

PALM SPRINGS CEMETERY DISTRICT
AGENDA
VIDEO CONFERENCE
REGULAR MEETING
OF THE
BOARD OF TRUSTEES
Thursday, October 14, 2021 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].

IMPORTANT NOTICE

NEW LAW

Pursuant to Assembly Bill No. 361
Effective September 16, 2021

The Public May Observe the Meeting and Offer Public Comment Remotely

If you would like to participate in this teleconferenced Board Meeting, please follow these instructions:
YOU MAY JOIN MEETING AND COMMENT VIA ZOOM AT <https://us02web.zoom.us/j/2464673948>; or
CALL IN: 669-900-6833 MEETING ID: 246 467 3948

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

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

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

4. CONFIRMATION OF AGENDA

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

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

5. CONSENT CALENDAR

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

- a. Approval of July 8, 2021 Teleconference Regular Meeting Minutes - No August or September Meetings

5. CONSENT CALENDAR - continued

- b. Approval of July, August & September Expenditures
 - General Fund \$ 287,278.29
 - July Reimburse Voucher 1712 \$ 55,747.18
 - July Reimburse Voucher 1713 \$ 70,072.90
 - Aug Reimburse Voucher 1715 \$ 34,538.71
 - Aug Reimburse Voucher 1716 \$ 43,058.62
 - Sep Reimburse Voucher 1718 \$ 45,479.32
 - Sep Reimburse Voucher 1719 \$ 34,446.71
 - Accumulative Capital Outlay \$ 13,003.12
 - July Reimburse Voucher 1714 \$ 3,280.62
 - Aug Reimburse Voucher 1717 \$ 1,222.50
 - Pet Memorial Park Cemetery \$.00
 - Total July 31, 2021, August 31, 2021 & September 30, 2021 Expenditures Checks & Visa/Debit Card 23661-23776 & Direct Deposits (Payroll) \$ 300,281.41
- c. Financial Reports as of September 30, 2021 (F-1 thru F-5A)

6. ADMINISTRATIVE CALENDAR

- a. District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group
- b. Cahuilla Chapter, Daughters of the American Revolution for National Day of Service – Clean Veteran Headstone at Desert Memorial Park
- c. East 40 Acres Lease Agreement – Update

7. LEGISLATIVE CALENDAR

- a. Resolution 6-2021, Transfer Interment Rights & Costs from PN to ACO & GF
- b. Resolution 7-2021, Adopting Miscellaneous Employee Policies and Procedures, Acknowledgment Form and Employee Handbook Introduction to be Incorporated in the District's Employee Handbook
- c. Assembly Bill No. 361 Regarding Remote Board Meetings – Staff Report

8. TRUSTEE AND ATTORNEY SIGNATURES

9. BOARD DEVELOPMENT

- a. Review for Discussion and Possible Approval – Return to in Person Board Meetings
- b. Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. District Manager
 - 1. Strategic Barometer
 - 2. Grounds Man Hired – September 7, 2021 – October 1, 2021
 - 3. Board Appointment Update
 - 4. Rye Grass Seed Increase
 - 5. AT&T Proposal for Wireless Communication Facility – Status
 - 6. Welwood Murray Cemetery – Gate Repairs

13. FUTURE AGENDA ITEMS

- a. Discussion in 2021/2022 – Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums
- b. Postcard Survey Mailing to the Community to Determine Pre-Planning Needs
- c. Marketing/Advertising
- d. Lease Agreement Property Taxes January 2022

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE

15. CLOSED SESSION ANNOUNCEMENT

16. OPEN SESSION

17. ADJOURNMENT

**THIS AGENDA IS HEREBY CERTIFIED TO HAVE BEEN POSTED AT OR BEFORE 2:00 P.M.,
MONDAY, October 11, 2021**

Kathleen Jurasky, District Manager

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

DATE: July 8, 2021

TIME: 2:00 P.M.

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

1. **CALL TO ORDER** Meeting was called to order by Chairperson Pye at 2:01 P.M.

2. **ROLL CALL**

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

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

3. **PUBLIC COMMENTS** Trustee Pye read the Public Comments Statement - 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 Kleindienst, Mallotto, Pye and Radigan Brophy.

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

6. **ADMINISTRATIVE CALENDAR** a. **District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group** Mr. Wilson reported the market is acting very abnormal, and the fiscal year ending June 30, 2021 the three combined accounts were down \$5,600.00. However, the end of the second quarter of 2021 saw a very small increase of \$5,800.00 in the combined accounts, which is an 8% overall gain.

He said the biggest concern is still inflation, and short-term maturities are still historically low. Mr. Wilson stated the Federal Government may feel the need to raise interest rates to cool off the economy.

He reported the Endowment account is divided between restricted and treasuries and certificates of deposit, and the unrestricted investments. He informed the Board the unrestricted funds are now comprised of three investment types; The Vanguard, which was suggested by Trustee Radigan-Brophy, Pimco Treasuries that are inflation protected and Franklin US Government Funds.

Following a discussion Mr. Wilson was directed to find out what security protection measures are being taken by TD Ameritrade to guard against hackers. The investment report was received and filed.

Agenda items 6b and 6c were combined to be addressed with one motion

b. **CSDA Annual Conference and Exhibitors Showcase August 30-September 2, 2021 in Monterey, CA** Following a discussion motion was made Trustee Kleindienst, seconded by Trustee Mallotto to approve Trustees, District Manager Jurasky and a staff member attending CSDA Annual Conference and Exhibitors Showcase in Anaheim, CA and the CAPC Education Seminar and Area Meeting in San Luis Obispo, CA. This approval is to include all necessary expenses. Motion carried, roll call 4-0. Kleindienst, Mallotto Pye and Radigan-Brophy.

c. **CAPC Annual Education Seminar and Area Meeting October 8-9, 2021 in San Luis Obispo** See motion for item 6b.

6. ADMINISTRATIVE CALENDAR - Continued

d. East 40 Acres Lease Agreement - Update No action taken

e. Discussion and Approval to Cancel August 2021 Board Meeting Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Pye to approve cancellation of the August 2021 Board meeting. Motion carried; roll call 4-0. Kleindienst, Malotto, Pye and Radigan-Brophy.

7. LEGISLATIVE – None

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

9. BOARD DEVELOPMENT Trustee Pye asked Attorney Quintanilla to report on the status of Governor Brown’s executive order regarding holding remote board meetings. Attorney Quintanilla stated the order was extended until October 31, 2021, and effective November 1, 2021 board meetings will have to resume in person meetings as outlined under the provisions in the Brown Act for teleconference meetings.

Trustee Kleindienst expressed his concerns returning to in person meetings due to the increasing numbers of the COVID-19 Delta variant. However, he stated that he would comply with the Board majority preference.

Trustee Pye stated per Trustee Radigan-Brophy’s request, returning to in person or ZOOM meetings will be discussed at the September board meeting. She further stated the meetings will be conducted based on Board majority preference.

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS Trustee Kleindienst reported the Palm Springs Historical Society still have not had a meeting due to vacation travels, so the license agreement for tours hasn’t been executed. He stated there is no formalization for an October start date for tours. He said the Historical Society would like tours to start in October, however he feels this would be a very aggressive schedule and doesn’t feel it is possible. He informed the Board he would report back after their next meeting of any headway that has been made.

12. REPORTS a. Trustee Report Trustee Kleindienst reported he was told O’Donnell Golf Club owns the two roadways bordering Welwood Murray Cemetery. He said the roadways are in very bad condition and are unsafe due to the unlevel surfaces. He stated he will be doing research and working with the City of Palm Springs to find out the owners.

He also reported the south gate at Welwood Murray Cemetery is very difficult to open and needs to be checked for repairs. District Manager Jurasky stated she would have all gates checked for needed repairs.

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

13. FUTURE AGENDA ITEMS - Continued

- d. Review for Discussion and Possible Approval the Concept of Public Restrooms – Veteran Chapel** No action taken
- e. Lease Agreement Property Taxes January 2022** No action taken

14. CLOSED SESSION - READING OF THE SAFE HARBOR Safe Harbor language was read by attorney Steve Quintanilla. Convened into Closed Session at 2:33 P.M.

a. Conference with Real Property Negotiators

Property: Assessor Parcel No. 670-130-016 located at Desert Memorial Park
District Negotiators: District Manager Kathleen Jurasky and General Legal Counsel Steven B. Quintanilla
Negotiating Parties: AT&T and the Palm Springs Cemetery District
Under Negotiation: Proposed Lease’s Rent and Payment Terms

Returned to Open Session at 2:54 P.M.

15. CLOSED SESSION ANNOUNCEMENT Attorney Quintanilla stated there are no reportable actions taken.

16. OPEN SESSION - None

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 2:55 P.M. The next regular board meeting via ZOOM is scheduled for 2:00 P.M., Thursday, September 9, 2021.

DATE: _____

Tim Radigan-Brophy, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jul 1, 2021 to Jul 31, 2021

Date	Check #	Line Description	Debit Amount	Credit Amount
7/6/21	23661	INV 360 - FOR APR 2021 GENERAL LEGAL SERVICES REN INV 361 - FOR MAY 2021 GENERAL LEGAL SERVICES RE INV 362 - FOR MAY 2021 LEGAL SERVICES ON PERSONNE QUINTANILLA & ASSOCIATES	585.00 1,185.00 480.00	2,250.00
7/6/21	23662	YELLOW PAGE ADVERTISING IN JUN 2021 DEX YP	181.10	181.10
7/6/21	23663	INV 4488890 - COURIER SERVICE ON 6/2/21 & 6/30/21 GLS US	35.40	35.40
7/6/21	23664	INV 236573 - MONTHLY LANDSCAPE MAINTENANCE FOR NISSHO OF CALIFORNIA, INC	24,700.00	24,700.00
7/6/21	23665	AC0000001854 LAFCO FY22 FEES AC0000001854 LAFCO FY22 ADMIN FEES COUNTY OF RIVERSIDE TREASURER	374.07 93.11	467.18
7/6/21	23666	INV 70461 - GENERAL PROPERTY INSURANCE FOR 2021-2 INV 70003 - WORKERS' COMPENSATION INSURANCE FO SPECIAL DISTRICT RISK MANAGEMENT AUTH	25,413.95 3,653.49	29,067.44
7/6/21	23667	INV 0099509-IN - IRRIGATION SYSTEM REPAIR SUPPLIES SPORTS TURF IRRIGATION	1,979.74	1,979.74
7/6/21	23668	JUL 2021 PSCD EMPLOYEE VISION INSURANCE EXPENSE METLIFE GROUP BENEFITS	58.80	58.80
7/7/21	23669	INV000000408936 - OFFICE WIFI FOR JUL 2021 ONE RING NETWORKS	200.00	200.00
7/7/21	23670	INV 19112561 - KYOCERA COPIER CONTRACT MARLIN BUSINESS BANK	144.64	144.64
7/7/21	23671	JUL 2021 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	74.54	74.54
7/7/21	23672	INV 64357 - (15) TRION GRAY VASES; (15) THRIFTY PLAST (12) GOLD CREM VAULTS ASCO PACIFIC, INC.	874.56 810.66	1,685.22
7/7/21	23673	INV 101479 - ANNUAL DUES 2021/2022 RANCHO MIRAGE CHAMBER OF COMMERCE	200.00	200.00
7/7/21	23674	INV 2107133 - SECURITY PATROL FOR JULY 2021 MAXWELL SECURITY SERVICES, INC	725.00	725.00
7/7/21	23675	CA SALES & USE TAX FOR PERIOD 04/01/2021 TO 06/30/202 CALIFORNIA DEPT OF TAX & FEE ADMIN	1,948.00	1,948.00
7/8/21	23676	332245-850914 WELL REPLENISHMENT FOR JUN 2021 COACHELLA VALLEY WATER DIST	2,516.50	2,516.50
7/20/21	23677	JUL 2021 PSCD EMPLOYEE DENTAL INSURANCE EXPENS STANDARD INSURANCE COMPANY RB	463.80	463.80
7/20/21	23678	INV #43061 - WMC IRRIGATION CONTROLLER ELECTRI BRADLEY ELECTRIC, INC	3,280.62	3,280.62

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jul 1, 2021 to Jul 31, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
7/20/21	23679	INV 14675453 - IRRIGATION SYSTEM REPAIR SUPPLIES EWING IRRIGATION PRODUCTS, INC	342.68	342.68
7/20/21	23680	INV 368 - FOR LEGAL SERVICES RENDERED IN JUNE 2021 QUINTANILLA & ASSOCIATES	2,100.00	2,100.00
7/20/21	23681	WMC USAGE FOR JUL 2021 DESERT WATER AGENCY	762.32	762.32
7/20/21	23682	OFFICE PHONES FOR PERIOD ENDING 8/6/2021 FRONTIER COMMUNICATIONS	406.01	406.01
7/20/21	23683	IN047229 - (1) #0 LINER; (10) #5 LINERS; (2) #5 VAULTS WHITED CEMETERY SERVICE	2,239.00	2,239.00
7/20/21	23684	IN717129 - KYOCERA COPIER CONTRACT FOR PERIOD E IN717130 - WATER COOLER CONTRACT FOR PERIOD EN AIS	111.49 32.63	144.12
7/20/21	23685	559831-884770 - FIRE PROTECTION FOR JUL 2021 559833-884768 - ADMIN BUILDING FOR JUL 2021 180819-512108 - BUSINESS FOR JUL 2021 COACHELLA VALLEY WATER DIST	86.99 24.20 17.68	128.87
7/20/21	23686	INV 0100532-IN - IRRIGATION SYSTEM REPAIR SUPPLIES SPORTS TURF IRRIGATION	431.00	431.00
7/20/21	23687	IT0000004931 - PS FINANCIALS FOR JUN 2021 IT0000004937 - DATA VPN FOR JUN 2021 RIVERSIDE COUNTY INFORMATION TECHNOLOGY	95.70 4.66	100.36
7/20/21	23688	TRASH SERVICE FOR JUL 2021 BURRTEC WASTE & RECYCLING SVCS	425.82	425.82
7/20/21	23689	INV 13570 - WEB SERVICES: ANNUAL DOMAIN REGISTRA KAMINSKY PRODUCTIONS	80.00	80.00
7/20/21	23690	INV 64486 - (12) CREMATION VAULTS (12)NICHE VASES WITH BRACKETS ASCO PACIFIC, INC.	810.03 232.31	1,042.34
7/28/21	23691	MONTHLY SERVICE ON AMERICAS PLAZA FOUNTAIN CONDITIONED POOL WITH CHEMICALS ELOY'S POOL SERVICE & REPAIRS	50.00 100.00	150.00
7/28/21	23692	GROUND SUPERVISOR & OFFICE CELL PHONES FOR PE SPRINT	130.98	130.98
7/30/21	23693	INV 01M0032777377 - BOTTLE WATER & OTHER SUPPLIE READY REFRESH	8.70	8.70
7/30/21	23694	INV 449664 - COURIER SERVICE FOR 7/06/2021 & 7/08/2021 GLS US	35.48	35.48
7/30/21	23695	DISTRICT MANAGER CELL PHONE FOR PERIOD ENDING AT & T MOBILITY	182.55	182.55
7/30/21	23696	K JURASKY EXTRA HEALTH INSURANCE FOR PAY PERI COLONIAL LIFE	305.67	305.67

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jul 1, 2021 to Jul 31, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
7/30/21	23697	JULY 2021 PSCD EMPLOYEE RETIREMENT EXPENSE FO JULY 2021 EMPLOYEE 403B PAYABLE FOR K JURASKY INVESCO INVESTMENT SERVICES, INC	937.32 2,769.24	3,706.56
7/30/21	23698	JULY 2021 PSCD EMPLOYEE RETIREMENT EXPENSE FO FRANKLIN - TEMPLETON	362.72	362.72
7/30/21	23699	JULY 2021 PSCD EMPLOYEE RETIREMENT EXPENSE FO FRANKLIN - TEMPLETON	327.95	327.95
7/30/21	23700	JULY 2021 PSCD EMPLOYEE RETIREMENT EXPENSE FO FRANKLIN - TEMPLETON	369.60	369.60
7/7/21	CALPERS	JULY 2021 PSCD EMPLOYEE HEALTH INSURANCE EXPE JULY 2021 PSCD RETIREE HEALTH INSURANCE EXPENS CALPERS	5,796.73 1,146.49	6,943.22
7/9/21	DEBIT KJ	STAPLES - PRINTER INK AND OTHER SUPPLIES COMPANY DEBIT CARD	269.65	269.65
7/7/21	DEBIT KJ	ICLOUD - 200 GB STORAGE PLAN COMPANY DEBIT CARD	2.99	2.99
7/20/21	DEBIT KJ	WALMART - D/2 BIOLOGICAL SOLUTION TO CLEAN HE COMPANY DEBIT CARD	36.43	36.43
7/21/21	DEBIT KJ	AT-A-GLANCE - 2022 DAYBOOK COMPANY DEBIT CARD	29.43	29.43
7/22/21	DEBIT KJ	MALWAREBYTES PREMIUM (4 DEVICES - 1 YEAR SUBSC COMPANY DEBIT CARD	69.99	69.99
7/16/21	DEBIT KJ	HP INSTANT INK COMPANY DEBIT CARD	3.25	3.25
7/2/21	EDD_TAX	SIT P/R 06/17/2021 TO 06/30/2021 PAID 07/02/2021 SDI P/R 06/17/2021 TO 06/30/2021 PAID 07/02/2021 EMPLOYMENT DEVELOPMENT DEPT	225.07 114.10	339.17
7/16/21	EDD_TAX	SIT P/R 07/01/2021 TO 07/14/2021 PAID 07/16/2021 SDI P/R 07/01/2021 TO 07/14/2021 PAID 07/16/2021 EMPLOYMENT DEVELOPMENT DEPT	222.29 121.20	343.49
7/30/21	EDD_TAX	SIT P/R 07/15/2021 TO 07/28/2021 PAID 07/30/2021 SDI P/R 07/15/2021 TO 07/28/2021 PAID 07/30/2021 EMPLOYMENT DEVELOPMENT DEPT	223.29 118.16	341.45
7/16/21	EDD_TAXa	SUI P/R 07/01/2021 TO 07/14/2021 PAID 07/16/2021 EMPLOYMENT DEVELOPMENT DEPT	44.54	44.54
7/20/21	EDISON	8002601833 - WELL #4 FOR PERIOD 06/10/21 TO 07/11/21 8000493032 - ADMIN BUILDING FOR PERIOD 06/11/21 TO 0 8001545238 - DAVALL GATE FOR PERIOD 06/14/21 TO 07/13 8003526191 - WELL #2 FOR PERIOD ENDING 06/14/21 TO 07 8004476833 - WMC FOR PERIOD 06/14/21 TO 07/13/21 8004476833 - WMC DESERT COMMUNITY ENERGY FOR P SO CAL EDISON	6,850.82 1,470.54 22.14 454.26 14.64 0.35	8,812.75

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jul 1, 2021 to Jul 31, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
7/2/21	EXPRESS_T	FIT P/R 06/17/2021 TO 06/30/2021 PAID 07/02/2021 SOCIAL SECURITY P/R 06/17/2021 TO 06/30/2021 PAID 07/0 MEDICARE P/R 06/17/2021 TO 06/30/2021 PAID 07/02/2021 BANK OF AMERICA	775.74 1,179.08 275.76	2,230.58
7/16/21	EXPRESS_T	FIT P/R 07/01/2021 TO 07/14/2021 PAID 07/16/2021 SOCIAL SECURITY P/R 07/01/2021 TO 07/14/2021 PAID 07/1 MEDICARE P/R 07/01/2021 TO 07/14/2021 PAID 07/16/2021 BANK OF AMERICA	760.62 1,252.55 292.92	2,306.09
7/30/21	EXPRESS_T	FIT P/R 07/15/2021 TO 07/28/2021 PAID 07/30/2021 SOCIAL SECURITY P/R 07/15/2021 TO 07/28/2021 PAID 07/3 MEDICARE P/R 07/15/2021 TO 07/28/2021 PAID 07/30/2021 BANK OF AMERICA	763.67 1,221.04 285.57	2,270.28
7/2/21	FEES	P/R 06/17/2021 TO 06/30/2021 PAID 07/02/2021 CBIZ PAYROLL	71.53	71.53
7/16/21	FEES	P/R 07/01/2021 TO 07/14/2021 PAID 07/16/2021 CBIZ PAYROLL	108.50	108.50
7/30/21	FEES	P/R 07/15/2021 TO 07/28/2021 PAID 07/30/2021 CBIZ PAYROLL	74.97	74.97
	Total		108,059.02	108,059.02

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Aug 1, 2021 to Aug 31, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
8/2/21	23701	AUG 2021 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	74.54	74.54
8/2/21	23702	INV 237139 - JULY 2021 MONTHLY LANDSCAPE MAINTEN NISSHO OF CALIFORNIA, INC	24,700.00	24,700.00
8/2/21	23703	INV000000413893 - OFFICE WIFI FOR AUG 2021 ONE RING NETWORKS	200.00	200.00
8/2/21	23704	IN047406 - (10) #5 LINERS; (2) #5 VAULTS WHITED CEMETERY SERVICE	2,315.00	2,315.00
8/2/21	23705	INV 64486 (12) CREMATION VAULTS INV 64486 (12) NICHE VASES INV 64570 (12) NICHE VASE RINGS ASCO PACIFIC, INC.	821.55 70.19 177.92	1,069.66
8/2/21	23706	REPURCHASE SECTION B-33 #146 - RECEIPT 14904 REPURCHASE SECTION B-33 #147 - RECEIPT 14905 REPURCHASE INTERMENT COSTS PAID ON CONTRACT ENDOWMENT CARE DEPOSITS ARE NON-REFUNDABLE EDWARD & EILEEN STRAIN	450.00 450.00 2,300.15	3,200.15
8/2/21	23707	INV 19190564 - KYOCERA COPIER CONTRACT MARLIN BUSINESS BANK	144.64	144.64
8/12/21	23708	INV 2108133 - SECURITY PATROLL FOR AUG 2021 MAXWELL SECURITY SERVICES, INC	725.00	725.00
8/12/21	23709	AUG 2021 PSCD EMPLOYEE DENTAL INSURANCE EXPEN STANDARD INSURANCE COMPANY RB	463.80	463.80
8/12/21	23710	TRASH SERVICE FOR AUG 2021 BURRTEC WASTE & RECYCLING SVCS	425.82	425.82
8/12/21	23711	YELLOW PAGE ADVERTISING FOR JULY 2021 DEX YP	181.10	181.10
8/12/21	23712	332245-850914 - WELL REPLENISHMENT FOR JULY 2021 COACHELLA VALLEY WATER DIST	2,993.20	2,993.20
8/12/21	23713	WMC USAGE FOR AUG 2021 DESERT WATER AGENCY	772.72	772.72
8/12/21	23714	INV 8502533 - PEST CONTROL FOR JULY 2021 WESTERN EXTERMINATOR	88.30	88.30
8/12/21	23715	INV 64683: (12) GRAY VASES, (12) THRIFTY VASES ASCO PACIFIC, INC.	742.52	742.52
8/12/21	23716	INV 73149 - ANNUAL MEMBERSHIP RENEWAL PALM SPRINGS CHAMBER OF COMMERCE	250.00	250.00
8/12/21	23717	OPEN/CLOSE (PAID 1230.00 - DUE 965.00) LINER (PAID 170.00 LESS 90.00 FOR CREMATION VAULT) CREMATION VAULT SALES TAX (PAID 14.88 - DUE 7.88) ELIGIBLE NON RESIDENT (PAID 700.00 - DUE 370.00) HANDLING (PAID 410.00 - DUE 165.00 LESS HEADSTONE C	265.00 80.00 7.00 330.00 180.00	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Aug 1, 2021 to Aug 31, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
		HEADSTONE CLEANING		
		ELANA LEAF		862.00
8/12/21	23718	REFUND HS SETTING FEE FOR RAFAEL VALDEZ FELIZ (JOEL CASILLAS, INC	175.00	175.00
8/16/21	23719	559833-884768 - ADMIN BUILDING FOR AUG 2021 180819-512108 BUSINESS FOR AUG 2021 559831-884770 - FIRE PROTECTION FOR AUG 2021 COACHELLA VALLEY WATER DIST	29.59 24.71 86.99	141.29
8/16/21	23720	OFFICE PHONES FOR PERIOD ENDING 9/6/21 FRONTIER COMMUNICATIONS	406.21	406.21
8/27/21	23721	INV 01H0032777377 - BOTTLE WATER AND OTHER SUPPL READY REFRESH	54.98	54.98
8/27/21	23722	IN722846 - KYOCERA COPIER CONTRACT FOR PERIOD E IN72847 - WATER COOLER CONTRACT FOR PERIOD END AIS	143.72 32.63	176.35
8/27/21	23723	MONTHLY SERVICE ON AMERICAS PLAZA FOUNTAIN ELOY'S POOL SERVICE & REPAIRS	50.00	50.00
8/27/21	23724	IT0000005004 - PS FINANCIALS DATA VPN RIVERSIDE COUNTY INFORMATION TECHNOLOGY	89.32 4.55	93.87
8/27/21	23725	INV 14923075 - IRRIGATION SYSTEM REPAIR SUPPLIES EWING IRRIGATION PRODUCTS, INC	63.95	63.95
8/27/21	23726	INV 2531.001-07 - SECTION B-39 TO B-44 LANDSCAPE ARC INV 2531-002-07 - RAMON & DA VALL ENTRIES LANDSCA MSA CONSULTING, INC	772.50 450.00	1,222.50
8/27/21	23727	SEP 2021 PSCD EMPLOYEE VISION INSURANCE EXPENSE METLIFE GROUP BENEFITS	58.80	58.80
8/27/21	23728	SEP 2021 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	75.89	75.89
8/27/21	23729	K JURASKY EXTRA HEALTH INSURANCE FOR PAY PERI COLONIAL LIFE	203.78	203.78
8/31/21	23730	GROUND SUPERVISOR & OFFICE CELL PHONES FOR PE SPRINT	130.76	130.76
8/31/21	23731	DISTRICT MANAGER CELL PHONE FOR PERIOD ENDING AT & T MOBILITY	175.34	175.34
8/31/21	23732	AUG 2021 PSCD EMPLOYEE RETIREMENT EXPENSE - K J AUG 2021 EMPLOYEE 403B PAYABLE - K JURASKY INVESCO INVESTMENT SERVICES, INC	624.88 1,846.16	2,471.04
8/31/21	23733	AUG 2021 - PSCD EMPLOYEE RETIREMENT EXPENSE FO FRANKLIN - TEMPLETON	235.20	235.20
8/31/21	23734	AUG 2021 PSCD EMPLOYEE RETIREMENT EXPENSE - S L FRANKLIN - TEMPLETON	218.18	218.18

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Aug 1, 2021 to Aug 31, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
8/31/21	23735	AUG 2021 PSCD EMPLOYEE RETIREMENT EXPENSE - S V FRANKLIN - TEMPLETON	247.17	247.17
8/9/21	DEBIT CAL	AUG 2021 PSCD EMPLOYEE HEALTH INSURANCE EXPEN AUG 2021 PSCD RETIREE HEALTH INSURANCE EXPENSE CALPERS	5,797.31 382.20	6,179.51
8/11/21	DEBIT KJ	USPS - POSTAGE STAMPS COMPANY DEBIT CARD	110.00	110.00
8/9/21	DEBIT KJ	ICLOUD: 200 GB STORAGE PLAN COMPANY DEBIT CARD	2.99	2.99
8/12/21	DEBIT KJ	AMAZON - UMBRELLA FOR SERVICE ATTENDANCE COMPANY DEBIT CARD	32.61	32.61
8/26/21	DEBIT KJ	USPS - POSTAGE STAMPS (6 ROLLS) COMPANY DEBIT CARD	330.00	330.00
8/17/21	DEBIT KJ	UPS - REQUEST FOR LIVE SCAN SERVICE COMPANY DEBIT CARD	108.00	108.00
8/16/21	DEBIT KJ	HP INSTANT INK MONTHLY CHARGE COMPANY DEBIT CARD	3.25	3.25
8/11/21	DEBIT KJ	STAPLES - OFFICE SUPPLES (COPY PAPER, CARDSTOCK, STAPLES - ALCOHOL WIPES COMPANY DEBIT CARD	257.96 27.67	285.63
8/13/21	EDD_TAX	SIT P/R 07/29/2021 TO 08/11/2021 PAID 08/13/2021 SDI P/R 07/29/2021 TO 08/11/2021 PAID 08/13/2021 EMPLOYMENT DEVELOPMENT DEPT	223.01 112.73	335.74
8/27/21	EDD_TAX	SIT P/R 08/13/2021 TO 08/25/2021 PAID 08/27/2021 SDI P/R 08/13/2021 TO 08/25/2021 PAID 08/27/2021 EMPLOYMENT DEVELOPMENT DEPT	222.29 117.86	340.15
8/27/21	EDISON	8002601833 WELL #4 FOR PERIOD 07/12/21 TO 08/09/21 8000493032 ADMIN BUILDING FOR PERIOD 07/13/21 TO 08/ 8001545238 DAVALL GATE FOR PERIOD 07/14/21 TO 08/11/ 8003526191 WELL #2 FOR PERIOD 0714/21 TO 08/11/21 8004476833 WMC FOR PERIOD 07/14/21 TO 08/11/21 SO CAL EDISON	6,648.48 1,423.68 21.96 347.61 14.30	8,456.03
8/13/21	EXPRESS_T	FIT P/R 07/29/2021 TO 08/11/2021 PAID 08/13/2021 SOCIAL SECURITY P/R 07/29/2021 TO 08/11/2021 PAID 08/1 MEDICARE P/R 07/29/2021 TO 08/11/2021 PAID 08/13/2021 BANK OF AMERICA	761.94 1,164.82 272.42	2,199.18
8/27/21	EXPRESS_T	FIT P/R 08/13/2021 TO 08/25/2021 PAID 08/27/2021 SOCIAL SECURITY P/R 08/13/2021 TO 08/25/2021 PAID 08/2 MEDICARE P/R 08/13/2021 TO 08/25/2021 PAID 08/27/2021 BANK OF AMERICA	760.62 1,217.88 284.82	2,263.32
8/13/21	FEES	P/R 07/29/2021 TO 08/11/2021 PAID 08/13/2021 CBIZ PAYROLL	71.53	71.53
8/27/21	FEES	P/R 08/13/2021 TO 08/25/2021 PAID 08/27/2021	74.97	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Aug 1, 2021 to Aug 31, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
		CBIZ PAYROLL		<u>74.97</u>
	Total		<u>66,201.67</u>	<u>66,201.67</u>

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Sep 1, 2021 to Sep 30, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
9/7/21	23736	INV 237667 - LANDSCAPE MAINTENANCE FOR AUG 2021 NISSHO OF CALIFORNIA, INC	24,700.00	24,700.00
9/7/21	23737	IN047719 - (10) #5 LINERS; (2) #5 VAULTS WHITED CEMETERY SERVICE	2,315.00	2,315.00
9/7/21	23738	INV 375715 - PSCD MAINTENANCE MONITORING (09/01/21 INV 375874 - PSCD OFFICE MONITORING (09/01/2021 - 11/3 INV 375077 - PSCD FIRE MONITORING (09/01/21 - 11/30/21) DESERT ALARM INC	89.85 89.85 119.97	299.67
9/7/21	23739	INV 3862271 - RULE 461 LIQUID FUEL DISPENSING SYSTE INV 3863628 - FY21-22 FISCAL YEAR EMISSIONS FEES SOUTH COAST A.Q.M.D.	130.11 142.59	272.70
9/7/21	23740	INV000000418767 - OFFICE WIFI FOR SEP 2021 ONE RING NETWORKS	200.00	200.00
9/7/21	23741	INV 2109133 - SECURITY PATROL FOR SEP 2021 MAXWELL SECURITY SERVICES, INC	725.00	725.00
9/7/21	23742	INV 19260671 - KYOCERA COPIER CONTRACT PAYMENT MARLIN BUSINESS BANK	144.64	144.64
9/7/21	23743	WMC USAGE FOR SEP 2021 DESERT WATER AGENCY	762.32	762.32
9/7/21	23744	SEP 2021 PSCD EMPLOYEE DENTAL INSURANCE EXPENS STANDARD INSURANCE COMPANY RB	463.80	463.80
9/7/21	23745	TRASH SERVICE FOR SEP 2021 BURRTEC WASTE & RECYCLING SVCS	425.82	425.82
9/7/21	23746	YELLOW PAGE ADVERTISING FOR AUG 2021 DEX YP	181.10	181.10
9/14/21	23747	INVOICE 4531320 - COURIER SERVICE FOR 8/16/21 & 8/03/ GLS US	35.48	35.48
9/14/21	23748	INV 790554 - FORD RANGER OIL CHANGE & AIR CONDITI PALM SPRINGS MOTORS	921.93	921.93
9/14/21	23749	EMAIL SERVICES FOR MAY, JUNE, JUL & AUG 2021 ERICH FISCHER	124.00	124.00
9/14/21	23750	INV 64971 - (12) TRION GRAY VASES INV 64918 - (6) TRION GRAY VASES ASCO PACIFIC, INC.	434.83 225.39	660.22
9/14/21	23751	332245-850914 - WELL REPLENISHMENT FOR AUG 2021 COACHELLA VALLEY WATER DIST	3,902.73	3,902.73
9/14/21	23752	INV 30558 - VETERANS MEMORIAL ROOF REPAIR (PAID AMOUNT PAID BY ACO PV 1708 AL MILLER & SONS ROOFING CO, INC	7,637.52 862.48	8,500.00
9/14/21	23753	INV 8667085 - PEST CONTROL FOR AUG 2021 WESTERN EXTERMINATOR	88.30	88.30

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Sep 1, 2021 to Sep 30, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
9/14/21	23754	OFFICE PHONES FOR PERIOD ENDING 10/06/21 FRONTIER COMMUNICATIONS	396.89	396.89
9/14/21	23755	LEGAL SERVICES RENDERED IN JULY 2021 QUINTANILLA & ASSOCIATES	1,002.00	1,002.00
9/14/21	23756	PRE-EMPLOYMENT PHYSICAL & DRUG SCREENING EISENHOWER OCCUPATIONAL HEALTH	130.00	130.00
9/14/21	23757	INV 15187585 - IRRIGATION SYSTEM REPAIR SUPPLIES EWING IRRIGATION PRODUCTS, INC	557.17	557.17
9/14/21	23758	INV 2030204487 -(2) 310J BACKHOE FRONT TIRES PARKHOUSE TIRE, INC.	402.99	402.99
9/14/21	23759	REFUND - VASE FOR REUEL AGUINALDO C-27 #231 VASE DAMAGED BY MOWER PEARL AGUINALDO	31.13	31.13
9/17/21	23760	180819-512108 - BUSINESS FOR PERIOD SEP 2021 559833-884768 - ADMIN BUILDING FOR PERIOD SEP 2021 559831-884770 - FIRE PROTECTION COACHELLA VALLEY WATER DIST	24.71 30.76 86.99	142.46
9/17/21	23761	OCT 2021 PSCD EMPLOYEE VISION INSURANCE EXPENS METLIFE GROUP BENEFITS	58.80	58.80
9/20/21	23762	IN728824 - KYOCERA CONTRACT FOR PERIOD 9/16/21 TO IN728825 - WATER COOLER FOR PERIOD 9/16/2021 TO 10/1 AIS	108.24 32.63	140.87
9/22/21	23763	EMPLOYMENT PRE-SCREENING SCAN 6/1/2021 JOSE MARTINEZ	61.00	61.00
9/22/21	23764	INV 01100032777377 - BOTTLED WATER & OTHER SUPPLI READY REFRESH	64.52	64.52
9/30/21	23765	VOID***VOID***VOID		
9/30/21	23766	DISTRICT MANAGER CELL PHONE FOR PERIOD ENDING AT & T MOBILITY	175.34	175.34
9/30/21	23767	GROUNDSMAN & OFFICE CELL PHONES FOR PERIOD E SPRINT	130.76	130.76
9/30/21	23768	MONTHLY SERVICE FOR AMERICAS PLAZA FOUNTAIN ELOY'S POOL SERVICE & REPAIRS	50.00	50.00
9/30/21	23769	IT0000005036 - PS FINANCIALS FOR AUGUST 2021 DATA VPN FOR AUGUST 2021 RIVERSIDE COUNTY INFORMATION TECHNOLOGY	89.32 4.66	93.98
9/30/21	23770	IN047902 - (10) #5 LINERS; (2) #5 VAULTS WHITED CEMETERY SERVICE	2,315.00	2,315.00
9/30/21	23771	OCT 2021 PSCD EMPLOYEE LIFE IINSURANCE EXPENSE APR 2020 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	75.89 68.17	144.06

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Sep 1, 2021 to Sep 30, 2021

Date	Check #	Line Description	Debit Amoun	Credit Amoun
9/30/21	23772	K JURASKY EXTRA HEALTH INSURANCE FOR PAY PERI COLONIAL LIFE	203.78	203.78
9/30/21	23773	SEP 2021 PSCD EMPLOYEE RETIREMENT EXPENSE FOR SEP 2021 EMPLOYEE 403B PAYABLE FOR K JURASKY INVESCO INVESTMENT SERVICES, INC	624.88 1,846.16	2,471.04
9/30/21	23774	SEP 2021 PSCD EMPLOYEE RETIREMENT EXPENSE FOR FRANKLIN - TEMPLETON	235.20	235.20
9/30/21	23775	SEP 2021 PSCD EMPLOYEE RETIREMENT EXPENSE FOR FRANKLIN - TEMPLETON	218.18	218.18
9/30/21	23776	SEP 2021 PSCD EMPLOYEE RETIREMENT EXPENSE FOR FRANKLIN - TEMPLETON	246.40	246.40
9/8/21	CALPERS	SEP 2021 PSCD EMPLOYEE HEALTH INSURANCE EXPENS SEP 2021 PSCD RETIREE HEALTH INSURANCE EXPENSE CALPERS	5,797.31 764.41	6,561.72
9/16/21	DEBIT KJ	HP INSTANT INK MONTHLY CHARGE COMPANY DEBIT CARD	3.25	3.25
9/14/21	DEBIT KJ	HOME DEPOT - PLYWOOD FOR BACKHOE SUPPORT COMPANY DEBIT CARD	112.68	112.68
9/10/21	DEBIT KJ	TARGET - CLEANING SUPPLIES COMPANY DEBIT CARD	73.84	73.84
9/10/21	DEBIT KJ	STATER BROS - EMPLOYEE BIRTHDAY CAKE COMPANY DEBIT CARD	14.99	14.99
9/9/21	DEBIT KJ	CVS - OFFICE SUPPLIES COMPANY DEBIT CARD	24.44	24.44
9/8/21	DEBIT KJ	ICLOUD: 200 GB STORAGE PLAN COMPANY DEBIT CARD	2.99	2.99
9/20/21	DEBIT KJ	USPS - DEFAULT LETTERS FOR RAMIREZ & PACHECO COMPANY DEBIT CARD	14.76	14.76
9/22/21	DEBIT KJ	STATE BROS - STAFF BIRTHDAY CAKE COMPANY DEBIT CARD	24.14	24.14
9/22/21	DEBIT KJ	DESERT ELECTRIC SUPPLY - ORDER S2899135 - LIGHT B COMPANY DEBIT CARD	929.53	929.53
9/14/21	DEBIT KJ	MY LITTLE FLOWER SHOP-FLOWERS FOR TRUSTEE PY COMPANY DEBIT CARD	103.79	103.79
9/10/21	EDD_TAX	SIT P/R 08/26/2021 TO 09/08/2021 PAID 09/10/2021 SDI P/R 08/26/2021 TO 09/08/2021 PAID 09/10/2021 EMPLOYMENT DEVELOPMENT DEPT	222.29 116.05	338.34
9/24/21	EDD_TAX	SIT P/R 09/09/2021 TO 09/22/2021 PAID 09/24/2021 SDI P/R 09/09/2021 TO 09/22/2021 PAID 09/24/2021 EMPLOYMENT DEVELOPMENT DEPT	256.17 135.14	391.31

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Sep 1, 2021 to Sep 30, 2021

Date	Check #	Line Description	Debit Amount	Credit Amount
9/10/21	EDD_TAXa	SDI P/R 08/26/2021 TO 09/08/2021 PAID 09/10/2021 EMPLOYMENT DEVELOPMENT DEPT	17.86	17.86
9/24/21	EDD_TAXa	SUI P/R 09/09/2021 TO 09/22/2021 PAID 09/24/2021 EMPLOYMENT DEVELOPMENT DEPT	89.28	89.28
9/28/21	EDISON	/002601833 - WELL #4 FOR PERIOD 08/10/21 TO 09/08/21 8000493032 ADMIN BUILDING FOR PERIOD 08/11/21 TO 09/ 8001545238 DAVALL RD GATE FOR PERIOD 08/12/21 TO 09/ 8003526191 WELL #2 FOR PERIOD 08/12/21 TO 09/12/21 8004476833 WMC FOR PERIOD 08/12/21 TO 09/12/21 8004476833 WMC DCE FOR PERIOD 07/14/21 TO 08/11/21 8004476833 WMC DCE FOR PERIOD 08/12/21 TO 09/12/21 SO CAL EDISON	6,781.00 1,334.46 25.14 400.38 15.76 0.47 0.49	8,557.70
9/10/21	EXPRESS_T	FIT P/R 08/26/2021 TO 09/08/2021 PAID 09/10/2021 SOCIAL SECURITY P/R 08/26/2021 TO 09/08/2021 PAID 09/1 MEDICARE P/R 08/26/2021 TO 09/08/2021 PAID 09/10/2021 BANK OF AMERICA	774.23 1,199.18 280.46	2,253.87
9/24/21	EXPRESS_T	FIT P/R 09/09/2021 TO 09/22/2021 PAID 09/24/2021 SOCIAL SECURITY P/R 09/09/2021 TO 09/22/2021 PAID 09/2 MEDICARE P/R 09/09/2021 TO 09/22/2021 PAID 09/24/2021 BANK OF AMERICA	907.54 1,396.44 326.59	2,630.57
9/10/21	FEES	P/R 08/26/2021 TO 09/08/2021 PAID 09/10/2021 CBIZ PAYROLL	78.30	78.30
9/24/21	FEES	P/R 09/09/2021 TO 09/22/2021 PAID 09/24/2021 CBIZ PAYROLL	78.41	78.41
	Total		76,296.05	76,296.05

**PALM SPRINGS CEMETERY DISTRICT
Payroll Disbursement Journal-General Fund**

For July 2021

Date	Reference	Employee	Amount
44379	5268	KATHLEEN JURASKY	2,615.00
44379	5269	STEPHANIE C. LOZANO	1,243.25
44379	5270	SCOTT W. VICKREY	1,389.51
44379	5271	EDGAR F. ARCHILA	1,472.78
44393	5278	KATHLEEN JURASKY	2,615.00
44393	5279	STEPHANIE C. LOZANO	1,243.26
44393	5280	SCOTT W. VICKREY	1,389.51
44393	5281	EDGAR F. ARCHILA	1,375.83
44393	5282	WILLIAM G. KLEINDIENST	163.70
44393	5283	LYNN T. MALLOTTO	163.69
44393	5284	JAN M. PYE	163.70
44393	5285	TIM RADIGAN-BROPHY	163.70
44393	5291	KATHLEEN JURASKY	2,615.00
44407	5292	KATHLEEN JURASKY	400.00
44407	5293	STEPHANIE C. LOZANO	1,250.31
44407	5294	SCOTT W. VICKREY	1,389.51
44407	5295	EDGAR F. ARCHILA	1,387.94
<u>7/1/21 thru 7/31/21</u>			<u>21,041.68</u>

For August 2021

Date	Reference	Employee	Amount
8/13/2021	5301	KATHLEEN JURASKY	2,615.00
8/13/2021	5302	STEPHANIE C. LOZANO	1,243.24
8/13/2021	5303	SCOTT W. VICKREY	1,397.50
8/13/2021	5304	EDGAR F. ARCHILA	1,375.83
8/27/2021	5310	KATHLEEN JURASKY	2,614.99
8/27/2021	5311	KATHLEEN JURASKY	400.00
8/27/2021	5312	STEPHANIE C. LOZANO	1,243.26
8/27/2021	5313	SCOTT W. VICKREY	1,389.51
8/27/2021	5314	EDGAR F. ARCHILA	1,375.83
<u>8/1/21 thru 8/31/21</u>			<u>13,655.16</u>

For September 2021

Date	Reference	Employee	Amount
9/11/2021	5320	KATHLEEN JURASKY	2,615.00
9/11/2021	5321	STEPHANIE C. LOZANO	1,243.25
9/11/2021	5322	SCOTT W. VICKREY	1,389.51
9/11/2021	5323	EDGAR F. ARCHILA	1,375.83
9/11/2021	5324	JOSE MARTINEZ	248.89
9/24/2021	5330	KATHLEEN JURASKY	2,615.00
9/24/2021	5331	KATHLEEN JURASKY	400.00
9/24/2021	5332	STEPHANIE C. LOZANO	1,243.25
9/24/2021	5333	SCOTT W. VICKREY	1,389.51
9/24/2021	5334	EDGAR F. ARCHILA	1,375.83
9/24/2021	5335	JOSE MARTINEZ	1,131.76
<u>9/1/21 thru 9/31/21</u>			<u>15,027.83</u>

GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP
For July, August and September 2021

July Cash Disbursement Journal	108,059.02
July Payroll Disbursement Journal	21,041.68
August Cash Disbursement Journal	66,201.67
August Payroll Disbursement Journal	13,655.16
September Cash Disbursement Journal	76,296.05
September Payroll Disbursement Journal	15,027.83
TOTAL PSCD DISBURSEMENTS	<u>300,281.41</u>

TOTAL GENERAL FUND EXPENDITURES 287,278.29

July Payment Voucher # 1712	55,747.18	
July Payment Voucher # 1713	70,072.90	
August Payment Voucher # 1715	34,538.71	
August Payment Voucher # 1716	43,058.62	
September Payment Voucher # 1718	45,479.32	
September Payment Voucher # 1719	34,446.71	
Total Payment Vouchers		283,343.44

REFUNDS FROM PSCD:		1,068.13
Elana Leaf - Check 23717	862.00	
Difference between Casket & Cremation Interment		
Joel Casillas, Inc - Check 23718	175.00	
Headstone Setting Fee for Rafael Feliz		
Pearl Aguinaldo - Check 23759	31.13	
Replacement vase damaged by mower		

REFUNDS TO PSCD:		2,866.72
SDRMA	2,801.64	
Correction of Worker Compensation Expense for 2021/2022		
Bradley Electric	65.08	
Debit for Returns (Order S2899135)		

TOTAL ACO EXPENDITURES 13,003.12

July ACO Payment Voucher #1714	3,280.62
Bradley Electric Inc	
Irrigation Controller for WMC (Check 23678)	
August ACO Payment Voucher # 1717	1,222.50
MSA Consulting, Inc	
Landscape Architecture for B-39 thru B-44 and DaVall & Ramon Gates (Check 23726)	
September ACO Expenditure	8,500.00
Al Miller & Sons, Inc.	
Veteran Chapel Roof Repair (Check 23752)	
SDRMA insurance claim and May ACO Payment Voucher #1702	

PET CEMETERY DRAWDOWNS 0.00

Loan Amount:	25,000.00
Current Balance Remaining:	15,000.00

TOTAL JULY, AUGUST & SEPTEMBER DISBURSEMENTS **300,281.41**

**PALM SPRINGS CEMETERY DISTRICT
SITE SALES & INTERMENTS
September 2021**

SALES

	Prior Months		September		FY 2021/2022 YTD Totals		FY 2020/2021 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	44	0	24	0	68	0	70	0
Adult, A&B	2	0	1	0	3	0	4	0
Premium	7	0	2	0	9	0	12	0
Child	0	0	1	0	1	0	1	0
Cremation	8	0	5	0	13	0	9	0
Niche	6	0	3	0	9	0	10	0
TOTALS	67	0	36	0	103	0	106	0

LOT REPURCHASES

	Prior Months		September		FY 2021/2022 YTD Totals		FY 2020/2021 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	3	0	0	0	3	0	1	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	3	0	0	0	3	0	1	0

TOTAL INTERMENTS

	Prior Months		September		FY 2021/2022 YTD Totals		FY 2020/2021 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	33	0	25	0	58	0	79	0
Child	0	0	1	0	1	0	1	0
Cremation	14	0	8	1	22	1	8	0
Niche	6	0	2	0	8	0	6	0
TOTALS	53	0	36	1	89	1	94	0

SATURDAY INTERMENTS

	Prior Months		September		FY 2021/2022 YTD Totals		FY 2020/2021 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	0	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0

SUNDAY INTERMENTS

	Prior Months		September		FY 2021/2022 YTD Totals		FY 2020/2021 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	0	0	0	0	0	0	0	0
Child	0	0	0	0	0	0	0	0
Cremation	0	0	0	0	0	0	0	0
Niche	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0

**PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2021**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	38,765.00	26,165.00	12,600.00	80,530.00	94,065.00	(13,535.00)
RETURNED CHECK BANK CHARGE	0.00	60.00	(60.00)	60.00	90.00	(30.00)
INTEREST RECEIVED	1.38	6.73	(5.35)	4.17	11.52	(7.35)
LAND LEASE	0.00	5,730.53	(5,730.53)	0.00	17,191.59	(17,191.59)
MISC INCOME	0.00	224.00	(224.00)	100.00	224.00	(124.00)
CREDIT CARD CONVEN FEE	625.77	445.97	179.80	1,715.86	1,992.58	(276.72)
VAULTS	630.00	1,025.00	(395.00)	2,420.00	3,895.00	(1,475.00)
CREMATION VAULTS	900.00	110.00	790.00	2,430.00	920.00	1,510.00
LINERS	3,748.00	2,400.00	1,348.00	6,128.00	7,970.00	(1,842.00)
GRAVE VASES	1,676.75	646.50	1,030.25	3,971.75	3,073.25	898.50
ENR SURCHARGE	6,090.00	6,710.00	(620.00)	14,320.00	16,300.00	(1,980.00)
LOT TRANSFERS	0.00	100.00	(100.00)	0.00	500.00	(500.00)
COUNTY INTEREST INCOME	171.35	311.29	(139.94)	171.35	311.29	(139.94)
HANDLING FEE	11,585.00	8,815.00	2,770.00	24,070.00	31,365.00	(7,295.00)
PRENEED CONTRACT SERVICE CHG	1,500.00	900.00	600.00	4,200.00	2,300.00	1,900.00
VASIS/HDSTN SET & CLEAN	5,690.00	3,910.00	1,780.00	18,825.00	15,055.00	3,770.00
TOTAL REVENUE	71,383.25	57,560.02	13,823.23	158,946.13	195,264.23	(36,318.10)
EXPENSES						
REGULAR SALARIES	21,090.53	17,844.35	3,246.18	69,439.88	61,375.71	8,064.17
BOT MEETING COMPENSATION	0.00	897.95	(897.95)	718.36	1,795.90	(1,077.54)
COVID-19 PAYROLL	0.00	0.00	0.00	0.00	4,921.29	(4,921.29)
RETIREMENT/PENSION	1,324.66	1,249.11	75.55	4,647.68	4,640.80	6.88
FICA	1,297.81	1,152.22	145.59	4,315.49	4,187.43	128.06
MEDICARE	303.52	269.47	34.05	1,009.27	979.32	29.95
EMPLOYEE GROUP INSURANCE	6,463.97	5,951.56	512.41	19,328.18	18,589.04	739.14
RETIREE GROUP INSURANCE	764.41	1,154.34	(389.93)	2,293.10	3,463.02	(1,169.92)
UNEMPLOYMENT INSURANCE	107.14	55.67	51.47	151.68	111.34	40.34
WORKERS COMP INSURANCE	49.76	562.36	(512.60)	403.98	1,671.18	(1,267.20)
ELECTRICITY	8,557.70	10,719.54	(2,161.84)	25,826.48	13,800.68	12,025.80
TELEPHONE	702.99	646.19	56.80	2,134.84	1,954.40	180.44
WATER	4,807.51	4,167.11	640.40	9,605.91	11,999.98	(2,394.07)
VISA-MASTER CHG FEES	740.93	699.48	41.45	1,892.13	3,007.89	(1,115.76)
COUNTY SERVICE CHARGE	93.98	347.68	(253.70)	187.85	489.07	(301.22)
GENERAL INSURANCE	2,117.83	2,190.03	(72.20)	6,353.49	6,570.09	(216.60)
LEGAL	1,002.00	658.00	344.00	1,002.00	658.00	344.00
LOT REPURCHASE	0.00	575.00	(575.00)	900.00	1,135.00	(235.00)
OFFICE EXPENSE	1,177.92	1,073.70	104.22	4,388.60	5,857.70	(1,469.10)
MTG EXP & SUPPLIES	103.79	0.00	103.79	103.79	0.00	103.79
AUDIT	0.00	6,320.00	(6,320.00)	0.00	6,320.00	(6,320.00)
ADVERTISING/PUBLICITY	181.10	540.07	(358.97)	442.20	610.07	(167.87)
MEMBERSHIP & DUES	0.00	250.00	(250.00)	450.00	810.00	(360.00)
AUTO TRUCK EXPENSE	921.93	0.00	921.93	921.93	0.00	921.93
LARGE EQUIPMENT REPAIRS	0.00	227.71	(227.71)	0.00	227.71	(227.71)
IRRIGATION SYSTEM REPAIRS	557.17	0.00	557.17	3,374.54	1,936.59	1,437.95
GASOLINE, OIL, TIRES	402.99	0.00	402.99	402.99	411.75	(8.76)
PLANT & BUILDING	956.79	587.97	368.82	2,096.73	2,747.74	(651.01)
TOOLS & SUPPLIES	977.13	73.14	903.99	1,013.56	73.14	940.42
GRAVE LINERS & VAULTS	4,630.00	1,980.00	2,650.00	11,626.24	12,942.00	(1,315.76)
GRAVE VASES	660.22	304.63	355.59	2,757.72	1,164.01	1,593.71
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0.00	49,400.00	49,177.74	222.26
SECURITY CAMERA EXPENSE	179.70	0.00	179.70	179.70	179.70	0.00
DMP GROUNDS SECURITY	725.00	725.00	0.00	2,175.00	2,175.00	0.00
COVID-19 EXPENSES	73.84	(314.80)	388.64	101.51	1,056.75	(955.24)
TOTAL EXPENSES	(85,672.32)	(85,607.48)	(64.84)	(229,644.83)	(227,040.04)	(2,604.79)
NET CHANGE FROM OPERATIONS	(14,289.07)	(28,047.46)	13,758.39	(70,698.70)	(31,775.81)	(38,922.89)
OTHER REVENUE & EXPENSE						
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
NET CHANGE	(14,289.07)	(28,047.46)	13,758.39	(70,698.70)	(31,775.81)	(38,922.89)

**PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2021**

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
REVENUE						
OPEN AND CLOSE	38,765.00	24,754.00	14,011.00	80,530.00	297,050.00	(216,520.00)
MISC SPECIAL SET-UP	0.00	75.00	(75.00)	0.00	900.00	(900.00)
RETURNED CHECK BANK CHARGE	0.00	6.00	(6.00)	60.00	70.00	(10.00)
INTEREST RECEIVED	1.38	3.00	(1.62)	4.17	35.00	(30.83)
LAND LEASE	0.00	5,817.00	(5,817.00)	0.00	69,798.00	(69,798.00)
MISC INCOME	0.00	0.00	0.00	100.00	0.00	100.00
CREDIT CARD CONVEN FEE	625.77	713.00	(87.23)	1,715.86	8,550.00	(6,834.14)
LATE FEE	0.00	1,075.00	(1,075.00)	0.00	12,900.00	(12,900.00)
SAT INTERMENT SURCHARGE	0.00	1,633.00	(1,633.00)	0.00	19,600.00	(19,600.00)
SUN INTERMENT SURCHARGE	0.00	733.00	(733.00)	0.00	8,800.00	(8,800.00)
TAX COLLECTIONS	0.00	29,880.00	(29,880.00)	0.00	358,562.00	(358,562.00)
VAULTS	630.00	1,421.00	(791.00)	2,420.00	17,050.00	(14,630.00)
CREMATION VAULTS	900.00	0.00	900.00	2,430.00	0.00	2,430.00
LINERS	3,748.00	1,988.00	1,760.00	6,128.00	23,850.00	(17,722.00)
GRAVE VASES	1,676.75	731.00	945.75	3,971.75	8,775.00	(4,803.25)
MEMORIAL WALL INCOME	0.00	25.00	(25.00)	0.00	300.00	(300.00)
ENR SURCHARGE	6,090.00	3,561.00	2,529.00	14,320.00	42,730.00	(28,410.00)
LOT TRANSFERS	0.00	133.00	(133.00)	0.00	1,600.00	(1,600.00)
COUNTY INTEREST INCOME	171.35	46.00	125.35	171.35	550.00	(378.65)
HANDLING FEE	11,585.00	7,848.00	3,737.00	24,070.00	94,175.00	(70,105.00)
PRENEED CONTRACT SERVICE CHG	1,500.00	667.00	833.00	4,200.00	8,000.00	(3,800.00)
VASE/HDSTN SET & CLEAN	5,690.00	3,824.00	1,866.00	18,825.00	45,890.00	(27,065.00)
TOTAL REVENUE	71,383.25	84,933.00	(13,549.75)	158,946.13	1,019,185.00	(860,238.87)
EXPENSES						
REGULAR SALARIES	21,090.53	25,762.00	(4,671.47)	69,439.88	309,141.00	(239,701.12)
BOT MEETING COMPENSATION	0.00	1,122.00	(1,122.00)	718.36	13,469.00	(12,750.64)
BOT CONFERENCES	0.00	208.00	(208.00)	0.00	2,500.00	(2,500.00)
BOT TRAVEL & EXPENSES	0.00	250.00	(250.00)	0.00	3,000.00	(3,000.00)
TEMPORARY HELP	0.00	833.00	(833.00)	0.00	10,000.00	(10,000.00)
RETIREMENT/PENSION	1,324.66	1,725.00	(400.34)	4,647.68	20,697.00	(16,049.32)
FICA	1,297.81	1,577.00	(279.19)	4,315.49	18,919.00	(14,603.51)
MEDICARE	303.52	394.00	(90.48)	1,009.27	4,730.00	(3,720.73)
EMPLOYEE GROUP INSURANCE	6,463.97	5,842.00	621.97	19,328.18	70,106.00	(50,777.82)
RETIREE GROUP INSURANCE	764.41	1,113.00	(348.59)	2,293.10	13,353.00	(11,059.90)
UNEMPLOYMENT INSURANCE	107.14	283.00	(175.86)	151.68	3,395.00	(3,243.32)
WORKERS COMP INSURANCE	49.76	632.00	(582.24)	403.98	7,585.00	(7,181.02)
ELECTRICITY	8,557.70	4,020.00	4,537.70	25,826.48	48,250.00	(22,423.52)
TELEPHONE	702.99	667.00	35.99	2,134.84	8,000.00	(5,865.16)
WATER	4,807.51	3,354.00	1,453.51	9,605.91	40,250.00	(30,644.09)
COMMUNITY OUTREACH	0.00	83.00	(83.00)	0.00	1,000.00	(1,000.00)
VISA-MASTER CHG FEES	740.93	750.00	(9.07)	1,892.13	9,000.00	(7,107.87)
RETURNED CHECK	0.00	4.00	(4.00)	0.00	50.00	(50.00)
COUNTY SERVICE CHARGE	93.98	100.00	(6.02)	187.85	1,200.00	(1,012.15)
EDUCATION	0.00	33.00	(33.00)	0.00	400.00	(400.00)
GENERAL INSURANCE	2,117.83	2,229.00	(111.17)	6,353.49	26,752.00	(20,398.51)
LEGAL	1,002.00	1,458.00	(456.00)	1,002.00	17,500.00	(16,498.00)
LOT REPURCHASE	0.00	542.00	(542.00)	900.00	6,500.00	(5,600.00)
OFFICE EXPENSE	1,177.92	1,300.00	(322.08)	4,388.60	18,000.00	(13,611.40)
TRAVEL & CONVENTION	0.00	583.00	(583.00)	0.00	7,000.00	(7,000.00)
UNIFORMS & SAFETY EQUIPMENT	0.00	83.00	(83.00)	0.00	1,000.00	(1,000.00)
MTG EXP & SUPPLIES	103.79	42.00	61.79	103.79	500.00	(396.21)
CONTRIBUTIONS	0.00	17.00	(17.00)	0.00	200.00	(200.00)
AUDIT	0.00	683.00	(683.00)	0.00	8,200.00	(8,200.00)
ADVERTISING/PUBLICITY	181.10	417.00	(235.90)	442.20	5,000.00	(4,557.80)
MEMBERSHIP & DUES	0.00	525.00	(525.00)	450.00	6,300.00	(5,850.00)
AUTO TRUCK EXPENSE	921.93	100.00	821.93	921.93	1,200.00	(278.07)
LARGE EQUIPMENT REPAIRS	0.00	333.00	(333.00)	0.00	4,000.00	(4,000.00)
EQUIPMENT REPAIRS	0.00	83.00	(83.00)	0.00	1,000.00	(1,000.00)
IRRIGATION SYSTEM REPAIRS	557.17	692.00	(134.83)	3,374.54	8,300.00	(4,925.46)
FERTILIZER AND SEED	0.00	917.00	(917.00)	0.00	11,000.00	(11,000.00)
GASOLINE, OIL, TIRES	402.99	417.00	(14.01)	402.99	5,000.00	(4,597.01)
PLANT & BUILDING	956.79	1,833.00	(876.21)	2,096.73	22,000.00	(19,903.27)
ROAD MAINTENANCE	0.00	167.00	(167.00)	0.00	2,000.00	(2,000.00)
TOOLS & SUPPLIES	977.13	125.00	852.13	1,013.56	1,500.00	(486.44)
GRAVE LINERS & VAULTS	4,630.00	3,208.00	1,422.00	11,626.24	38,500.00	(26,873.76)
GRAVE VASES	660.22	375.00	285.22	2,757.72	4,500.00	(1,742.28)
CONTRACT TREE/GARDEN MAINTNCF	24,700.00	24,700.00	0.00	49,400.00	296,400.00	(247,000.00)
CONTRACT BURIALS	0.00	583.00	(583.00)	0.00	7,000.00	(7,000.00)
SECURITY CAMERA EXPENSE	179.70	125.00	54.70	179.70	1,500.00	(1,320.30)
DMP GROUNDS SECURITY	725.00	725.00	0.00	2,175.00	8,700.00	(6,525.00)
COVID-19 EXPENSES	73.84	125.00	(51.16)	101.51	1,500.00	(1,398.49)
TOTAL EXPENSES	85,672.32	91,339.00	(5,666.68)	229,644.83	1,096,097.00	(866,452.17)
NET CHANGE FROM OPERATIONS	(14,289.07)	(6,406.00)	(7,883.07)	(70,698.70)	(76,912.00)	6,213.30
OTHER REVENUE & EXPENSE						
RESERVS TRANSFERRED IN	0.00	8,076.00	(8,076.00)	0.00	96,912.00	(96,912.00)
OTHER EXPENSE APPROP CONTING	0.00	(1,667.00)	1,667.00	0.00	(20,000.00)	20,000.00
NET CHANGE	(14,289.07)	3.00	(14,292.07)	(70,698.70)	0.00	(70,698.70)

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2021**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
BURIAL RIGHT SALES	32,175.00	29,500.00	2,675.00	76,615.00	101,725.00	(25,110.00)
CURRENT INTEREST & DIVIDENDS	3,818.13	577.23	3,240.90	5,757.53	2,420.54	3,336.99
COUNTY INTEREST INCOME	590.00	1,045.16	(455.16)	590.00	1,045.16	(455.16)
GAIN/INVEST FAIR VALUE INCREAS	(6,154.90)	(136.67)	(6,018.23)	(2,478.55)	5,826.35	(8,304.90)
TOTAL REVENUE	<u>30,428.23</u>	<u>30,985.72</u>	<u>(557.49)</u>	<u>80,483.98</u>	<u>111,017.05</u>	<u>(30,533.07)</u>
	<u>30,428.23</u>	<u>30,985.72</u>	<u>(557.49)</u>	<u>80,483.98</u>	<u>111,017.05</u>	<u>(30,533.07)</u>
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	1,321.38	1,317.06	4.32
COUNTY SERVICE CHARGE	0.00	1.87	(1.87)	0.00	5.27	(5.27)
TOTAL EXPENSES	<u>0.00</u>	<u>(1.87)</u>	<u>1.87</u>	<u>(1,321.38)</u>	<u>(1,322.33)</u>	<u>0.95</u>
NET CHANGE FROM OPERATIONS	<u>30,428.23</u>	<u>30,983.85</u>	<u>(555.62)</u>	<u>79,162.60</u>	<u>109,694.72</u>	<u>(30,532.12)</u>
OTHER REVENUE & EXPENSE						
TOTAL OTHER REVENUE & EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET CHANGE	<u>30,428.23</u>	<u>30,983.85</u>	<u>(555.62)</u>	<u>79,162.60</u>	<u>109,694.72</u>	<u>(30,532.12)</u>

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2021**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
WMC ENDOWMENT CARE	0.00	0.00	0.00	35.00	0.00	35.00
ENDOWMENT CARE DEPOSITS	27,118.41	19,481.06	7,637.35	68,579.82	66,025.50	2,554.32
CURRENT INTEREST & DIVIDENDS	5,745.63	5,264.78	480.85	8,019.21	13,947.73	(5,928.52)
COUNTY INTEREST INCOME	481.65	946.84	(465.19)	481.65	946.84	(465.19)
GAIN/LOSS INVESTMENT FMV	(11,493.05)	(2,966.33)	(8,526.72)	(10,507.70)	(6,033.27)	(4,474.43)
TOTAL REVENUE	21,852.64	22,726.35	(873.71)	66,607.98	74,886.80	(8,278.82)
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0.00	7,355.92	7,344.34	11.58
TOTAL EXPENSES	0.00	0.00	0.00	7,355.92	7,344.34	11.58
NET CHANGE	21,852.64	22,726.35	(873.71)	59,252.06	67,542.46	(8,290.40)

**PRENEED FUND
INCOME STATEMENT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2021**

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
CURRENT SALES	19,083.17	21,700.69	(2,617.52)	59,877.76	43,352.66	16,525.10
CURRENT DEFERRED REVENUE	15,051.41	12,899.69	2,151.72	38,856.58	24,977.12	13,879.46
CURRENT INTEREST & DIVIDENDS	5,135.14	1,766.27	3,368.87	8,240.55	4,398.79	3,841.76
COUNTY INTEREST INCOME	332.81	763.99	(431.18)	332.81	763.99	(431.18)
GAIN/INVEST FAIR VALUE INCREAS	(9,302.32)	(526.73)	(8,775.59)	(3,724.89)	7,271.24	(10,996.13)
TOTAL REVENUE	30,300.21	36,603.91	(6,303.70)	103,582.81	80,763.80	22,819.01
EXPENSES						
INVESTMENT FEES	0.00	0.00	0.00	2,566.28	2,558.59	7.69
TOTAL EXPENSES	0.00	0.00	0.00	2,566.28	2,558.59	7.69
NET CHANGE	30,300.21	36,603.91	(6,303.70)	101,016.53	78,205.21	22,811.32

**PALM SPRINGS CEMETERY DISTRICT
RESOLUTION 06-2021**

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 \$31,408.90 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 \$15,600.00 of the funds in PreNeed Fund, 51265, shall be transferred to the Accumulative Capital Fund, 51275.

BE IT FURTHER RESOLVED that these fund transfers are the result of interment costs and contract refunds incurred for the months of June 1, 2021 to September 30, 2021.

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 14th day of October 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jan M. Pye, Chairperson

ATTEST:

Tim Radigan-Brophy, Secretary

RESOLUTION 7- 2021

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT ADOPTING MISCELLANEOUS EMPLOYEE POLICIES AND PROCEDURES, ACKNOWLEDGEMENT FORM AND EMPLOYEE HANDBOOK INTRODUCTION TO BE INCORPORATED IN THE DISTRICT'S EMPLOYEE HANDBOOK

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

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

WHEREAS, Health and Safety Code Section 9020 further provides that the faithful implementation of the District's policies shall be the responsibility of the employees 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 of 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 certain District employee policies for certain legal and practicable reasons; and

WHEREAS, this Resolution was presented at a teleconferenced meeting called and conducted pursuant to Executive Order N-29-20 issued by the Governor of the State of California on March 17, 2020; and

WHEREAS, the District's Board of Trustees desires to adopt various miscellaneous policies and procedures to be included in District's Employee Handbook.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Recitals.

That the Recitals set forth above are true and correct.

Section 2. Adoption of Miscellaneous Policies and Procedures.

That the following policies and procedures are hereby adopted and shall be incorporated into the District's Employee Handbook into the sections to be designated ("TBD") as follows:

Section [TBD] No Contract Right

This Employee Handbook does not create any contract right, or any express or implied contract of employment. The District retains the full discretion to modify this Employee Handbook at any time in accordance with law.

Section [TBD] Applicability of Employee Handbook

This Employee Handbook applies to all categories of employees of the District unless a specific section or provision excludes them or there is a bona fide employment or independent contractor agreement that provides otherwise.

Section [TBD] Employee Acceptance of Employee Handbook

As a condition of employment, the District requires that each employee read and, if necessary, request clarification regarding the Employee Handbooks. Each employee must sign a statement of receipt acknowledging that: a) he or she has received a copy, or has been provided access to the Employee Handbook; and b) understands that he or she is responsible for reading and becoming familiar with the contents of the Employee Handbook and any subsequent revisions to the Employee Handbook.

Section [TBD] Delegation of Authority

The District Board delegates to the General Manager the authority to authorize employment, establish job responsibilities, and perform other personnel actions as to all subordinate employees in accordance with all federal and state laws and regulations and this Employee Handbook.

Section [TBD] Retention of Personnel Authority as to Certain Personnel

The District Board shall retain all authority over all personnel actions as authorized by law and this Employee Handbook pertaining to any employees and/or officials who directly report to the District Board, such as the Districts General Manager, General Legal Counsel, Auditor, Investment Advisor and other Board-appointed employees and/or officials.

Section [TBD] Job Announcements

The District Manager will prepare a job announcement to announce a proposed recruitment. The announcement may be posted on the District's website and other locations the District Manager deems appropriate, depending upon whether the recruitment is open to the public or current employees only. The announcement will include:

- (a) The title and pay for the position;
- (b) The nature of the work to be performed and essential job duties of the position;
- (c) The minimum qualifications, including whether the job is a promotional position;
- (d) A statement of the employment status of the position – for cause or at-will;
- (e) The last date that the District Manager will accept applications, if any;
- (f) The time, place, and type of the examination, if known, and if a medical examination, and/or a drug screen will be required following a conditional offer of employment; and
- (g) Such other information as determined in the discretion of the District Manager.

Section [TBD] Disqualification of Applications

The District Manager may reject any application which: is not properly completed or incomplete; received after the application deadline; or indicates that the applicant does not meet the minimum qualifications for the position. Whenever an application is rejected, notice of such rejection shall be mailed or emailed to the applicant.

Section [TBD] Interactive Process

When considering any requests for reasonable accommodations, the District Manager will initiate the appropriate interactive process when:

- (a) An applicant or employee with a known physical or mental disability or medical condition requests reasonable accommodation(s);

- (b) The District otherwise becomes aware of the need for an accommodation through a third party (e.g. a doctor's note requesting an accommodation), or by observation of the employee's work;
- (c) The District becomes aware of the possible need for an accommodation because the employee with a disability has exhausted workers' compensation leave, Family and Medical Act leave, or other leave rights, but the employee and/or the employee's health care provider indicate that further accommodation is still necessary for recuperative leave or other accommodation;
- (d) An employee disabled by pregnancy, childbirth or related medical conditions requests a reasonable accommodation or transfer based on the advice of her health care provider;
- (e) An employee with a physical or mental disability, regardless of cause, fails to return to work following pregnancy disability leave;
- (f) An employee-victim of domestic violence, sexual assault, or stalking requests a reasonable accommodation(s) for his or her safety at work;
- (g) An employee requests an accommodation to address a conflict between religious belief, observance, or practice and any employment requirement; or
- (h) An employer is aware of the need for a reasonable accommodation for an employee's or applicant's religious beliefs, observance or practices.

After the occurrence of any of the above-stated circumstances that trigger the need to conduct an interactive process meeting, the District Manager will promptly arrange for a discussion or discussions, in person or via conference telephone call, with the applicant or employee and his or her designated representative, (if any). The purpose of the interactive communications will be to discuss in good faith all feasible potential reasonable accommodations. The District Manager will document these communications in writing.

Section [TBD] Potential Accommodations for Applicants or Employees with Disabilities

Depending on the facts of each case, the interactive process analysis will generally begin with a review of possible reasonable accommodations that would enable the individual to retain his or her current job. The process will generally then move on to possible reasonable accommodations in other vacant jobs, for which the individual is qualified, if there is no reasonable accommodation in the current job that does not cause undue hardship, or that does not present a risk of harm to the individual or others. The District will consider accommodations that the applicant or employee suggests, but the District retains the right to select and implement any reasonable accommodation that it

deems effective. The range of potential reasonable accommodations includes, but is not limited to:

- (a) Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities, including: acquisition or modification of equipment or devices, adjustment or modifications of examinations, training materials or policies, and/or the provision of qualified readers or interpreters;
- (b) Job restructuring;
- (c) Part-time or modified work schedules;
- (d) Paid or unpaid leave of absence of a finite duration that is likely to enable the employee to return to work at the end of the leave;
- (e) Preferential consideration to reassignment to a vacant, comparable position, except when such preference would violate a bona fide seniority system;
- (f) Reassignment to a vacant lower-paid position if there is no funded, vacant comparable position for which the individual is qualified for; or
- (g) Reassignment to a temporary position, if the individual agrees.

Section [TBD] Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions

Depending on the facts of each case, the interactive process will attempt to identify and implement a reasonable accommodation that is consistent with the medical certification applicable to the applicant or employee. Whether an accommodation is reasonable is a case-by-case analysis that takes into account several factors, including, but not limited to: the employee's medical needs; the duration of the needed accommodation; and the employer's legally permissible past and current practices. The range of potential accommodations includes, but is not limited to:

- (a) Transfer to a less strenuous or hazardous position for the duration of the pregnancy;
- (b) Change in or restructuring of work duties, such as modifying lifting requirements;
- (c) Providing more frequent breaks;
- (d) Providing seating;
- (e) Time off for medical appointments; and/or
- (f) Transfer temporarily to a job with equivalent pay and benefits that the employee is qualified to perform in order to accommodate reduced work schedule or intermittent

leave. However, a reduction in work hours may be considered a form of pregnancy disability leave and deducted from the employee's four-month pregnancy disability leave entitlement.

Section [TBD] Potential Accommodations for Employee-Victims of Domestic Violence, Sexual Assault, or Stalking

Depending on the facts of each individual case, the interactive process analysis will review all possible accommodations that would enhance the safety of the employee victim at work. In determining what accommodation is reasonable, the District will consider the exigent circumstance or danger facing the employee. The District will consider the preferences of the employee to be accommodated, but the District retains the right to select and implement any accommodation that it deems effective. The range of potential safety measure accommodations includes, but is not limited to:

- (a) Transfer, reassignment, modified schedule;
- (b) Change in work telephone number;
- (c) Change in location of work station;
- (d) Installation of locks;
- (e) Assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace;
- (f) The implementation of a safety procedure(s);
- (g) Adjustment to job structure, workplace facility, or work requirement; and
- (h) Referral to a victim assistance organization.

Section [TBD] Potential Accommodations for Religious Creed, Religious Dress Practice, or Religious Grooming Practice

Depending on the facts of each case, the interactive process analysis will review all possible accommodations that would resolve the conflict between the religious belief or observance and any employment requirement. The District will consider the preference of the employee or applicant, but the District retains the right to select and any accommodation that it deems effective. The range of potential accommodations includes, but is not limited to:

- (a) Job restructuring or job reassignment (but not segregation from other employees or the public);
- (b) Modification of work practices, including dress or grooming;

- (c) Allowing time off in an amount equal to the amount of non-regularly scheduled time the employee has worked in order to avoid a conflict with his or her religious observances.

Section [TBD] Support Animals

A support animal may constitute a reasonable accommodation in certain circumstances. According to the California Civil Code, a support animal is “one that provides emotional, cognitive, or other similar support to a person with a disability, including, but not limited to, traumatic brain injuries or mental disabilities, such as major depression.” (2 Cal. Code Regs. § 11065(a)(3).) Whether a support animal is an appropriate reasonable accommodation must be determined on a case-by-case basis.

Section [TBD] Determination

After the interactive process communications, the District Manager will review the information received, and determine: whether all available information has been reviewed; whether all potential accommodations that the applicant or employee has suggested have been considered; whether additional discussions with the applicant or employee would be helpful; whether the applicant’s or employee’s preferences have been taken into account; if there is a reasonable accommodation that would enable the applicant or employee to perform essential job functions without harming him or herself or others; and if the accommodations would pose an undue hardship on the District’s finances or operations. The District Manager will inform the applicant or employee of his or her determination in writing. The District will use his or her discretion based upon the particular facts of each case.

Section [TBD] Access to Medical Information Regarding Fitness for Duty

Medical records and information regarding the need for a reasonable accommodation, will be maintained separately from non-medical records and information. Medical records and information regarding fitness the need for a reasonable accommodation will be accessible only by the District Manager, the District’s designated legal counsel, first aid and safety personnel in case of emergency, and supervisors who are responsible for identifying reasonable accommodations. Medical records and information contained therein may be released pursuant to state and federal law.

Section [TBD] Whistleblower Protection

- (a) The purpose of this section is to prohibit the District from retaliation against actual or perceived whistleblowers. This section is designed to provide the District with the opportunity to comply with the law and to address and remedy retaliation against actual or perceived whistleblowers. The goal is always to comply with the law, and promptly correct any failures to do so.

(b) The District prohibits all of the following:

- (1) Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
- (2) Preventing an employee from disclosing information to a government agency, including to the District if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
- (3) Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation; and
- (4) Retaliating against an employee because the employee's family member has, or is perceived to have engaged in any of the protected activities listed above.

(c) This section governs and protects District officials, officers, employees and applicants for employment.

(d) "Protected activity" includes any of the following:

- (1) Filing a complaint with a federal or state enforcement or administrative agency that discloses any information that the employee has reasonable cause to believe violates state or federal law or a violation or noncompliance with a local, state, or federal rule or regulation;
- (2) Participating in or cooperating in good faith with a local, federal or state enforcement agency that is conducting an investigation in to alleged unlawful activity;
- (3) Testifying in good faith and with reasonable cause as a party, witness, or accused regarding alleged unlawful activity;
- (4) Associating with another covered individual who is engaged in any of the protected activities enumerated here;
- (5) Making or filing in good faith and with reasonable cause an internal complaint with the [Agency] regarding alleged unlawful activity;
- (6) Providing informal notice to the [Agency] regarding alleged unlawful activity;

- (7) Calling a governmental agency's "Whistleblower hotline" in good faith;
 - (8) Filing a written complaint under penalty of perjury that the [Agency] has engaged in gross mismanagement, a significant waste of public funds, or a substantial and specific danger to public health or safety; and
 - (9) Refusing to participate in any activity that the employee reasonably believes would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation.
- (d) "Adverse action" may include, but is not limited to, any of the following:
- (1) Real or implied threats of intimidation to attempt or prevent an individual from reporting alleged wrongdoing or because of actual or potential protected activity;
 - (2) Refusing to hire an individual because of actual or potential protected activity;
 - (3) Denying promotion to an individual because of actual or potential protected activity;
 - (4) Taking any form of disciplinary action because of actual or potential protected activity;
 - (5) Extending a probationary period because of actual or potential protected activity;
 - (6) Altering work schedules or work assignments because of actual or potential protected activity;
 - (7) Condoning hostility and criticism of co-workers and third parties because of actual or protected activity;
 - (8) Spreading rumors about a person because of that person's actual or perceived protected activity; and
 - (9) Shunning or unreasonably avoiding a person because of that person's actual or perceived protected activity.
- (e) To commence the complaint process, an applicant or an employee, who feels he or she has been retaliated against in violation of this section should immediately report the conduct.

Section [TBD] Types of Counseling, Reprimands and Discipline

The following are types of counseling, reprimands and discipline which the District may impose:

- (a) **Counseling Memo:** A counseling memo will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and consequences for failure to correct the behavior or problem. A counseling memo will be retained in the District's confidential personnel files until the completion of the evaluation year, and then documented in the performance evaluation, as the supervisor deems necessary. A counseling memo is not subject to any appeal.
- (b) **Verbal Reprimand:** A verbal reprimand is a verbal direction from the District Manager to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the District's confidential personnel files until the completion of the evaluation year and then documented in the performance evaluation, as the District Manager deems necessary. A verbal reprimand is not subject to any appeal.
- (c) **Written Reprimand:** A written reprimand is written direction from the District Manager to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the performance evaluation. Unless required by law, a written reprimand is not subject to any appeal. The employee has the right to have his or her written rebuttal attached to the reprimand in the employee's personnel file, if the employee submits the rebuttal to the District Manager within 14 days after the reprimand is received.
- (d) **Suspension Without Pay:** The District may suspend an employee from his/her position without pay for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the performance evaluation. Unless required by law, a suspension without pay is not subject to any appeal.
- (e) **Reduction in Pay or Paid Leave:** The District may reduce an employee's pay or paid leave for cause. A reduction in pay for disciplinary purposes may take one of three forms: (1) a decrease in salary to a lower step within the salary range; (2) a decrease in salary paid to an employee for a fixed period of time; or (3) loss of accrued paid vacation or administrative leave, floating holiday, or compensatory time off. Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final and documented in the performance evaluation. Unless required by law, a reduction of pay or paid leave is not subject to any appeal.

- (f) Demotion: The District may demote an employee from his or her position to a lower position for cause. Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the performance evaluation. Unless required by law, a demotion is not subject to any appeal.
- (g) Dismissal: The District may dismiss an employee from his or her position for cause. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final. . Unless required by law, a demotion is not subject to any appeal.

Section [TBD] Performance Evaluation – Execution by Employee

The employee shall sign the performance evaluation to acknowledge its contents and that he or she has met with his or her supervisor to discuss the evaluation. The employee's signature shall not mean that he or she endorses the contents of the evaluation.

Section [TBD] Performance Evaluation – No Appeal Right

An employee does not have the right to appeal or submit a grievance regarding any matter relating to the content of a performance evaluation. Instead, the employee may comment on the evaluation in a written statement which will then be placed with the evaluation in the employee's personnel file. The written statement must be submitted within 10 days after the employee receives the evaluation.

Section [TBD] Retirement

An employee planning to retire may provide a written notice to the District Manager prior to the effective date of the retirement. A notice of retirement becomes final when the District Manager accepts the notice of retirement in writing. Once a notice of retirement has been accepted, it is final and irrevocable.

Section [TBD] Job Abandonment

An employee is deemed to have resigned from his/her position if he or she is absent for five consecutive scheduled work days/shifts without prior authorization and without notification during the period of the absence. The employee will be given written notice, at his or her address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for the employee's unauthorized absence. An employee who promptly responds to the District's written notice, within the timeframe set forth in the written notice, can arrange for an appointment with the District Manager before final action is taken, to explain the unauthorized absence and failure of notification. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, such as severe accident, severe illness, false arrest, or

mental or physical impairment which prevented notification. No employee separated for job abandonment has the right to a post-separation appeal.

Section [TBD] Return of District Property

All District property in the employee's possession must be returned prior to separation, including keys, key fobs, identification cards, equipment, credit cards, gas cards, cell phones, pagers, and any other District equipment.

Section [TBD] Pay Period

Pay periods shall be biweekly, 26 per year, each begins at 12:01 A.M. Thursday and ends at 12:00 midnight the second Wednesday thereafter. Wages shall not be withheld for more than two (2) days following the close of a pay period. Payday shall be on the Friday following the end of each pay period.

Section 5. 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 6. Necessary Actions.

That the Board of Trustees hereby directs and authorizes the District Manager and designee and other appropriate staff members and District officials to take all necessary and appropriate actions to effectuate the purpose of this Resolution subject to any modifications as may be approved by the Board of Trustees from time to time during the State of Emergency.

Section 7. Severability.

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

Section 8. 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 9. Effective Date.

That this Resolution shall take effect upon its adoption.

Section 10. 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.

PASSED, APPROVED AND ADOPTED on this 9th day of September, 2021.

Jan Pye, Chairperson

ATTEST:

Tim Radigan-Brophy, Secretary

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel



PALM SPRINGS CEMETERY D I S T R I C T

STAFF REPORT

TO: Board of Trustees
FROM: Steven B. Quintanilla, General Counsel
DATE: October 14, 2021
RE: Assembly Bill No. 361 Regarding Remote Board Meetings

Recommendation:

That the Board of Trustees provide direction to the District Manager regarding his preference for conducting future Board meeting during the current State of Emergency related to the COVID-19 Pandemic.

Background:

The Governor recently signed AB 361 into law which took effect immediately. AB 361 permits the Board to continue to hold remote (teleconference/video internet) meetings until January 1, 2024, subject to the requirements set forth below:

Agenda Posting Requirements

- Post meeting agendas at all usual locations where it remains feasible to do so, at least 72 hours before regular meetings.
- In each instance where notice of the time of teleconferenced meeting is given or agenda is posted, clear notice of how the public may access the meeting and offer public comment must be provided, including whether via either a call-in or internet-based option.
- Provide all relevant remote-access information, in meeting notice(s) and meeting agendas which may include, but not limited to, phone numbers, passwords, URLs, email addresses, etc.
- Agenda shall identify and include an opportunity for all persons to attend via a call-in option or internet-based service option.
- Agenda shall include an opportunity for members of the public to address the legislative body directly.
- Agenda does not have to identify each teleconference location.
- Agendas are not required to be posted at all teleconferenced locations.



PALM SPRINGS CEMETERY

D I S T R I C T

ACCESSIBILITY:

- Not required to make each teleconference location accessible to the public.
- Not required to have a quorum of Board members participate from within the territorial boundaries of the District's jurisdiction.
- Not allowed to require written comments be submitted in advance of a meeting.
- Meetings must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the Board.
- Must allow members of public to access the meeting.
- If a disruption prevents District from broadcasting the meeting to members of the public using the call-in option of internet-based service option, or in event of a disruption within the District's control which prevents members of the public from offering public comments using the call-in or internet-based service option, the Board shall take no further action on items appearing on the meeting agenda until public access is restored
- Written/remote public comment must be accepted until the point at which the public comment period is formally closed.
- Registration/sign-up to provide/be recognized to provide public comment can only be closed when the public comment period is formally closed

It is important to note that 30 days after the first remote meeting the City holds under AB 361, a Resolution with certain findings will have to be presented to the Board if it intends to continue to conduct future remote Board meetings.

PALM SPRINGS CEMETERY DISTRICT

BOARD OF TRUSTEES GENERAL PROVISIONS AND GOVERNMENT

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

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

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

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

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

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

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

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

6. Meetings shall be:

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

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

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

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

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

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

A written evaluation shall be completed April 30 each year.

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

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

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

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

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

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

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

Signed: _____
Jan Pye, Chairperson

Attest: _____
Bary A. Freet, Secretary

Revised: March 12, 1991
Revised: December 10, 1996
Revised: May 13, 1997
Revised: January 8, 1998
Revised: January 14, 1999
Revised: September 9, 1999
Revised: April 13, 2000
Revised: September 13, 2000
Revised: March 22, 2004
Revised: March 8, 2007
Revised: September 13, 2012
Revised: May 9, 2013
Revised: July 11, 2013
Revised: July 14, 2016
Revised: July 11, 2019

PALM SPRINGS CEMETERY DISTRICT
TRUSTEE DUTIES AND RESPONSIBILITIES

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

The Trustee of the Palm Springs Cemetery District shall:

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

THE OFFICER DUTIES ARE:

Chairman:

Shall conduct all meetings in accordance with the Brown Act.

Vice Chairman:

Shall conduct meetings in the absence of the Chairman.

Secretary:

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

Treasurer:

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

TRUSTEES SHOULD HAVE KNOWLEDGE OF:

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

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

Signed: _____

Jan Pye, Chairperson

Attest: _____

John M. Lea, Secretary

Revised: June 11, 1996

Revised: May 13, 1997

Revised: January 12, 1998

Revised: April 13, 2000

Revised: March 22, 2004

Revised: March 8, 2007

Revised: April 9, 2009