that the Da Vall Drive gate operator is in need of repair. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto. Motion carried; roll call 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

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

g. LGBTQ Veterans Memorial Official State Monument Dedication Ceremony District Manager Jurasky reviewed the schedule of events including an awards luncheon. District Manager Jurasky was directed to invite former Trustees Alcumbrac and Pepper.

7. **LEGISLATIVE CALENDAR** – None

8. **TRUSTEE SIGNATURES AND ATTORNEY** Trustees and attorney signatures were completed.

9. **BOARD DEVELOPMENT** a. **2018-2020 Approved Estimated Expenditures and 2019-2020 Approved Future Development Projects** District Manager Jurasky reviewed the items on each schedule.

Trustee Pye requested that the investment policy be the next Board Development. District Manager Jurasky agreed to place it on the April agenda

10. **PUBLIC HEARING CALENDAR** – None

11. **COMMITTEES** a. **Election of Officers**

Secretary: Trustee Pye nominated Trustee Freet. Nominations were closed by Trustee Kleindienst, and Trustee Mallotto seconded the nomination. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Treasurer: Trustee Kleindienst nominated Trustee Mallotto. Nominations were closed by Trustee Kleindienst, and Trustee Freet seconded the nomination. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Vice Chairperson: Trustee Pye nominated Trustee Kleindienst. Nominations were closed by Trustee Radigan-Brophy, and Trustee Freet seconded the nomination. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Chairperson: Trustee Radigan-Brophy nominated Trustee Pye. Nominations were closed by Trustee Mallotto, and Trustee Mallotto seconded the nomination. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Investment Committee: Trustee Pye appointed Trustees Mallotto and Radigan-Brophy. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

Media Representative: Trustee Pye appointed Trustee Kleindienst. Motion carried; vote 5-0 Freet, Kleindienst, Mallotto, Pye and Radigan-Brophy.

12. **REPORTS** a. **Trustee Report** – None

b. **District Manager Report**

1. **Solar Lights Agreement – Update** District Manager Jurasky give a background report on the solar lights for the new trustees. She reported that Sheila Lutzker had agreed to and signed the Solar Lights Agreement.

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

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

15. CLOSED SESSION ANNOUNCEMENT– None

16. OPEN SESSION

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:16 P.M. The next board meeting is scheduled for 2:00 P.M., Thursday, April 11, 2019.

DATE: _____

Bary A. Freet, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Mar 1, 2019 to Mar 31, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
3/1/19	22431	MAR 2019 PSCD EMPLOYEE HEALTH INSURANCE E MAR 2019 PSCD RETIREE HEALTH INSURANCE EXP MAR 2019 EMPLOYEE PORTION OF HEALTH INSUR P.E.R.S.	5,277.87 1,184.49 589.32	7,051.68
3/1/19	22432	MAR 2019 PSCD EMPLOYEE DENTAL INSURANCE E STANDARD INSURANCE COMPANY RB	378.08	378.08
3/1/19	22433	MAR 2019 PSCD EMPLOYEE LIFE INSURANCE EXPE STANDARD INSURANCE COMPANY RQ	62.40	62.40
3/1/19	22434	MAR 2019 PSCD EMPLOYEE VISION INSURANCE EX METLIFE GROUP BENEFITS	63.41	63.41
3/1/19	22435	EXTRA HEALTH INSURANCE FOR K JURASKY FOR PAY PERIODS 02/01/19 & 02/15/19 COLONIAL LIFE	203.78	203.78
3/1/19	22436	INVOICE 5210 - FEB 2019 LANDSCAPE MAINTENANC LESS \$111.13 FOR RAISED VASE DAMAGED BY MOW KIRKPATRICK LANDSCAPING SERVICES	19,636.87	19,636.87
3/1/19	22437	CELL PHONES FOR GROUND SUPERVISOR AND OFF SPRINT	128.65	128.65
3/1/19	22438	INVOICE 29131 - OFFICE FOR PERIOD 03/01/2019 - 05/ INVOICE 28917 - MAINTENANCE FOR PERIOD 03/01/2 INVOICE 27996 - FIRE FOR PERIOD 03/01/2019 - 05/31/ DESERT ALARM INC	89.85 89.85 119.97	299.67
3/1/19	22439	TRASH SERVICE FOR MAR 2019 BURRTEC WASTE & RECYCLING SVCS	358.17	358.17
3/1/19	22440	INVOICE IN038214 - (12) #5 BILL LINERS INVOICE IN038272 - (4) #5 VAULTS & (1) #6 VAULT WHITED CEMETERY SERVICE	1,880.00 1,167.00	3,047.00
3/1/19	22441	INVOICE IT0000002675 - DATA VPN INVOICE IT0000002667 - PS FINANCIALS RIVERSIDE COUNTY INFORMATION TECHNOLOGY	9.10 105.74	114.84
3/1/19	22442	INVOICE INV0000002646984 - 96029 WELL #2 SECURI INVOICE INV000000264619 - 74345 OFFICE SECURITY ONE RING NETWORKS	138.00 138.00	276.00
3/5/19	22443	JANITORIAL SERVICES FOR FEB 2019 JAMILETH MOYA	350.00	350.00
3/5/19	22444	INVOICE 03011901 - STRATEGIC PLANNING MONTH SALJIM ENTERPRISES	3,000.00	3,000.00
3/5/19	22445	INVOICE 1903133 - SECURITY PATROL 03-01 THRU 0 MAXWELL SECURITY SERVICES, INC	725.00	725.00
3/5/19	22446	DISTRICT MANAGER CELL PHONE FOR PERIOD EN AT & T MOBILITY	148.47	148.47

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Mar 1, 2019 to Mar 31, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
3/14/19	22447	INVOICE 6831800 - MONTHLY BILL FOR FEBRUARY WESTERN EXTERMINATOR	78.00	78.00
3/14/19	22448	OFFICE PHONE FOR PERIOD ENDING 4/06/2019 FRONTIER COMMUNICATIONS	439.45	439.45
3/14/19	22449	INVOICE 57538 - (12) PLASTIC THRIFTY & (12) FLUS ASCO PACIFIC, INC.	697.09	697.09
3/14/19	22450	INVOICE IN038439 - (12) #5 LINERS WHITED CEMETERY SERVICE	1,880.00	1,880.00
3/14/19	22451	INVOICE 1902-020 - FEBRUARY WELL MAINTENANC SOUTH WEST PUMP & DRILLING, INC	150.00	150.00
3/14/19	22452	WMC USUAGE DESERT WATER AGENCY	348.77	348.77
3/14/19	22453	YELLOW PAGES ADVERTISING DEX YP	182.30	182.30
3/14/19	22454	INVOICE 5113 - SUNDAY BURIAL 10/28/18 INVOICE 5174 - SATURDAY BURIAL 12/15/18 INVOICE 5265 - SATURDAY BURIAL 3/2/19 KIRKPATRICK LANDSCAPING SERVICES	522.00 174.00 348.00	1,044.00
3/14/19	22455	CAPC ANNUAL CONFERENCE 3/7/19 - 3/10/19 - AMER RODRIGUEZ TAXI SERVICE - 3/7/19 WENDY'S 3/7/19 LUNCH PALM SPRINGS AIRPORT PARKING FEES JAN PYE	30.00 25.20 7.35 68.00	130.55
3/14/19	22456	CAPC ANNUAL CONFERENCE, MONTEREY 3/6/19 - 3/ UBER TIPS BREAKFAST 3/6/19 KATHLEEN JURASKY	16.49 8.00 18.47	42.96
3/18/19	22457	INVOICE 736 - SPRINKLERS JUAN C CORTEZ JR.	840.45	840.45
3/18/19	22458	LEGAL SERVICES FROM 10/1/2018 TO 10/31/2018 LEGAL SERVICES FROM 11/1/2018 TO 11/30/2018 LEGAL SERVICES FROM 12/1/2018 TO 12/31/2018 LEGAL SERVICES FROM 1/1/2019 TO 1/31/2019 QUINTANILLA & ASSOCIATES	697.50 434.00 238.00 1,524.00	2,893.50
3/18/19	22459	ACCOUNT 332245-850914 - WELL REPLENISHMENT ACCOUNT 180819-512108 - MAINTENANCE ACCOUNT 559831-884770 - FIRE PROTECTION ACCOUNT 559833-884768 - ADMIN BUILDING COACHELLA VALLEY WATER DIST	1,596.18 16.96 75.90 26.86	1,715.90
3/18/19	22460	ACCOUNT 3-001-6901-55 WELL #2 FOR PERIOD 02/12/ ACCOUNT 3-003-6360-97 WMC FOR PERIOD 2/12/19 T ACCOUNT 3-011-5009-75 DAVALL GATE FOR PERIOD ACCOUNT 3-016-9582-84 WELL #4 FOR PERIOD 2/08/1 ACCOUNT 3-040-5194-97 ADMIN BUILDING FOR PERI	733.77 20.17 38.91 2,209.89 679.23	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Mar 1, 2019 to Mar 31, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
		SOUTHERN CALIF EDISON CO		3,681.97
3/28/19	22461	INVOICE 3864483 - COURIER SERVICE 2/21/19 PV 162	16.03	
		INVOICE 3870704 - COURIER SERVICE 3/07/19 PV 162	16.03	
		GOLDEN STATE OVERNIGHT		32.06
3/28/19	22462	INVOICE 09C0032777377 - BOTTLED WATER & OTHE	77.19	
		READY REFRESH BY NESTLE		77.19
3/28/19	22463	INVOICE IN559144 - WATER COOLER FOR PERIOD 3	32.63	
		INVOICE IN560584 - COPIER MAINTENANCE FOR PE	66.87	
		AIS		99.50
3/28/19	22464	INVOICE 026755 - MARCH 2019 SERVICE ON AMERIC	50.00	
		ELOY'S POOL SERVICE & REPAIRS		50.00
3/28/19	22465	REFUND DUPLICATE HEADSTONE SETTING FEE	150.00	
		REFUND DUPLICATE EDC-DMP HEADSTONE	25.00	
		RICHARD GODINEZ		175.00
3/28/19	22466	INVOICE 1903107 - OFFICE DEDICATION PLAQUE	1,450.00	
		INVOICE 1903106 - REPLACEMENT HEADSTONE FO	420.00	
		MULHERIN MONUMENTAL		1,870.00
3/29/19	22467	MAR 2019 PSCD EMPLOYEE RETIREMENT EXPENSE	911.56	
		MAR 2019 EMPLOYEE 403B PAYABLE FOR K JURAS	2,769.24	
		OPPENHEIMER FUNDS SERVICES		3,680.80
3/29/19	22468	MAR 2019 PSCD EMPLOYEE RETIREMENT EXPENSE	331.20	
		FRANKLIN - TEMPLETON		331.20
3/29/19	22469	MAR 2019 PSCD EMPLOYEE RETIREMENT EXPENSE	327.26	
		FRANKLIN - TEMPLETON		327.26
3/29/19	22470	MAR 2019 PSCD EMPLOYEE RETIREMENT EXPENSE	452.69	
		FRANKLIN - TEMPLETON		452.69
3/29/19	22471	MAR 2019 PSCD EMPLOYEE RETIREMENT EXPENSE	340.10	
		FRANKLIN - TEMPLETON		340.10
3/6/19	DEBIT JR	USPS - POSTAGE STAMPS (2 ROLLS)	110.00	
		COMPANY DEBIT CARD		110.00
3/19/19	DEBIT JR	DON & SWEET SUE - STAFF SAFETY MEETING LUN	103.97	
		COMPANY DEBIT CARD		103.97
3/27/19	DEBIT JR	EMPOWER SOUND - WARRANTY ON HAPPIE AMP S	37.00	
		COMPANY DEBIT CARD		37.00
3/28/19	DEBIT JR	EMPOWER SOUND - WARRANTY ON HAPPIE AMP S	37.00	
		COMPANY DEBIT CARD		37.00
3/5/19	DEBIT KJ	STAPLES - OFFICE SUPPLIES	61.01	
		COMPANY DEBIT CARD		61.01
3/11/19	DEBIT KJ	STAPLES - HP 6968 PRINTER FOR DISTRICT MANAG	97.86	
		COMPANY DEBIT CARD		97.86

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Mar 1, 2019 to Mar 31, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
3/11/19	DEBIT KJ	STAPLES - HP 6968 FOR ADMIN ASSISTANT OFFICE COMPANY DEBIT CARD	97.86	97.86
3/11/19	DEBIT KJ	STAPLES - HP 6968 FOR ACCOUNTANT OFFICE COMPANY DEBIT CARD	97.86	97.86
3/8/19	DEBIT KJ	ICLOUD: 200 GB STORAGE PLAN COMPANY DEBIT CARD	2.99	2.99
3/14/19	DEBIT KJ	USPS - POSTAGE STAMPS COMPANY DEBIT CARD	110.00	110.00
3/9/19	DEBIT KJ	CAPC ANNUAL CONFERENCE - EMBASSY SUITES 3/ COMPANY DEBIT CARD	650.49	650.49
3/9/19	DEBIT KJ	CAPC ANNUAL CONFERENCE - EMBASSY SUITES 03 COMPANY DEBIT CARD	373.10	373.10
3/8/19	DEBIT KJ	AMERICAN AIRLINES - BAGGAGE FEE - CAPC ANN COMPANY DEBIT CARD	30.00	30.00
3/10/19	DEBIT KJ	AMERICAN AIRLINES BAGGAGE FEE - CAPC ANNU COMPANY DEBIT CARD	30.00	30.00
3/6/19	DEBIT KJ	GOLDEN TEE - CAPC ANNUAL CONFERENCE LUNC COMPANY DEBIT CARD	52.71	52.71
3/10/19	DEBIT KJ	YANKEES PIER - CAPC ANNUAL CONFERENCE DIN COMPANY DEBIT CARD	62.19	62.19
3/7/19	DEBIT KJ	PACIFIC GROVE GOLF LINKS - CAPC ANNUAL CON COMPANY DEBIT CARD	30.00	30.00
3/10/19	DEBIT KJ	EMBASSY SUITES - CAPC ANNUAL CONFERENCE, M COMPANY DEBIT CARD	338.65	338.65
3/18/19	DEBIT KJ	RANCHO MIRAGE CHAMBER OF COMMERCE -STA COMPANY DEBIT CARD	55.00	55.00
3/18/19	DEBIT KJ	EVENTBRITE - SENIOR INSPIRATION AWARDS COMPANY DEBIT CARD	33.46	33.46
3/18/19	DEBIT KJ	JOSLYN COMMUNITY SENIOR CENTER - RUNWAY COMPANY DEBIT CARD	128.75	128.75
3/18/19	DEBIT KJ	PALM DESERT CHAMBER OF COMMERCE STATE O COMPANY DEBIT CARD	65.00	65.00
3/27/19	DEBIT KJ	DESERT PROMOTIONAL - DISTRICT MANAGER NA TRUSTEE NAME PLATES AND PERTPETUAL PLAQU INVOICE 56216 COMPANY DEBIT CARD	13.05 80.90	93.95
3/28/19	DEBIT KJ	STAPLES - PRINTER INK CARTRIDGES AND OFFICE COMPANY DEBIT CARD	523.39	523.39

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Mar 1, 2019 to Mar 31, 2019

Date	Check #	Line Description	Debit Amount	Credit Amount
3/25/19	DEBIT KJ	MICROSOFT OFFICE 365 YEARLY SUBSCRIPTION COMPANY DEBIT CARD	99.99	99.99
3/15/19	EDD_TAX	SIT P/R 02/28/2019 TO 03/13/2019 PAID 03/15/2019 SDI P/R 02/28/2019 TO 03/13/2019 PAID 03/15/2019 EMPLOYMENT DEVELOPMENT DEPT	235.03 107.32	342.35
3/29/19	EDD_TAX	SIT P/R 03/14/2019 TO 03/27/2019 PAID 03/29/2019 SDI P/R 03/14/2019 TO 03/27/2019 PAID 03/29/2019 EMPLOYMENT DEVELOPMENT DEPT	237.69 122.12	359.81
3/29/19	EDD_TAX	SUI P/R 03/14/2019 TO 03/27/2019 PAID 03/29/2019 EMPLOYMENT DEVELOPMENT DEPT	55.67	55.67
3/15/19	EXPRESS_	FIT P/R 02/28/2019 TO 03/13/2019 PAID 03/15/2019 SOCIAL SECURITY P/R 02/28/2019 TO 03/13/2019 PAID MEDICARE P/R 02/28/2019 TO 03/13/2019 PAID 03/15/2 BANK OF AMERICA	860.88 1,330.87 311.25	2,503.00
3/29/19	EXPRESS_	FIT P/R 03/14/2019 TO 03/27/2019 PAID 03/29/2019 SOCIAL SECURITY P/R 03/14/2019 TO 03/27/2019 PAID MEDICARE P/R 03/14/2019 TO 03/27/2019 PAID 03/29/2 BANK OF AMERICA	877.93 1,514.14 354.12	2,746.19
3/15/19	FEES	P/R 02/28/2019 TO 03/13/2019 PAID 03/15/2019 CBIZ PAYROLL	74.44	74.44
3/29/19	FEES	P/R 03/14/2019 TO 03/27/2019 PAID 03/29/2019 CBIZ PAYROLL	90.76	90.76
	Total		66,899.21	66,899.21

PALM SPRINGS CEMETERY DISTRICT
Payroll Disbursement Journal-General Fund
For the Period From March 1, 2019 to March 31, 2019

Date	Reference	Employee	Amount
4492	3/15/2019	KATHLEEN JURASKY	2,314.36
4493	3/15/2019	JUAN F. REYNA	1,638.97
4494	3/15/2019	STEPHANIE C. LOZANO	1,242.10
4495	3/15/2019	SCOTT W. VICKREY	1,291.69
4496	3/15/2019	EDGAR F. ARCHILLA	1,275.70
4502	3/29/2019	KATHLEEN JURASKY	2,314.34
4503	3/29/2019	KATHLEEN JURASKY	400.00
4504	3/29/2019	JUAN F. REYNA	1,045.40
4505	3/29/2019	STEPHANIE C. LOZANO	1,242.08
4506	3/29/2019	SCOTT W. VICKREY	1,283.99
4507	3/29/2019	EDGAR F. ARCHILLA	1,393.43
4508	3/29/2019	BARY A. FREET	164.05
4509	3/29/2019	WILLIAM G. KLEINDIENS	164.06
4510	3/29/2019	LYNN T. MALLOTTO	164.05
4511	3/29/2019	JAN M. PYE	164.06
5954	3/29/2019	TIM RADIGAN-BROPHY	164.06
3/1/19 thru 3/31/19			16,262.34

GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP
MARCH 2019

March Cash Disbursement Journal	66,899.21
March Payroll Disbursement Journal	16,262.34
TOTAL PSCD DISBURSEMENTS	83,161.55
TOTAL GENERAL FUND EXPENDITURES	81,711.55
March Payment Voucher # 1629	41,297.31
March Payment Voucher # 1630	40,183.24
Total Payment Vouchers	81,480.55
Refund Paid:	
Godinez - check 22465 (overcharge of headstone setting fee)	175.00
Refunds Received:	
Embassy Suites - CAPC Annual Conference	56.00
TOTAL ACO EXPENDITURES	1,450.00
March ACO Payment Voucher #1631 (paid to Mulherin Monumental - Office Dedication Plaque)	1,450.00
PET CEMETERY DRAWDOWNS	0.00
Loan Amount:	25,000.00
Current Balance Remaining:	14,853.80
TOTAL MARCH 2019 DISBURSEMENTS	83,161.55

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

SALES

	Prior Months		March		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	48	0	2	0	50	0	42	0
Adult, A&B	43	0	6	0	49	0	57	0
Premium	54	0	11	0	65	0	84	0
Child	5	0	2	0	7	0	2	0
Cremation	26	0	2	0	28	0	19	0
Niche	26	0	3	0	29	0	20	0
TOTALS	202	0	26	0	228	0	224	0

LOT REPURCHASES

	Prior Months		March		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	7	0	0	0	7	0	4	0
Cremation	5	0	0	0	5	0	2	0
Niche	0	0	0	0	0	0	1	0
TOTALS	12	0	0	0	12	0	7	0

TOTAL INTERMENTS

	Prior Months		March		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	114	1	18	0	132	1	141	1
Child	5	0	2	0	7	0	2	0
Cremation	34	4	4	0	38	4	30	4
Niche	15	0	2	0	17	0	16	0
TOTALS	168	5	26	0	194	5	189	5

SATURDAY INTERMENTS

	Prior Months		March		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	13	0	3	0	16	0	7	0
Child	1	0	0	0	1	0	0	0
Cremation	6	1	0	0	6	1	2	2
Niche	0	0	0	0	0	0	1	0
TOTALS	20	1	3	0	23	1	10	2

SUNDAY INTERMENTS

	Prior Months		March		FY 2018/2019 YTD Totals		FY 2017/2018 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	4	0	0	0	4	0	7	0
Child	0	0	0	0	0	0	0	0
Cremation	1	0	0	0	1	0	2	0
Niche	0	0	0	0	0	0	1	0
TOTALS	5	0	0	0	5	0	10	0

PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE NINE MONTHS ENDING MARCH 31, 2019

	FTD ACTUAL	FTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	19,020.00	23,265.00	(4,245.00)	198,545.00	218,885.00	(20,340.00)
MISC SPECIAL SET-UP	1,100.00	225.00	875.00	2,450.00	2,000.00	450.00
RETURNED CHECK BANK CHARGE	0.00	0.00	0.00	30.00	50.00	(20.00)
INTEREST RECEIVED	3.52	93.29	(89.77)	35.15	123.81	(88.66)
LAND LEASE	5,492.23	5,265.79	226.44	49,430.07	47,392.11	2,037.96
CREDIT CARD CONVEN FEE	286.53	512.70	(226.17)	3,516.50	3,195.48	321.02
SAT INTERMENT SURCHARGE	3,300.00	1,750.00	1,550.00	18,450.00	11,450.00	7,000.00
SUN INTERMENT SURCHARGE	800.00	1,025.00	(225.00)	6,000.00	7,350.00	(1,350.00)
WITNESS GRAVE CLOSING	1,800.00	950.00	850.00	8,500.00	7,850.00	650.00
TAX COLLECTIONS	574.53	586.72	(12.19)	176,837.66	171,775.83	5,061.83
VAULTS	1,390.00	0.00	1,390.00	8,035.00	6,850.00	1,185.00
CREMATION VAULTS	180.00	450.00	(270.00)	3,150.00	2,815.00	335.00
LINERS	1,255.00	2,225.00	(970.00)	15,290.00	16,325.00	(1,035.00)
GRAVE VASES	1,046.75	740.00	306.75	7,195.55	5,908.75	1,286.80
MEMORIAL WALL INCOME	600.00	0.00	600.00	600.00	0.00	600.00
ENR SURCHARGE	2,800.00	2,745.00	55.00	32,440.00	31,500.00	940.00
LOT TRANSFERS	200.00	0.00	200.00	1,200.00	900.00	300.00
COUNTY INTEREST INCOME	172.86	0.00	172.86	724.13	444.94	279.19
HANDLING FEE	6,510.00	7,034.24	(524.24)	63,290.00	67,129.24	(3,839.24)
PRENEED CONTRACT SERVICE CHG	700.00	1,200.00	(500.00)	7,100.00	8,300.00	(1,200.00)
VASE/HDSTN SET & CLEAN	3,375.00	4,000.00	(625.00)	33,055.00	33,505.00	(450.00)
TOTAL REVENUE	50,606.42	52,067.74	(1,461.32)	635,874.06	643,750.16	(7,876.10)
EXPENSES						
REGULAR SALARIES	22,563.22	31,265.07	(8,701.85)	228,937.80	216,962.34	11,975.46
BOT MEETING COMPENSATION	538.77	1,257.13	(718.36)	7,722.37	9,877.45	(2,155.08)
BOT CONFERENCES	0.00	0.00	0.00	2,145.00	358.81	1,786.19
BOT TRAVEL & EXPENSES	469.20	0.00	469.20	1,131.20	0.00	1,131.20
RETIREMENT/PENSION	2,362.81	0.00	2,362.81	15,987.93	12,876.35	3,111.58
FICA	1,422.51	2,001.67	(579.16)	14,574.85	13,966.02	608.83
MEDICARE	332.69	468.13	(135.44)	3,408.64	3,266.25	142.39
EMPLOYEE GROUP INSURANCE	5,781.76	5,329.41	452.35	49,387.38	49,696.75	(309.37)
RETIREE GROUP INSURANCE	1,184.49	1,146.90	37.59	9,853.21	10,043.90	(190.69)
UNEMPLOYMENT INSURANCE	55.67	267.94	(212.27)	2,682.20	2,782.40	(100.20)
WORKERS COMP INSURANCE	586.29	705.42	(119.13)	5,040.99	6,175.20	(1,134.21)
ELECTRICITY	3,681.97	5,688.80	(2,006.83)	40,700.43	42,374.60	(1,674.17)
TELEPHONE	716.57	563.62	152.95	6,140.59	5,752.51	388.08
WATER	2,064.67	2,698.07	(633.40)	33,703.98	26,157.42	7,546.56
COMMUNITY OUTREACH	702.21	362.63	339.58	1,770.34	2,453.90	(683.56)
VISA-MASTER CHG FEES	790.10	580.63	209.47	6,732.77	5,372.75	1,360.02
COUNTY SERVICE CHARGE	114.84	71.30	43.54	775.84	781.24	(5.40)
EDUCATION	0.00	65.00	(65.00)	254.99	65.00	189.99
GENERAL INSURANCE	1,494.09	1,372.75	121.34	13,446.81	12,354.75	1,092.06
LEGAL	2,893.50	2,856.00	37.50	8,899.00	5,950.00	2,949.00
LOT REPURCHASE	0.00	0.00	0.00	7,470.08	8,025.00	(554.92)
OFFICE EXPENSE	1,903.93	4,333.94	(2,430.01)	16,005.68	14,094.21	1,911.47
TRAVEL & CONVENTION	1,215.45	878.57	336.88	5,190.28	4,171.64	1,018.64
UNIFORMS & SAFETY EQUIPMENT	0.00	0.00	0.00	78.56	1,119.88	(1,041.32)
MTG EXP & SUPPLIES	3,080.90	0.00	3,080.90	8,951.74	0.00	8,951.74
CONTRIBUTIONS	0.00	0.00	0.00	200.00	200.00	0.00
AUDIT	0.00	0.00	0.00	6,750.00	7,480.00	(730.00)
ADVERTISING/PUBLICITY	182.30	180.40	1.90	1,972.40	2,694.80	(722.40)
MEMBERSHIP & DUES	0.00	0.00	0.00	5,679.36	4,137.39	1,541.97
AUTO TRUCK EXPENSE	0.00	64.59	(64.59)	1,059.64	979.38	80.26
LARGE EQUIPMENT REPAIRS	0.00	369.20	(369.20)	0.00	494.26	(494.26)
EQUIPMENT REPAIRS	0.00	249.86	(249.86)	250.00	289.86	(39.86)
IRRIGATION SYSTEM REPAIRS	0.00	384.44	(384.44)	2,047.94	1,572.84	475.10
FERTILIZER AND SEED	0.00	0.00	0.00	7,422.19	7,103.41	318.78
GASOLINE, OIL, TIRES	0.00	667.59	(667.59)	1,397.02	2,897.15	(1,500.13)
PLANT & BUILDING	2,126.29	1,467.81	658.48	17,311.84	14,364.45	2,947.39
TOOLS & SUPPLIES	0.00	144.88	(144.88)	357.47	1,191.12	(833.65)
GRAVE LINERS & VAULTS	4,927.00	0.00	4,927.00	23,869.73	19,191.68	4,678.05
GRAVE VASES	697.09	0.00	697.09	3,829.21	2,807.82	1,021.39
CONTRACT TREE/GARDEN MAINTNCE	19,636.87	19,664.06	(27.19)	157,380.98	157,466.42	(85.44)
CONTRACT BURIALS	1,044.00	2,262.00	(1,218.00)	7,830.00	6,264.00	1,566.00
SECURITY CAMERA EXPENSE	138.00	138.00	0.00	1,104.00	1,242.00	(138.00)
DMP GROUNDS SECURITY	725.00	725.00	0.00	6,525.00	6,525.00	0.00
TOTAL EXPENSES	(83,432.19)	(88,230.81)	4,798.62	(735,979.44)	(691,579.95)	(44,399.49)
NET CHANGE FROM OPERATIONS	(32,825.77)	(36,163.07)	3,337.30	(100,105.38)	(47,829.79)	(52,275.59)
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	0.00	0.00	28,865.08	2,455,475.00	(2,426,609.92)
REVENUE TRANSFER OUT	0.00	0.00	0.00	0.00	2,425,000.00	(2,425,000.00)
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0.00	28,865.08	30,475.00	(1,609.92)
NET CHANGE	(32,825.77)	(36,163.07)	3,337.30	(71,240.30)	(17,354.79)	(53,885.51)

PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE NINE MONTHS ENDING MARCH 31, 2019

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
REVENUE						
OPEN AND CLOSE	19,020.00	25,374.00	(6,354.00)	198,545.00	304,485.00	(105,940.00)
MISC SPECIAL SET-UP	1,100.00	233.00	867.00	2,450.00	2,800.00	(350.00)
RETURNED CHECK BANK CHARGE	0.00	4.00	(4.00)	30.00	50.00	(20.00)
INTEREST RECEIVED	3.52	3.00	0.52	35.15	35.00	0.15
LAND LEASE	5,492.23	5,492.00	0.23	49,430.07	65,907.00	(16,476.93)
CREDIT CARD CONVEN FEE	286.53	383.00	(96.47)	3,516.50	4,600.00	(1,083.50)
SAT INTERMENT SURCHARGE	3,300.00	1,506.00	1,794.00	18,450.00	18,075.00	375.00
SUN INTERMENT SURCHARGE	800.00	823.00	(23.00)	6,000.00	9,870.00	(3,870.00)
WITNESS GRAVE CLOSING	1,800.00	983.00	817.00	8,500.00	11,800.00	(3,300.00)
TAX COLLECTIONS	574.53	26,945.00	(26,370.47)	176,837.66	323,339.00	(146,501.34)
VAULTS	1,390.00	1,346.00	44.00	8,035.00	16,150.00	(8,115.00)
CREMATION VAULTS	180.00	0.00	180.00	3,150.00	0.00	3,150.00
LINERS	1,255.00	1,834.00	(579.00)	15,290.00	22,005.00	(6,715.00)
GRAVE VASES	1,046.75	717.00	329.75	7,195.55	8,600.00	(1,404.45)
MEMORIAL WALL INCOME	600.00	17.00	583.00	600.00	200.00	400.00
ENR SURCHARGE	2,800.00	3,804.00	(1,004.00)	32,440.00	45,650.00	(13,210.00)
LOT TRANSFERS	200.00	125.00	75.00	1,200.00	1,500.00	(300.00)
COUNTY INTEREST INCOME	172.86	13.00	159.86	724.13	150.00	574.13
HANDLING FEE	6,510.00	7,857.00	(1,347.00)	63,290.00	94,289.00	(30,999.00)
PRENEED CONTRACT SERVICE CHG	700.00	975.00	(275.00)	7,100.00	11,700.00	(4,600.00)
VASE/HDSTN SET & CLEAN	3,375.00	4,039.00	(664.00)	33,055.00	48,465.00	(15,410.00)
TOTAL REVENUE	50,606.42	82,473.00	(31,866.58)	635,874.06	989,670.00	(353,795.94)
EXPENSES						
REGULAR SALARIES	22,563.22	25,762.00	(3,198.78)	228,937.80	309,141.00	(80,203.20)
BOT MEETING COMPENSATION	538.77	1,122.00	(583.23)	7,722.37	13,469.00	(5,746.63)
BOT CONFERENCES	0.00	333.00	(333.00)	2,145.00	4,000.00	(1,855.00)
BOT TRAVEL & EXPENSES	469.20	375.00	94.20	1,131.20	4,500.00	(3,368.80)
TEMPORARY HELP	0.00	333.00	(333.00)	0.00	4,000.00	(4,000.00)
RETIREMENT/PENSION	2,362.81	1,723.00	639.81	15,987.93	20,675.00	(4,687.07)
FICA	1,422.51	1,646.00	(223.49)	14,574.85	19,752.00	(5,177.15)
MEDICARE	332.69	348.00	(15.31)	3,408.64	4,176.00	(767.36)
EMPLOYEE GROUP INSURANCE	5,781.76	6,602.00	(820.24)	49,387.38	79,220.00	(29,832.62)
RETIREE GROUP INSURANCE	1,184.49	0.00	1,184.49	9,853.21	0.00	9,853.21
UNEMPLOYMENT INSURANCE	55.67	283.00	(227.33)	2,682.20	3,395.00	(712.80)
WORKERS COMP INSURANCE	586.29	694.00	(107.71)	5,040.99	8,333.00	(3,292.01)
ELECTRICITY	3,681.97	4,771.00	(1,089.03)	40,700.43	57,251.00	(16,550.57)
TELEPHONE	716.57	667.00	49.57	6,140.59	8,000.00	(1,859.41)
WATER	2,064.67	2,917.00	(852.33)	33,703.98	35,000.00	(1,296.02)
COMMUNITY OUTREACH	702.21	333.00	369.21	1,770.34	4,000.00	(2,229.66)
VISA-MASTER CHG FEES	790.10	642.00	148.10	6,732.77	7,700.00	(967.23)
RETURNED CHECK	0.00	4.00	(4.00)	0.00	50.00	(50.00)
COUNTY SERVICE CHARGE	114.84	100.00	14.84	775.84	1,200.00	(424.16)
EDUCATION	0.00	50.00	(50.00)	254.99	600.00	(345.01)
GENERAL INSURANCE	1,494.09	1,573.00	(78.91)	13,446.81	18,873.00	(5,426.19)
LEGAL	2,893.50	583.00	2,310.50	8,899.00	7,000.00	1,899.00
LOT REPURCHASE	0.00	542.00	(542.00)	7,470.08	6,500.00	970.08
OFFICE EXPENSE	1,903.93	1,458.00	445.93	16,005.68	17,500.00	(1,494.32)
TRAVEL & CONVENTION	1,215.45	917.00	298.45	5,190.28	11,000.00	(5,809.72)
UNIFORMS & SAFETY EQUIPMENT	0.00	100.00	(100.00)	78.56	1,200.00	(1,121.44)
MTG EXP & SUPPLIES	3,080.90	25.00	3,055.90	8,951.74	300.00	8,651.74
CONTRIBUTIONS	0.00	42.00	(42.00)	200.00	500.00	(300.00)
AUDIT	0.00	658.00	(658.00)	6,750.00	7,900.00	(1,150.00)
ADVERTISING/PUBLICITY	182.30	833.00	(650.70)	1,972.40	10,000.00	(8,027.60)
MEMBERSHIP & DUES	0.00	383.00	(383.00)	5,679.36	4,600.00	1,079.36
AUTO TRUCK EXPENSE	0.00	83.00	(83.00)	1,059.64	1,000.00	59.64
LARGE EQUIPMENT REPAIRS	0.00	292.00	(292.00)	0.00	3,500.00	(3,500.00)
EQUIPMENT REPAIRS	0.00	42.00	(42.00)	250.00	500.00	(250.00)
IRRIGATION SYSTEM REPAIRS	0.00	833.00	(833.00)	2,047.94	10,000.00	(7,952.06)
FERTILIZER AND SEED	0.00	896.00	(896.00)	7,422.19	10,750.00	(3,327.81)
GASOLINE, OIL, TIRES	0.00	458.00	(458.00)	1,397.02	5,500.00	(4,102.98)
PLANT & BUILDING	2,126.29	1,750.00	376.29	17,311.84	21,000.00	(3,688.16)
ROAD MAINTENANCE	0.00	6,208.00	(6,208.00)	0.00	74,500.00	(74,500.00)
TOOLS & SUPPLIES	0.00	250.00	(250.00)	357.47	3,000.00	(2,642.53)
GRAVE LINERS & VAULTS	4,927.00	2,934.00	1,993.00	23,869.73	35,200.00	(11,330.27)
GRAVE VASES	697.09	325.00	372.09	3,829.21	3,900.00	(70.79)
CONTRACT TREE/GARDEN MAINTNCE	19,636.87	19,748.00	(111.13)	157,380.98	236,976.00	(79,595.02)
CONTRACT BURIALS	1,044.00	732.00	312.00	7,830.00	8,775.00	(945.00)
SECURITY CAMERA EXPENSE	138.00	213.00	(75.00)	1,104.00	2,550.00	(1,446.00)
DMP GROUNDS SECURITY	725.00	725.00	0.00	6,525.00	8,700.00	(2,175.00)
TOTAL EXPENSES	83,432.19	91,308.00	(7,875.81)	735,979.44	1,095,686.00	(359,706.56)
NET CHANGE FROM OPERATIONS	(32,825.77)	(8,835.00)	(23,990.77)	(100,105.38)	(106,016.00)	5,910.62
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	7,042.00	(7,042.00)	28,865.08	84,500.00	(55,634.92)
NET CHANGE	(32,825.77)	(1,793.00)	(31,032.77)	(71,240.30)	(21,516.00)	(49,724.30)

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE NINE MONTHS ENDING MARCH 31, 2019**

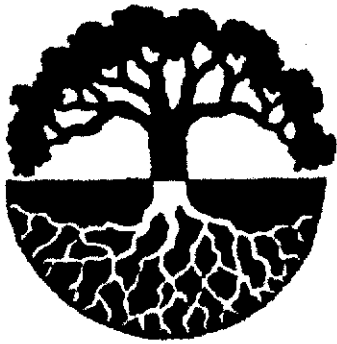
	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	11,690.00	29,205.00	(17,515.00)	177,280.00	188,925.00	(11,645.00)
CURRENT INTEREST & DIVIDENDS	947.67	707.39	240.28	14,302.29	8,364.15	5,938.14
COUNTY INTEREST INCOME	1,256.35	59.96	1,196.39	2,208.56	2,263.56	(55.00)
GAIN/INVEST FAIR VALUE INCREAS	842.48	(2,085.44)	2,927.92	5,770.03	(15,834.66)	21,604.69
TOTAL REVENUE	<u>14,736.50</u>	<u>27,886.91</u>	<u>(13,150.41)</u>	<u>199,560.88</u>	<u>183,718.05</u>	<u>15,842.83</u>
	<u>14,736.50</u>	<u>27,886.91</u>	<u>(13,150.41)</u>	<u>199,560.88</u>	<u>183,718.05</u>	<u>15,842.83</u>
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	(21.61)	21.61	3,438.81	2,317.32	1,121.49
COUNTY SERVICE CHARGE	0.00	0.00	0.00	2.89	5.44	(2.55)
TOTAL EXPENSES	<u>0.00</u>	<u>21.61</u>	<u>(21.61)</u>	<u>(3,441.70)</u>	<u>(2,322.76)</u>	<u>(1,118.94)</u>
NET CHANGE FROM OPERATIONS	<u>14,736.50</u>	<u>27,908.52</u>	<u>(13,172.02)</u>	<u>196,119.18</u>	<u>181,395.29</u>	<u>14,723.89</u>
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	0.00	(14,710.00)	14,710.00	(13,530.00)	(25,305.00)	11,775.00
REVENUE TRANSFER OUT	0.00	0.00	0.00	25,500.00	30,000.00	(4,500.00)
TOTAL OTHER REVENUE & EXPENSE	<u>0.00</u>	<u>(14,710.00)</u>	<u>14,710.00</u>	<u>11,970.00</u>	<u>4,695.00</u>	<u>7,275.00</u>
NET CHANGE	<u>14,736.50</u>	<u>42,618.52</u>	<u>(27,882.02)</u>	<u>184,149.18</u>	<u>176,700.29</u>	<u>7,448.89</u>

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE NINE MONTHS ENDING MARCH 31, 2019**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	0.00	0.00	250.00	1,750.00	(1,500.00)
ENDOWMENT CARE DEPOSITS	8,440.89	23,888.50	(15,447.61)	130,366.87	157,699.16	(27,332.29)
CURRENT INTEREST & DIVIDENDS	7,658.68	0.00	7,658.68	76,459.53	33,571.24	42,888.29
COUNTY INTEREST INCOME	943.68	209.11	734.57	(806.29)	9,220.48	(10,026.77)
GAIN/INVEST FAIR VALUE INCREAS	5,934.60	0.00	5,934.60	30,847.67	(35,973.55)	66,821.22
TOTAL REVENUE	22,977.85	24,097.61	(1,119.76)	237,117.78	166,267.33	70,850.45
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	21,004.62	15,754.22	5,250.40
TOTAL EXPENSES	0.00	0.00	0.00	21,004.62	15,754.22	5,250.40
NET CHANGE	22,977.85	24,097.61	(1,119.76)	216,113.16	150,513.11	65,600.05

**PRENEED FUND
INCOME STATEMENT
FOR THE NINE MONTHS ENDING MARCH 31, 2019**

	FTD ACTUAL	FTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	11,409.70	14,473.25	(3,063.55)	78,958.81	128,752.21	(49,793.40)
CURRENT DEFERRED REVENUE	13,112.55	13,200.80	(88.25)	81,017.56	134,711.76	(53,694.20)
CURRENT INTEREST & DIVIDENDS	2,449.31	1,072.82	1,376.49	28,771.05	11,864.20	16,906.85
COUNTY INTEREST INCOME	867.62	142.62	725.00	1,318.38	7,118.76	(5,800.38)
GAIN/INVEST FAIR VALUE INCREAS	889.81	(3,205.47)	4,095.28	13,137.69	(26,023.65)	39,161.34
TOTAL REVENUE	28,728.99	25,684.02	3,044.97	203,203.49	256,423.28	(53,219.79)
EXPENSES						
INVESTMENT FEES	0.00	1,598.94	(1,598.94)	6,843.72	3,532.45	3,311.27
COUNTY SERVICE CHARGES	0.00	0.00	0.00	1.36	1.02	0.34
LOSS ON TRANSFER (INTER COSTS)	0.00	2,766.74	(2,766.74)	3,276.06	7,870.19	(4,594.13)
SALES TRANSFR OUT (PRIOR YR)	0.00	15,560.00	(15,560.00)	15,405.00	26,155.00	(10,750.00)
TOTAL EXPENSES	0.00	19,925.68	(19,925.68)	25,526.14	37,558.66	(12,032.52)
NET CHANGE	28,728.99	5,758.34	22,970.65	177,677.35	218,864.62	(41,187.27)



DESERT ARBORIST SERVICES

WARREN MILLER

PROPOSAL

Please sign and return to the office.

| PO BOX 2509 PALM SPRINGS CA 92263 | 760-322-2234 | 760-325-5476 Fax | arbortech_services@yahoo.com |

Palm Springs Cemetery 20190306

Wednesday, March 6, 2019

Palm Springs Cemetery
Juan Reyna
31-705 Da Vall Drive
Cathedral City, CA 92234

Estimator: Warren Miller
7603222234

Worksite: 31-705 Da Vall Drive
Cathedral City, CA 92234

Below are the prices for Micro injection of your tree/s. What is Micro injection and how does it work? Micro Injection is a type of trunk injection where small amounts (approximately 0.1- 0.3 ounces) of therapeutic chemicals, contained in sealed capsules, are introduced into shallow trunk wounds around the base of a tree. The injected chemicals are then distributed systemically by sap movement within the tree to the branches, leaves and even roots within a few hours after injection. This chemical distribution be it nutrients, fungicides or insecticides is delivered directly to insects, pathogens or deficiencies effecting your tree/s. When environmental concerns prevent spraying large trees or trees located in areas adjacent to pools, parking lots, public areas, etc. micro injection is the best way to treat your trees. The micro injection treatment will be scheduled as to target the growing season and pests life cycle for optimum control. Please be advised that this is not a cure for the infestation your trees are showing symptoms of but rather a control designed to minimize the population of damaging insects to allow relief for proper growth. Follow-up treatments may be needed to maintain insect control and/or stabilize tree/s health. Response to treatments cannot be certain in all cases and therefore no guarantee is implied.

#	Item	Description	Qty	Cost
1	Aleppo Pine	3/ MICRO-INJECT / ABACIDE 2 - 4ml Systemic injection of insecticide for treatment for borers and two spotted spider mites. This product when injected into trees has a one year lethal effect on infesting insects. PER TREE PRICE \$200.00	42	\$8,400.00
2	Stone Pines	3/ MICRO-INJECT / ABACIDE 2 - 4ml Systemic injection of insecticide for treatment for borers and two spotted spider mites. This product when injected into trees has a one year lethal effect on infesting insects. PER TREE PRICE \$200.00	4	\$800.00



Warren Miller : Certified Arborist # WE-2001A
Qualified Pesticide Applicator License # 147419



3	Canary Island Pine	3/ MICRO-INJECT / ABACIDE 2 - 4ml	1	\$200.00
		Systemic injection of insecticide for treatment for borers and two spotted spider mites. This product when injected into trees has a one year lethal effect on infesting insects.		
		PER TREE PRICE \$200.00		
4	Mesquite	3/ MICRO-INJECT / ABACIDE 2 - 4ml	12	\$1,980.00
		Systemic injection of insecticide for treatment for borers and two spotted spider mites. This product when injected into trees has a one year lethal effect on infesting insects.		
		PER TREE PRICE \$165.00		
5	Cypressus arizonica 'Arizona Cypress'	3/ MICRO-INJECT / ABACIDE 2 - 4ml	1	\$200.00
		Systemic injection of insecticide for treatment for borers and two spotted spider mites. This product when injected into trees has a one year lethal effect on infesting insects.		
		O'DONALD CEMETERY ONE TREE PER TREE PRICE \$200.00		

Subtotal: \$11,580.00

Signature _____

Date _____

Total: \$11,580.00

*I AUTHORIZE WORK TO BE PERFORMED AS DESCRIBED ABOVE. **All payments due in full upon completion of job. & Any unpaid balance will be subject interest at 24% per annum (2% per month) until paid in full. **Note: All contracts are governed by the laws of the State of California and shall retain jurisdiction thereof. Prices are valid for 60 Days from proposal date. Please email or fax signed proposal to our office as soon as possible to receive prompt scheduling of your job. FAX# 760-325-5476 If you have any questions concerning your landscape please call our office at 760-322-2234. THANK YOU! Warren A. Miller/Certified Arborist #WE2110A State of California Licensed Landscape Contractor # 811703 Qualified Pesticide Applicator License # 105465*



Warren Miller : Certified Arborist # WE-2001A
Qualified Pesticide Applicator License # 147419





GABRIEL PETEK
California Legislative Analyst



KEELY BOSLER
California Director of Finance

Don't miss the May 21 Lunch Briefing! Hear directly from California Legislative Analyst Gabriel Petek and California Director of Finance Keely Bosler regarding hot topics affecting government finances, local services, and infrastructure.

Tuesday, May 21 – **Advocacy Day**

Get updated on what's happening in the Capitol, then join special district leaders from throughout California to take action on the priority issues facing special districts.

7:30–8:30 A.M.

Registration and District NetWorks Café

at the Sacramento Convention Center
1400 J Street, Sacramento, CA 95814

Enjoy a light breakfast with your network's special district leaders

8:30–10:00 A.M.

Legislative Briefing

- Presentation of CSDA Legislator of the Year Award
- Capitol Office Visit Preparation

10:00 A.M.–12:30 P.M.

Capitol Office Visits – Round One

Participate in pre-arranged meetings with State Legislators and staff in their Capitol offices, followed by a private reception. Between office visits, attendees can grab a water bottle, rest legs, and hear insights from veteran Capitol staffers in a designated Capitol committee room.

12:30–2:30 P.M.

Lunch Briefing

Hear directly from State leadership on hot topics affecting government finances, local services, and infrastructure:

- Gabriel Petek, California Legislative Analyst
- Keely Bosler, California Director of Finance
- Debrief First Round of Capitol Office Visits

2:30–5:00 P.M.

Capitol Office Visits – Round Two

5:00–6:30 P.M.

Legislative Reception at Mayahuel

1200 K Street, Sacramento, CA 95814

Sponsored by

Special District Risk Management Authority (SDRMA)



Wednesday, May 22 – **Policy Day**

Gain insights from legal experts and CSDA lobbyists on the newest laws and legal challenges to come out of Sacramento.

8:00–9:30 A.M.

Policy Briefing with Breakfast

Get your fill on the major legislative and voter initiatives facing special districts. Gain insights from legal experts and CSDA lobbyists on the newest laws and legal challenges to come out of Sacramento.

9:30–11:30 A.M.

In-Depth Policy Breakouts

Expert practitioners present the most significant court rulings and legislative actions impacting special districts in 2019 and proposed for 2020.

State and Local Partnership on Disaster Prevention, Preparation, and Recovery

Mark Ghilarducci, Director, Governor's Office of Emergency Services

Learn from recent events in Oroville, Paradise, Sonoma, Santa Barbara, and elsewhere. We will detail best practices in working with OES and FEMA and overview the key policy and funding elements within the 2019-20 State Budget.

Special District Revenue Trials and Trends (MCLE Credit)

Lutfi Kharuf, Associate, Best Best & Krieger

Understand how developments in recent court decisions affect Prop 218 rate setting and explore what may be in store for local property tax revenues. We will discuss the ramifications of major legal cases, such as Upland, and pending ballot initiatives on commercial property taxes and voter thresholds. *This session qualifies for minimum continuing legal education by the State Bar of California in the amount of one (1) hour of General Participatory credit.*

Fallout from the Housing Crisis: RDAs, EIFDs, ADUs, DIFs, and More

Russell Powell, Senior Vice President, Economic & Planning Systems, Inc. Discover the legislative ramifications of California's housing crisis and what it means for special districts providing communities with essential services and infrastructure. We will examine proposals to use, borrow against, and curtail local fees and taxes in an effort to promote housing and development.

11:30–11:45 A.M.

Closing Comments



SPECIAL DISTRICTS LEGISLATIVE DAYS

2 Day Event: Advocacy & Policy Days

May 21-22, 2019

REGISTER & JOIN US IN SACRAMENTO



EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 26, 2019

- **CSDA Member - \$275 Early Registration / \$325 Regular Registration**
- **Non-Member - \$365 Early Registration / \$440 Regular Registration**

Three Ways to Register

- **Online:** Visit legislatedays.csdanet
- **Fax number:** 916.520.2465. All faxed forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Who qualifies for "member" rates?

All California Special Districts Association and Special District Risk Management Authority members.
 Not sure if you are a member? Simply contact Cathrine Lemaire at cathrine@csda.net or call toll-free at 877-924-2732.
 It's not too late to become a CSDA member.

Registration includes the evening reception, legislative visits arranged by CSDA, written materials, and meals as indicated in the agenda. Payment must accompany registration in order to process.

<input type="checkbox"/> CSDA Member: \$275/EARLY BIRD	<input type="checkbox"/> Non-Member: \$365/EARLY BIRD	Total \$: <input type="text"/>
<input type="checkbox"/> CSDA Member: \$325/AFTER APRIL 26	<input type="checkbox"/> Non-Member: \$440/AFTER APRIL 26	

Name/Title:		
District:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		
Emergency Contact Name/Phone Number:		

LEGISLATIVE OFFICE VISITS

CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts.

Yes, I want to participate in prearranged meetings in the Capitol. No, I do not want to participate in prearranged meetings in the Capitol.

PAYMENT

Check Visa MasterCard Discover American Express

Acct. name:	Acct. Number:
Expiration date:	Authorized Signature:

SPECIAL NEEDS

Vegetarian Other:

Cancellation Policy: Cancellations must be made in writing and received via fax, mail or email no later than three days prior to the event. All cancellations made within the specified time will be refunded less a \$75 processing fee.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csdanet/about-csda/who-we-are.



Special Districts Association of Riverside County

Join Us on April 18th (04/18/19)

The Special Districts Association of Riverside County (your local CSDA Affiliate Chapter) invites you to attend a luncheon with:



**FIFTH DISTRICT
RIVERSIDE COUNTY BOARD OF
SUPERVISORS
JEFF HEWITT**

A great opportunity to get to know our 5th District Supervisor and hear about relevant County issues.

THURSDAY, APRIL 18th

11:00 AM-12:30PM

LUNCH PROVIDED

**Beaumont-Cherry Valley
Recreation and Park District
390 W. Oak Valley Parkway
Beaumont CA 92223**

**RSVP: 951-357-6449
SpecialDistrictsARC@gmail.com
By (TAX DAY) 4/15/19**

Board:
Dean Wetter
President
Kevin Kalman
Vice-President
Kathleen Jurasky
Secretary
Phil Rosentrater
Treasurer
Danielle Coats
Member

Representing:
Air Quality
Districts
Cemetery
Districts
Fire Protection
Districts
Healthcare
Districts
Joint Powers
Authorities
Library Districts
Mosquito &
Control Districts
Pest Control
Districts
Recreation &
Park Districts
Resource
Conservation
Districts
Sanitary Districts
Water Districts

The Special Districts Association of Riverside County is a non-profit organization that provides a voice for special districts in Riverside County. We are committed to providing a forum for special districts to share information and resources, and to advocate for their interests. We are currently seeking members and chapters in all areas of Riverside County. For more information, please contact us at (951) 357-6449 or SpecialDistrictsARC@gmail.com.

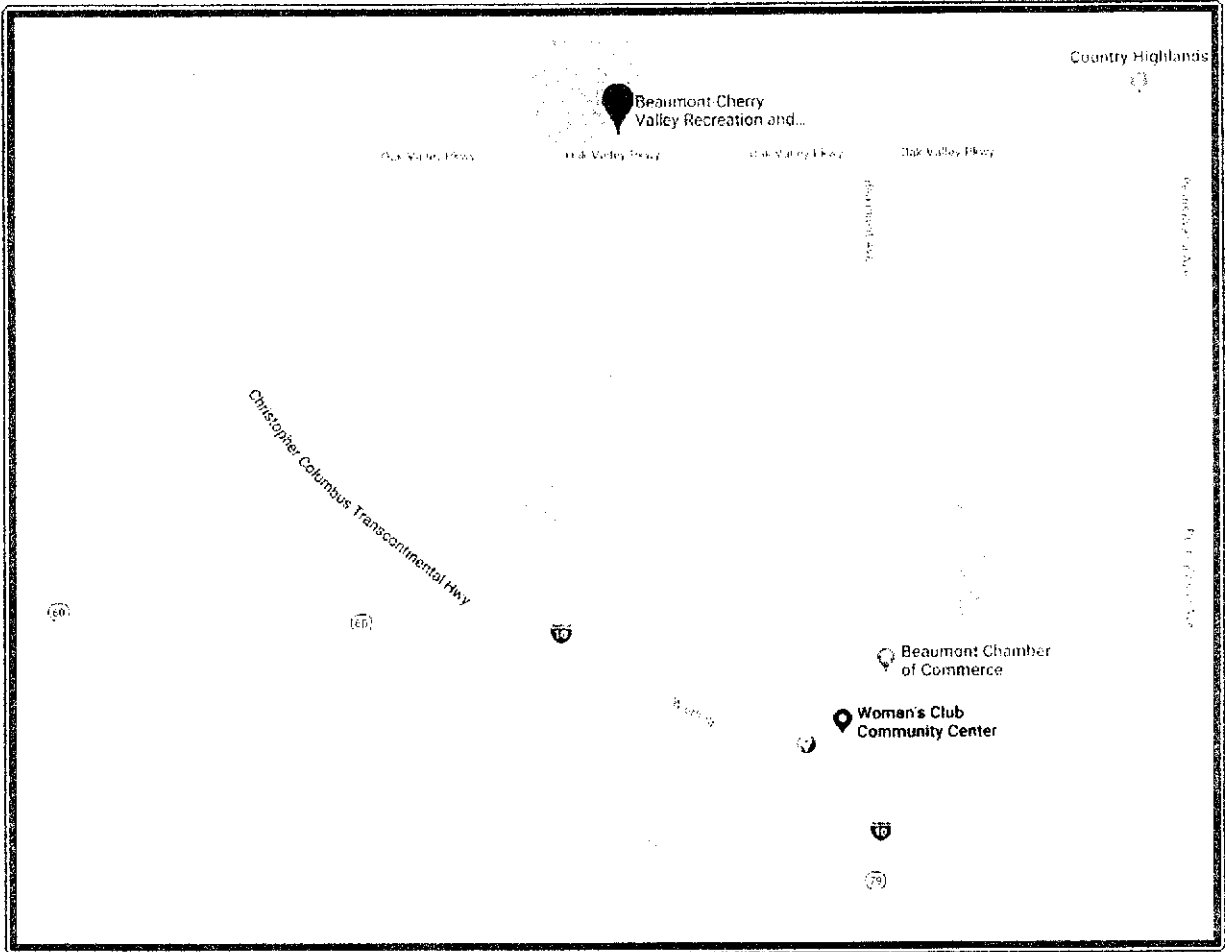
PO Box 907, San Jacinto, CA 92581-0907
(951) 357-6449 ❖ SpecialDistrictsARC@gmail.com
<https://www.csda.net/about-csda/chapters-networks>

MAP:

BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT

390 W. OAK VALLEY PARKWAY

BEAUMONT, CA 92223



RESOLUTION NO. 1-2019

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

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

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

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

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

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

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

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

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

Section 1. Recitals.

That the Recitals set forth above are true and correct.

Section 2. Adoption of Paid Leave Policies.

That the following paid leave policies are hereby adopted:

Vacation Leave

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

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

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

Years of Service	Hours Accrued Monthly	Days Per Year
6 months through 5th Year	8	12
6 th Years through 10 th Year	10	15
11 th Year	12.67	19
12 th Year through Separation	13.34	20

If an employee has accumulated 160 work hours (20 workdays) of unused paid vacation leave pursuant to this policy for any given year, the employee shall not be entitled to earn any paid vacation leave for that year, until such time the employee reduces his/her total accumulated unused paid vacation leave below the 160 work hours (20 workdays) maximum accumulated limit. At no time shall an employee be entitled to any retroactive paid vacation leave after reducing his/her hours below the maximum accumulated limit.

Employees must use paid vacation leave in minimum increments of one work hour. Employees are required to use at least 40 work hours (one workweek) but not more than 120 work hours (three workweeks) of paid vacation leave during any given year of employment, unless otherwise approved by the District Manager under special circumstances and provided that the additional vacation leave will not disrupt the general business operations of the District.

Employees may carry over a maximum of 24 work hours (three workdays) of unused earned paid vacation leave to the following year of employment provided that the amount of accumulated unused paid vacation leave during that following year will not exceed 160 work hours (20 workdays). Any unused earned vacation leave that is not carried over to the following year is compensable at the end of each year of

employment. After accumulating 160 work hours (20 workdays) of unused paid vacation leave, the employee shall not be entitled to earn any paid vacation leave for that year,

until such time the employee reduces his/her total accumulated unused paid vacation leave below the 160 work hours (20 workdays) maximum accumulated limit. At no time shall an employee be entitled to any retroactive paid vacation leave after reducing his/her hours below the maximum accumulated limit.

Requests to use paid vacation leave shall be made in writing and submitted to the District Manager at least 14 calendar days in advance of the employee's scheduled vacation. The District Manager may waive the 14 calendar days advance notice under special circumstances, provided that the reduced notice time does will result in the disruption of the general business operations of the District.

The District Manager shall approve written requests for vacation based on seniority by December 31. In addition, a request to use paid vacation leave may be denied for the following reasons: (a) the request was not submitted in a timely manner as set forth in this policy; (b) the vacation leave requested will overlap with the vacation plans or other personal time off plans submitted previously by another employee; (c) there will be insufficient employee coverage during the vacation leave requested; (d) the employee lacks enough earned vacation leave to cover the amount of vacation leave requested; (e) the employee has taken 30 or more working days off during the current year of employment for other purposes; or (f) part of the paid vacation leave requested falls within three days of a paid holiday.

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

Holiday Leave

A full-time employee is eligible to receive paid holiday leave only after the anniversary date of his/her first six months of continuous full-time employment with the District. Part-time, temporary and seasonal employees are not entitled to paid holiday leave.

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

Paid holidays include the following:

Holiday	Paid Day Off ⁽ⁱ⁾
New Year's Day	January 1 ⁽ⁱⁱ⁾
Martin Luther King Jr.'s Day	Third Monday in February
Presidents' Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 ⁽ⁱⁱ⁾
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas	December 25 ⁽ⁱⁱ⁾

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

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

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

Sick Leave

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

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

Employees shall use a minimum of at least two work hours of paid sick leave at a time. Employees may not use more than 96 work hours (12 work days) of paid sick leave in any given year.

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

The rate of pay for paid sick leave for an employee shall be the same as the employee's regular rate of pay for the workweek in which the paid sick leave is taken. Authorized used paid sick leave will be paid in the next regular payroll period after the authorized paid sick leave was taken. Employees shall be entitled to payment of any accumulated unused paid sick leave upon termination/separation of employment with the District.

Commencing on the first day of employment, employees shall accrue 8 working hours (one day) per month per year of employment, provided that the employee has not accumulated 96 work hours (twelve work days) or more of unused paid sick leave for the given year.

Employees may carry over any unused paid sick leave to the following year of employment provided that the amount of accumulated unused paid sick leave during that following year will not exceed 96 work hours (twelve work days). After accumulating 96 work hours (twelve work days) of unused paid sick leave during any given year, the employee shall not be entitled to accrue any additional paid sick leave for that year, unless the employee reduces his/her total accumulated unused paid sick leave at or below the 96 work hours (twelve work days) maximum accumulated limit.

Bereavement Leave

In the event of a death in the immediate family of an employee or the employee's spouse, domestic partner or significant other, the employee will be provided up to three (3) consecutive working days off with pay to attend to any matters related to the death. For purposes of this policy, immediate family includes a spouse, domestic partner, significant other, parent, grandparent, grandchild, child, sibling, blood relative living with the employee, stepparents, step grandparents and stepsiblings. A one-day leave with pay will be provided in the event of the death of an aunt, uncle, niece, nephew, or cousin.

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

7a 5 of 10

Birthday Leave

Commencing on the date of completion of an employee's first six months of continuous full-time employment with the District, an employee may take a single paid workday off for employee's birthday. Part-time, hourly, temporary and seasonal employees are not entitled to a paid birthday off.

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

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

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

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

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

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

Administrative Leave

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

Paid Time Off (PTO) Leave

After completing the six (6) month probationary period with the District, a full-time employee is eligible to receive 32 work hours (4 workdays) Paid Time Off (PTO) leave on the first year anniversary of his/her employment with the District, and every annual anniversary date thereafter. Part-time, temporary and seasonal employees are not entitled to PTO leave. The amount of PTO leave an employee may receive every annual anniversary date shall be equivalent to the difference be equivalent to the amount of accumulated PTO leave less 64 work hours (8 workdays), up to a maximum of 32 work hours (4 workdays).

PTO leave may be rolled over to the following year of employment, but the employee shall not accumulate more than 64 work hours (8 workdays) of PTO per any given year of employment. Upon reaching 64 work hours (8 workdays) of accumulated PTO, the employee shall not be eligible to receive any additional PTO leave.

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

Employees may not use more than 64 work hours (8 workdays) of PTO leave in any given year and PTO may not be used in conjunction with any other leave, unless otherwise provided in this Employment Handbook.

Jury Duty

If an employee is called to serve on jury duty, the employee shall notify the District Manager as soon as reasonably possible. All regular full-time employees will be paid their regular wages while on jury duty (less amounts received from other sources for the jury duty), up to a maximum of five (5) days each calendar year. Employees may use available vacation, personal leave, or any other compensatory time off to compensate for otherwise unpaid service as a juror in a court proceeding. However, in no case will the salary of an exempt employee be reduced for any week in which the employee works and also misses time to serve on a jury. Evidence of jury duty attendance must be presented to the District Manager.

Voting Time

An employee may take the necessary time off to vote in a statewide election. An employee is entitled to a maximum of two hours paid time off to vote, provided that the

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

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

Emergency Leave

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

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

Section 3. District Manager Authorization.

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

Section 4. Severability.

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

Section 5. Repeal of Conflicting Provisions.

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

Section 6. Effective Date.

That this Resolution shall take effect immediately upon its adoption.

Section 7. Certification.

That the Secretary of the Board of Trustees shall certify to the passage and adoption of this resolution, enter the same in the book for original resolutions of the District, and make a minute of passage and adoption thereof in the records of the proceedings of the Board of Trustees, in the minutes of the meeting at which this resolution is passed and adopted.

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

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Bary A. Freet, Secretary

Jan Pye, Chairperson

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel

**PALM SPRINGS CEMETERY DISTRICT
RESOLUTION 2-2019**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT,
RIVERSIDE COUNTY, CALIFORNIA, REQUESTING TRANSFER OF FUNDS HELD IN THE
PRENEED FUND TO THE GENERAL FUND AND THE ACCUMULATIVE CAPITAL OUTLAY FUND.**

WHEREAS, it has been determined by the Board of Trustees of the Palm Springs Cemetery District that said District now has on deposit with the Treasurer of Riverside County, funds in the Preneed Fund; now, therefore,

BE IT RESOLVED, by the Board of Trustees of the Palm Springs Cemetery District that \$18,378.82 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 \$6,255.00 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 December 1, 2018 to March 31,2019.

BE IT FURTHER RESOLVED, that the Manager of the District is hereby authorized and directed to forward a certified copy of this resolution to the Treasurer of Riverside County and to the Auditor-Controller of Riverside County.

Section 1. CERTIFICATION

The Secretary of the Board of Trustees shall certify to the passage and adoption of this Resolution, enter the same in the book for original Resolutions of the District, and make a minute of passage and adoption thereof in the records of the proceedings of the Board of Trustees, in the minutes of the meeting at which this Resolution is passed and adopted.

APPROVED AND ADOPTED this 11th day of April 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jan Pye, Chairperson

ATTEST:

Bary A. Freet, Secretary

"In House Resolution"

PALM SPRINGS CEMETERY DISTRICT

RESOLUTION 03-2019

RESOLVED:

That the following transfer be made in the Palm Springs Cemetery District 2018-2019 budget:

Intra-budgetary Transfer:

Transfer \$ 15,000.00 from 84417 (Road Maintenance) to 83319 (Meeting Expense and Supplies)

The Secretary of the Board of Trustees shall certify to the passage and adoption of this Resolution, enter the same in the book for original Resolutions of the District, and make a minute of passage and adoption thereof in the records of the proceedings of the Board of Trustees, in the minutes of the meeting at which this Resolution is passed and adopted.

APPROVED AND ADOPTED this 11th day of April 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jan M. Pye, Chairperson

ATTEST:

Bary A. Freet, Secretary

RESOLUTION NO. 05-2014

A RESOLUTION OF THE PALM SPRINGS CEMETERY DISTRICT BOARD OF TRUSTEES ADOPTING AN INVESTMENT POLICY

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

WHEREAS, Health and Safety Code Section 9065 provides that the Board of Trustees shall create an Endowment Care Fund, the principal of which shall not be spent by the Board of Trustees; and

WHEREAS, Health and Safety Code Section 9066 provides that the Board of Trustees shall cause the principal of the Endowment Care Fund to be invested and reinvested in designated securities, obligations, certificates of deposits and other interest-bearing accounts; and

WHEREAS, Health and Safety Code Section 9065 provides that the Board of Trustees shall cause the income from the Endowment Care Fund to be deposited in an Endowment Income Fund and spent solely for the care of the cemeteries owned by the District; and

WHEREAS, Health and Safety Code Section 9067 provides that the Board of Trustees may cause the funds deposited in the Endowment Income Fund that are not required for the immediate care of the District to be invested in the securities and obligations designated by Government Code Section 53601; and

WHEREAS, Government Code Section 53601 authorizes the Board of Trustees to invest any portion of District funds contained in the District's Treasury that is not required for the immediate needs of the District in any manner that it deems wise or expedient pursuant to the applicable provisions contained in the Health and Safety Code or Government Code; and

WHEREAS, the Board of Trustees desires to adopt an Investment Policy that directs the District's designated Broker and/or Financial Advisor to safeguard the principal of all District funds under their control when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing District monies, and achieving a return on the funds under their control, without hindering the liquidity needs of the District.

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

Section 1. Recitals.

That the Recitals set forth above are true and correct.

Section 2. Investment Policy

That the attached Investment Policy is hereby adopted:

Section 3. Severability.

That the Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this policy 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 policy as hereby adopted shall remain in full force and effect.

Section 4. Repeal of Conflicting Provisions.

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

Section 5. Effective Date.

That this Resolution shall take effect immediately upon its adoption.

Section 6. Certification.

That the Secretary of the Board of Trustees shall certify to the passage and adoption of this resolution, enter the same in the book for original resolutions of the District, and make a minute of passage and adoption thereof in the records of the proceedings of the Board of Trustees, in the minutes of the meeting at which this resolution is passed and adopted.

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
APPROVED AND ADOPTED this 10th day of April, 2014, by the following roll call vote:

AYES: Alcumbrase, Pepper, Pye & Stettler

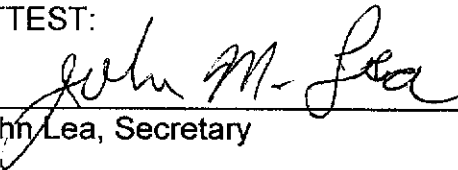
NOES: None

ABSENT: Lea

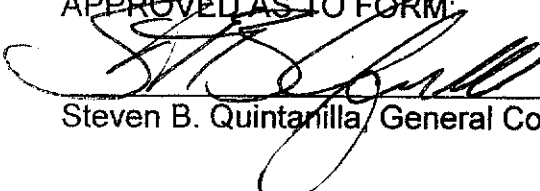
ABSTAIN: None


Jan Pye, President
Chair 

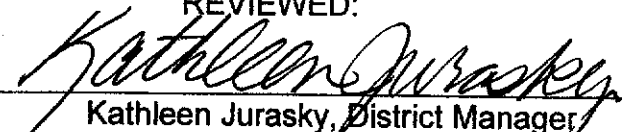
ATTEST:


John Lea, Secretary

APPROVED AS TO FORM:


Steven B. Quintanilla, General Counsel

REVIEWED:


Kathleen Jurasky, District Manager

PALM SPRINGS CEMETERY DISTRICT

INVESTMENT POLICY

2014

Section 1.00 Prudent Investor Standard

- 1.01 The person(s) or entities designated by the Board of Trustees to serve as the District's Financial Advisor and/or Broker authorized to make investment decisions on the investment of District funds on behalf of the District shall be a trustee and a fiduciary subject to the prudent investor standard.
- 1.05 When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing the District's funds, the District's Broker and/or Financial Advisor shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.
- 1.10 Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by any and all applicable laws.

Section 2.00 Objectives

- 2.01 When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the primary objective of the District's Broker and/or Financial Advisor shall be to safeguard the principal of the funds under its control.
- 2.02 The secondary objective shall be to meet the liquidity needs of the District.
- 2.03 The third objective shall be to achieve a return on the funds under the control of the District's Broker and/or Financial Advisor

Section 3.0 Authorized Investments

- 3.01 The principal of the District's Endowment Care Fund may be invested and reinvested in those designated securities, obligations, certificates of deposits and other interest-bearing accounts, as set forth in Health and Safety Code Section 9066.

3.02 Any monies contained in any District sinking fund or District Treasury which are not required for the immediate needs of the District may be invested as the District's Broker and/or Financial Advisor deems are wise or expedient investments, pursuant to the terms and provisions set forth in Government Code Section 53601 and any other applicable laws.

Section 4.0 Prohibited Investments

4.01 No District funds may be invested in inverse floaters, range notes, or mortgage-derived, interest-only strips, or any security that could result in zero interest accrual if held to maturity, or any other investments prohibited by law.