

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

**DATE:** March 12, 2024  
**TIME:** 2:00 P.M.  
**PLACE:** 31-705 Da Vall Drive, Cathedral City, California 92234

1. **CALL TO ORDER** Meeting was called to order by Trustee Pye at 2:00 P.M.

2. **ROLL CALL** Present: Jan M. Pye, Chairperson  
Michael V. Smith, Vice Chairperson  
Lynn T. Mallotto, Treasurer  
LaFaye M. Platter, Secretary (Arrived at 2:02 P.M.)  
Tim Radigan-Brophy

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

3. **PUBLIC COMMENTS** – None

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

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

Trustee Platter arrived at 2:02 P.M.

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

Following a review of the annual audit report by Rob Dennis, and discussion the board agreed to accept and file the annual audit report.

b. **District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group** Mr. Wilson was unable to attend this meeting. This item was deferred to the April 2024 meeting.

c. **Review for Discussion and Approval of Dates for PSCD Strategic Planning Meetings** Following a discussion the Board approved the following dates and times for the strategic planning meetings:

1:00PM-3:00, Monday, May 20, 2024  
1:00PM-3:00, Monday, June 17, 2024  
1:00PM-3:00, Monday, July 22, 2024

d. **Review and Sign Form 700 - Statement of Economic Interests** Following a discussion Form 700 – Statements of Economic Interest were reviewed and signed by District Manager Jurasky and Trustees.

**6. ADMINISTRATIVE CALENDAR - continued**

**e. California Special Districts Association (CSDA) Legislative Days May 21-22, 2024, in Sacramento, CA** Following a discussion motion was made Trustee Pye, seconded by Trustee Mallotto to approve Trustees and District Manager Jurasky attending CSDA Legislative Days in Sacramento, CA.

This approval is to include all necessary expenses. Motion carried, roll call 5-0, Mallotto, Platter, Pye, Smith and Radigan-Brophy.

It was also suggested that the local legislators be invited to attend a reception at the District that would include a tour of the cemetery. This item is to be placed on the April 2024 agenda.

**f. Review and Discussion for Voting – Riverside Local Agency Formation Commission (LAFCO) Elections** Following a discussion motion was Trustee Pye, seconded by Trustee Mallotto to cast the District’s vote for Bruce Underwood, Coachella Valley Cemetery District as the first choice, and Castulo Estrada, Coachella Valley Water District as the second choice for the LAFCO Eastern Region-Riverside County.

Following further discussion motion was made by Trustee Mallotto, seconded by Trustee Pye to cast the District’s vote for Richard Lawhead, Beaumont-Cherry Vally Recreation & Park District as the first choice and Angela Little, Valley-Wide Recreation & Park District as the second choice for the LAFCO Alternate Special District Member of the LAFCO (Countywide). Motion carried, roll call 5-0, Mallotto, Platter, Pye, Smith and Radigan-Brophy.

**7. LEGISLATIVE** – None

**8. TRUSTEE AND ATTORNEY SIGNATURES** All documents were signed as needed by the Trustees.

**9. BOARD DEVELOPMENT**

**a. Primary Roles and Responsibilities** No action taken.

**10. PUBLIC HEARING CALENDAR** – None

**11. COMMITTEE REPORTS** – None

**12. REPORTS** **a. Trustee Report** Trustees Mallotto and Smith reported they had meet with Neal Wilson the District’s financial advisor and reported there are several accounts that will be reaching maturity and Mr. Wilson is strategically planning to move the monies into instruments keeping in mind the interest rates and security to protect the District funds.

Trustee Mallotto stated that she will be taking the Ethics training with the city of Rancho Mirage. Following a discussion a luncheon meeting is to be scheduled for 12:00 PM, Monday, April 15, 2024, for other Trustees and the District Manager to complete the training, at Escena restaurant in Palm Springs. The training will be facilitated by attorney Steve Quintanilla. District Manager Jurasky was directed to make the arrangements and email the Board confirmation.

**12. REPORTS - continued**

**b. District Manager** District Manager Jurasky reported the staff's overall response to the changes to staff benefits was very positive and they were pleased with the changes.

District Manager Jurasky also reported that one of the shop bays was broken into on March 1, 2024, around 12:41AM. She stated the break-in was caught on camera and there were three individuals wearing black masks and black hoodies, and they used a metal cutter and crowbar to gain access. She further reported they stole the two Gator utility vehicles, tamper and various items that were in the vehicles.

District Manager Jurasky stated that the police were called, and a report was made, the insurance company was also notified and a claim had been started.

She also stated that repairs have been made to the sliding bay door and security measures have been set in place.

**13. FUTURE AGENDA ITEMS**     **a. Discussion in 2024/2025 Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums**     No action taken

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

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

**d. Future Long-Range Planning – PSCD Staff**     No action taken

**14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** Safe Harbor language was read by attorney Steve Quintanilla.     Convened into Closed Session at 3:19 P.M.

**a. Conference with Legal Counsel – Regarding Potential Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): (One Potential Case)**

**b. Lease Agreement Delinquent Prior Years Property Taxes Riverside County Treasurer - Update**

**c. East 40 Acres Lease Agreement – Update**     Nothing to report.

Returned to Open Session at 3:23 P.M.

**15. CLOSED SESSION ANNOUNCEMENT** – Attorney Steve Quintanilla announced no reportable action.

**16. OPEN SESSION** – None

**17. ADJOURNMENT**     Meeting was adjourned by Trustee Pye at 3:24 P.M.     The next regular board meeting is scheduled for 2:00 P.M., Thursday, April 11, 2024.

DATE: \_\_\_\_\_

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LaFaye M. Platter, Secretary