

**PALM SPRINGS CEMETERY DISTRICT
AGENDA
REGULAR MEETING
OF THE
BOARD OF TRUSTEES**

Thursday, July 11, 2024 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].

The Public May Also Observe the Meeting and Offer Public Comment Remotely

If you would like to participate in this Board Meeting via teleconference, 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

During this part of the meeting, the public is invited to address the Board of Trustees on any matter **not on the Agenda** or any item on the **Consent Agenda** by giving his or her name and city of residence for the record.

Pursuant to the Brown Act, the Board of Trustees will not take action on or discuss matters raised during the 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. Members of the public are expected to maintain a professional and courteous decorum during public comments. **If you wish to speak on an agenda item, please wait to be recognized by the Presiding Officer when that Agenda item is opened for public comments.**

4. CONFIRMATION OF AGENDA

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

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

5. CONSENT CALENDAR

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

- a. Approval of June 13, 2024, Regular Meeting Minutes

5. CONSENT CALENDAR - continued

- b. Approval of May Expenditures
 - General Fund \$ 100,080.22
 - Jun Reimburse Voucher 1817 \$ 35,097.44
 - Jun Reimburse Voucher 1818 \$ 64,607.78

 - Accumulative Capital Outlay \$ 375.00
 - Jun Reimburse Voucher 1819 \$ 375.00

 - Pet Memorial Park Cemetery \$.00
 - Total June 30, 2024, Expenditures Checks & Visa/Debit Card
25001-25029 & Direct Deposits (Payroll) \$ 100,080.22
- c. Financial Reports as of June 30, 2024 (F-1 thru F-5A)

6. ADMINISTRATIVE CALENDAR

- a. District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group
- b. Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities
- c. Review for Discussion and Possible Approval to Arrange a Meeting with the Cathedral City Mayor and Council Regarding the Da Vall Drive Wall Extension
- d. California Association of Public Cemeteries (CAPC) Education Seminar and Area Meeting October 11-12, 2024, in San Luis Obispo, CA
- e. Discussion and Possible Approval to Change the Date of the October 10, 2024, Board Meeting Due to Conflict with CAPC Education Seminar and Area Meeting

7. LEGISLATIVE CALENDAR

- a. Resolution 05-2024, Adopting Written Policy and Finding Substantial Evidence to Support the Need to Compensate Trustees for Up to Six Meetings Per Calendar Month
- b. Ordinance 01-2024, Increasing Trustees Compensation for Board Meeting Attendance

8. TRUSTEE AND ATTORNEY SIGNATURES

9. BOARD DEVELOPMENT

- a. Some Direction on News Releases

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEES

12. REPORTS

- a. Trustees
- b. District Manager

13. FUTURE AGENDA ITEMS

- a. Discussion in 2024/2025 – 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. Future Long-Range Planning – PSCD Staffing
- e. Trustee Meeting Attendance Compensation

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE

- a. Lease Agreement Delinquent Prior Years Property Taxes Riverside County Treasurer – Update
- b. East 40 Acres Lease Agreement – Update (Nothing to Report)

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, June 10, 2024**

Kathleen Jurasky, District Manager

**PALM SPRINGS CEMETERY DISTRICT
MINUTES**

REGULAR BOARD OF TRUSTEE MEETING

DATE: June 13, 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 2:01 P.M.

2. ROLL CALL

Present: Jan M. Pye, Chairperson
Michael V. Smith, Vice Chairperson
LaFaye M. Platter, Secretary (Via ZOOM)
Tim Radigan-Brophy

Also Present: Kathleen Jurasky, District Manager
Steven Quintanilla, Attorney (Via ZOOM)

Not Present: Lynn T. Malotto, Treasurer

3. PUBLIC COMMENTS None

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

5. CONSENT CALENDAR Trustee Pye asked District Manager Jurasky to explain three expenditures; check #24967 in the amount of \$19,200 made payable to KMI Columbaria, Inc. District Manager Jurasky stated this was a deposit for the cremation columbium and ossuary to be installed at Desert Memorial Park, check #24981 in the amount of \$9,487.45 made payable to the City of Cathedral was the building permit fee for Sections B-39 through B-46 new interment sections at Desert Memorial Park, and check #25000 in the amount of \$4,197.27 made payable to the City of Cathedral was the grading permit fee for Sections B-39 through B-46. Following a discussion motion was made by Trustee Radigan-Brophy, second by Trustee Smith to approve the Consent Calendar as presented. Motion carried; roll call 4-0 Platter, Pye, Radigan-Brophy and Smith.

6. ADMINISTRATIVE CALENDAR **a. Review for Discussion and Approval – MSA Consulting, Inc. Proposal for Construction Observation and Office Support Services New Development Section B-39 to B46 at DMP Amendment to Original Contract.** Following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Platter to approve the proposal not to exceed \$15,000.00 from MSA Consulting, Inc. Motion carried; roll call 4-0 Platter, Pye, Radigan-Brophy and Smith.

b. Authorized Signature List for Riverside County Authorized Signature List will be signed at a later date.

c. Review for Discussion and Approval – Allocations of Funds for 2024-2025 Development Projects District Manager Jurasky reviewed the development projects and costs. Following a discussion, Motion was made by Trustee Smith, seconded by Trustee Radigan-Brophy to approve the 2024-2025 Development Projects. Motion carried, roll call 4-0, Platter, Pye, Radigan-Brophy and Smith.

6. ADMINISTRATIVE CALENDAR - Continued

d. Review for Discussion and Approval – 2024-2027 Future Development Projects District Manager Jurasky reviewed the future development projects and estimated cost. Following a discussion motion was made by Trustee Smith, seconded by Trustee Radigan-Brophy to approve the 2024-2027 Future Development Projects. Motion carried, roll call 4-0, Platter, Pye, Radigan-Brophy and Smith.

e. Review for Discussion and Approval – 2024-2025 Schedules of Charges District Manager Jurasky reviewed the schedule of charges, explained which charges were increasing and why. Following a discussion motion was made by Trustee Smith, seconded by Trustee Platter to approve the 2024-2025 Schedule of Charges. Motion carried, roll call 4-0, Platter, Pye, Radigan-Brophy and Smith.

f. Review for Discussion and Approval – 2024-2025 Proposed Budget District Manager Jurasky reviewed the 2024-2025 proposed budget, and following a discussion motion was made by Trustee Radigan-Brophy, seconded by Trustee Smith to approve the 2024-2025 Proposed Budget. Motion carried, roll call 4-0, Platter, Pye, Radigan-Brophy and Smith.

Trustee Radigan-Brophy left the meeting at 2:37 P.M.

g. CSDA Annual Conference & Exhibitor Showcase – September 9-12, 2024, in Indian Wells, CA Following a discussion motion was made Trustee Pye, seconded by Trustee Smith to approve Trustees and District Manager Jurasky attending the CSDA Annual Conference & Exhibitor Showcase. This approval is to include all necessary expenses. Motion carried, roll call 3-0, Platter, Pye, and Smith.

h. Review for Filing of the 2024 Local Agency Biennial Notice Conflict of Interest Code- Riverside County Board of Supervisors District Manager Jurasky explained the purpose of the Agency Biennial Notice Conflict filing requirement. The form was signed by Trustee Pye as Board chairperson, and District Manager Jurasky stated she would submit the executed form to the County Board of Supervisors..

7. LEGISLATIVE a. Resolution 3-2024, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Smith, seconded by Trustee Pye to approve Resolution 3-2024 transferring \$12,061.78 from PreNeed Fund, 51265 to the General Fund, 51270 and \$7,024.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, roll call 3-0. Platter, Pye and Smith.

b. Resolution 4-2024, 2024-2025 Budget Adoption Following a discussion motion was made by Trustee Smith, seconded by Trustee Platter to approve Resolution 4-2024, 2024-2025 Budget Adoption. Motion carried, roll call 3-0. Platter, Pye and Smith.

8. TRUSTEE AND ATTORNEY SIGNATURES All documents were signed as needed by the Trustees; no attorney signature needed.

9. BOARD DEVELOPMENT – None

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS – None

12. REPORTS a. Trustee Report – None

b. District Manager District Manager Jurasky reported that the March 11, 2024, burglary and theft claim with the District's insurance carrier SDRMA was settled, and the District will be receiving a check in the amount of \$30,749.84 which is \$1,000.00 (deductible) less than the total loss and claim.

She also informed the Board that she had taken an old, abandoned grounds crew restroom on the south end of the shop bays, and turned it into a storage room after removing the toilet, sealing the drain, painting the interior and adding shelving.

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

e. Trustee Meeting Attendance Compensation

14. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE Safe Harbor language was read by District Manager Jurasky. Convened into Closed Session at 2:41 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 2:45 P.M.

15. CLOSED SESSION ANNOUNCEMENT – District Manager Jurasky announced no reportable action.

16. OPEN SESSION – None

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 2:45 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, July 11, 2024.

DATE: _____

LaFaye M. Platter, Secretary

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jun 1, 2024 to Jun 29, 2024

Date	Check #	Line Description		
6/3/24	25001	INV 256292 - LANDSCAPE MAINTENANCE MAY 2024 NISSHO OF CALIFORNIA, INC	24,700.00	24,700.00
6/3/24	25002	MAY 2024 SERVICE ON AMERICAS PLAZA FOUNTAIN ELOY'S POOL SERVICE & REPAIRS	80.00	80.00
6/3/24	25003	INV 2406133 - SECURITY PATROL FOR JUN 2024 MAXWELL SECURITY SERVICES, INC	825.00	825.00
6/3/24	25004	INV 05312401 - STRATEGIC PLANNING FACILITATION SALJIM ENTERPRISES	3,000.00	3,000.00
6/4/24	25005	INV 5993 FERTIGATION FOR MAY 2024 ECOFERT, INC	1,350.00	1,350.00
6/5/24	25006	REPURCHASE INTERMENT RIGHTS PAID ON CONTRACT 1945 REPURCHASE BURIAL COSTS PAID ON CONTRACT 1945 ENDOWMENT CARE AND SERVICE CHARGE ARE NON-REFUNDABLE ESTEBAN HUIZAR	600.00 1,619.34	2,219.34
6/5/24	25007	INV 9002340605 - (4)#5 VAULTS; (6)#5 LINERS MATTHEWS INTERNATIONAL CORP	3,073.00	3,073.00
6/5/24	25008	INV 73285 - (12 GOLD & (12) WHITE CREMATION VAULTS ASCO PACIFIC, INC.	1,896.04	1,896.04
6/11/24	25009	INV 14E0032777377 - BOTTLED WATER & OTHER SUPPLIES READY REFRESH	181.97	181.97
6/12/24	25010	MEMORIAL DAY DRINKS & SNACKS FOR VOLUNTEERS MEMORIAL DAY GIFT CARDS FOR VOLUNTEERS LIVE SCAN - BRITTANY RAINES REIMBURSEMENT MEMORIAL DAY CLEANING FLAG POLE HOLES - RAMON MARTINE WORK BOOTS FOR G. HERRERA PETTY CASH	69.45 100.00 62.00 100.00 100.00	431.45
6/13/24	25011	IT0000005957 - PS FINANCIALS FOR MAY 2024 DATA VPN FOR MAY 2024 RIVERSIDE COUNTY INFORMATION TECHNOLOGY	95.70 4.66	100.36
6/13/24	25012	INV 3018-314990 - MOTOR OIL O'REILLY AUTOMOTIVE, INC	27.18	27.18
6/18/24	25013	INV 5310082 - COURIER SERVICE ON 6/07/2024 GLS US	37.44	37.44
6/18/24	25014	INV 24-4830613 - PERMIT 17-144144 THRU 07/2025 CITY OF CATHEDRAL CITY	30.00	30.00
6/27/24	25015	JUL 2024 PSCD EMPLOYEE VISION INSURANCE EXPENSE METLIFE GROUP BENEFITS	58.80	58.80
6/27/24	25016	JUL 2024 PSCD EMPLOYEE DENTAL INSURANCE EXPENSE STANDARD INSURANCE COMPANY RB	537.24	537.24
6/27/24	25017	JUL 2024 PSCD EMPLOYEE LIFE INSURANCE EXPENSE STANDARD INSURANCE COMPANY RQ	67.19	67.19
6/27/24	25018	IN937830 - KYOCERA COPIER FOR 06/16/2024 - 07/15/2024 AIS	391.66	391.66
6/27/24	25019	TROUBLESHOOT ASSISTANT PC ASSIST WITH ACCESS TO FILES FOR DATA TRANSFER	75.00 75.00	

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jun 1, 2024 to Jun 29, 2024

Date	Check #	Line Description		
		ERICH FISCHER		150.00
6/27/24	25020	REFUND HEADSTONE CLEANING FOR W.BISHOP C-10#56 - RECEIPT 4 BARBARA QUANT	65.00	65.00
6/27/24	25021	INV 3018-318068 - BATTERIES FOR BACKHOE O'REILLY AUTOMOTIVE, INC	320.25	320.25
6/27/24	25022	GROUND SUPERVISOR CELL PHONE FOR 06/20/24 - 07/19/24 T-MOBILE	118.37	118.37
6/27/24	25023	INV 2531.003-16 - ENGINEERING & ENVIROMENTAL SERVICES MSA CONSULTING, INC	375.00	375.00
6/27/24	25024	INV 796957 - IRRIGATION CONTROLLER HIGH TECH IRRIGATION, INC	734.33	734.33
6/28/24	25025	JUN 2024 PSCD EMPLOYEE RETIREMENT EXPENSE - K JURASKY JUN 2024 EMPLOYEE 403B PAYABLE - K JURASKY INVESCO INVESTMENT SERVICES, INC	757.83 2,576.94	3,334.77
6/28/24	25026	JUN 2024 PSCD EMPLOYEE RETIREMENT EXPENSE - E ARCHILA FRANKLIN - TEMPLETON	340.73	340.73
6/28/24	25027	JUN 2024 PSCD EMPLOYEE RETIREMENT EXPENSE - G HERRERA FRANKLIN - TEMPLETON	235.20	235.20
6/28/24	25028	JUN 2024 PSCD EMPLOYEE RETIREMENT EXPENSE - S LOZANO FRANKLIN - TEMPLETON	283.36	283.36
6/28/24	25029	JUN 2024 PSCD EMPLOYEE RETIREMENT EXPENSE - S VICKREY FRANKLIN - TEMPLETON	296.80	296.80
6/14/24	ALBERTSO	ALBERTSONS - STAFF BIRTHDAY CAKE KJ COMPANY DEBIT CARD	19.99	19.99
6/10/24	APPLE	ICLOUD+ WITH 200 GB OF STORAGE KJ COMPANY DEBIT CARD	2.99	2.99
6/3/24	BURRTEC	TRASH SERVICE FOR JUN 2024 BURRTEC WASTE & RECYCLING SVCS	603.53	603.53
6/6/24	CALPERS	JUN 2024 PSCD EMPLOYEE HEALTH INSURANCE EXPENSE JUN 2024 PSCD RETIREE HEALTH INSURANCE EXPENSE CALPERS	6,875.02 449.58	7,324.60
6/10/24	COLONIAL	MAY 2024 EXTRA HEALTH INSURANCE FOR K JURASKY COLONIAL LIFE	305.67	305.67
6/11/24	CVWD	CVWD 332245-850914 - WELL REPLENISHMENT FOR MAY 2024 COACHELLA VALLEY WATER DISTRICT	2,960.12	2,960.12
6/18/24	CVWD	CVWD 559833-884768 COMMERCIAL FOR JUN 2024 CVWD 180819-512108 BUSINESS FOR JUN 2024 CVWD 559831-884770 FIRE PROTECTION COACHELLA VALLEY WATER DISTRICT	31.78 25.41 86.99	144.18
6/27/24	DESERT AL	INV 501944 - REPLACE CAMERA MONITOR DESERT ALARM	25.00	25.00
6/11/24	DESERT W	WMC USAGE FOR JUN 2024 DESERT WATER	802.01	802.01

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jun 1, 2024 to Jun 29, 2024

Date	Check #	Line Description		
6/3/24	EARTHLIN	INV0000001787655 - OFFICE WIFI FOR JUN 2024 ONE RING NETWORKS	200.00	200.00
6/14/24	EDD_TAX	SIT P/R 05/30/2024 TO 06/12/2024 PAID 06/14/2024 SDI P/R 05/30/2024 TO 06/12/2024 PAID 06/14/2024 EMPLOYMENT DEVELOPMENT DEPT	304.16 149.88	454.04
6/28/24	EDD_TAX	SIT P/R 06/13/2024 TO 06/26/2024 PAID 06/28/2024 SDI P/R 06/13/2024 TO 06/26/2024 PAID 06/28/2024 EMPLOYMENT DEVELOPMENT DEPT	301.19 171.22	472.41
6/28/24	EDD_TAXa	SUI P/R 06/13/2024 TO 06/26/2024 PAID 06/28/2024 CA EDU & TRANING P/R 06/13/2024 TO 06/26/2024 PAID 06/28/2024 EMPLOYMENT DEVELOPMENT DEPT	48.67 1.57	50.24
6/24/24	EDISON	8000493032 ADMIN BUILDING FOR 05/10/24 TO 06/10/24 8001545238 DAVALL GATE FOR 05/13/24 TO 06/11/24 8002601833 WELL #4 FOR 05/09/24 TO 06/09/24 8002601833 WELL #4 FOR 04/10/24 TO 05/08/24 8003526191 WELL #2 FOR 05/13/24 TO 06/11/24 8004476833 WMC FOR 05/13/24 TO 06/11/24 8004476833 WMC DCE FOR 05/13/24 TO 06/11/24 SO CAL EDISON	1,131.40 26.56 4,970.68 3,682.30 190.00 15.12 0.64	10,016.70
6/14/24	EXPRESS_T	FIT P/R 05/30/2024 TO 06/12/2024 PAID 06/14/2024 SOCIAL SECURITY P/R 05/30/2024 TO 06/12/2024 PAID 06/14/2024 MEDICARE P/R 05/30/2024 TO 06/12/2024 PAID 06/14/2024 BANK OF AMERICA	1,068.43 1,689.56 395.14	3,153.13
6/28/24	EXPRESS_T	FIT P/R 06/13/2024 TO 06/26/2024 PAID 06/28/2024 SOCIAL SECURITY P/R 06/13/2024 TO 06/26/2024 PAID 06/28/2024 MEDICARE P/R 06/13/2024 TO 06/26/2024 PAID 06/28/2024 BANK OF AMERICA	1,235.26 1,930.21 451.41	3,616.88
6/14/24	FEES	P/R 05/30/2024 TO 06/12/2024 PAID 06/14/2024 CBIZ PAYROLL	91.09	91.09
6/28/24	FEES	P/R 06/13/2024 TO 06/26/2024 PAID 06/28/2024 CBIZ PAYROLL	118.77	118.77
6/18/24	FRONTIER	FRONTIER - OFFICE PHONES FOR 06/07/24 TO 07/06/24 FRONTIER	517.45	517.45
6/21/24	GANNETT	DESERT SUN AD FOR BOT COMPENSATION CHANGE 6/26/24 & 7/10/24 KJ COMPANY DEBIT CARD	203.78	203.78
6/10/24	HOME DEP	HOME DEPOT - RODENTICIDE BAIT EA COMPANY DEBIT CARD	65.48	65.48
6/3/24	INDEED	INDEED - INV 934045562 - MAY 2024 SPONSORED JOBS ON INDEED.CO KJ COMPANY DEBIT CARD	36.54	36.54
6/12/24	JESSUP	CHEVY DUMP TRUCK SERVICE EA COMPANY DEBIT CARD	1,068.52	1,068.52
6/17/24	SWISS DON	SWISS DONUTS FOR BOT STRATEGIC PLANNING MEETING 6/17/2024 KJ COMPANY DEBIT CARD	21.99	21.99
6/28/24	TACA TAC	TACA TACOS - RETIREMENT LUNCHEON FOR S VICKREY KJ COMPANY DEBIT CARD	1,025.00	1,025.00
6/5/24	USPS	USPS - CERTIFIED MAIL FOR CONTRACT IN DEFAULT EA COMPANY DEBIT CARD	8.73	8.73

PALM SPRINGS CEMETERY DIST
Cash Disbursements Journal
For the Period From Jun 1, 2024 to Jun 29, 2024

Date	Check #	Line Description		
6/27/24	WALMART	WALMART - CANDY FOR BOT MEETINGS KJ COMPANY DEBIT CARD	22.31	22.31
6/3/24	WESTERN	INV 60583334 - PEST CONTROL MAINTENANCE ON 5/24/2024 WESTERN EXTERMINATOR CO	109.00	109.00
6/27/24	WESTERN	INV 61692103 - PEST CONTROL MAINTENANCE ON 6/18/24 WESTERN EXTERMINATOR CO	109.00	109.00
6/10/24	ZOOM	ZOOM -INV260408256 - ZOOM WORKPLACE PRO ANNUAL 6/10/24 - 6/9/ KJ COMPANY DEBIT CARD	164.70	164.70
	Total		78,974.33	78,974.33

**PALM SPRINGS CEMETERY DISTRICT
PAYROLL DISBURSEMENT JOURNAL - GENERAL FUND
For June 2024**

Date	Reference	Employee	Amount
6/14/2024	6221	KATHLEEN JURASKY	3,052.65
6/14/2024	6222	STEPHANIE C. LOZANO	1,604.85
6/14/2024	6223	SCOTT W. VICKREY	1,674.60
6/14/2024	6224	EDGAR F. ARCHILA	1,999.67
6/14/2024	6225	GABRIEL C. HERRERA	1,417.59
6/28/2024	6231	KATHLEEN JURASKY	3,052.66
6/28/2024	6232	KATHLEEN JURASKY	400.00
6/28/2024	6233	LYNSEY GENCHI	602.16
6/28/2024	6234	STEPHANIE C. LOZANO	1,604.88
6/28/2024	6235	SCOTT W. VICKREY	1,674.60
6/28/2024	6236	EDGAR F. ARCHILA	1,949.14
6/28/2024	6237	GABRIEL C. HERRERA	1,417.59
6/28/2024	6238	LYNN T. MALLOTTO	0.00
6/28/2024	6239	LAFAYE M. PLATTER	163.87
6/28/2024	6240	JAN M. PYE	163.87
6/28/2024	6241	TIM RADIGAN-BROPHY	163.88
6/28/2024	6242	MICHAEL V. SMITH	163.88
6/1/2024 thru 6/30/2024			21,105.89

**GENERAL FUND, INVESTMENTS & ACO DISBURSEMENT RECAP
For June 2024**

June Cash Disbursement Journal	78,974.33
June Payroll Disbursement Journal	21,105.89
TOTAL PSCD DISBURSEMENTS	<u>100,080.22</u>
TOTAL GENERAL FUND EXPENDITURES	<u>99,705.22</u>
June Payment Voucher # 1817	35,097.44
June Payment Voucher # 1818	64,607.78
Total General Fund Payment Vouchers	<u>99,705.22</u>
TOTAL ACO EXPENDITURES	<u>375.00</u>
June ACO Payment Voucher # 1819	375.00
MSA Consulting, Inc	375.00
Engineering & Enviromental Services	
Check 25023 dated 6/27/2024	
PET CEMETERY DRAWDOWNS	<u>0.00</u>
Loan Amount:	25,000.00
Current Balance Remaining:	15,000.00
TOTAL JUNE 2024 DISBURSEMENTS	<u>100,080.22</u>

**PALM SPRINGS CEMETERY DISTRICT
SITE SALES & INTERMENTS
JUNE 2024**

SALES

	Prior Months		June		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult, C	234	0	10	0	244	0	330	0
Adult, A&B	7	0	0	0	7	0	16	0
Premium	5	0	0	0	5	0	9	0
Child	3	0	0	0	3	0	6	0
Cremation	33	0	1	0	34	0	46	2
Niche	31	0	2	0	33	0	39	0
TOTALS	313	0	13	0	326	0	446	2

LOT REPURCHASES

	Prior Months		June		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	15	1	1	0	16	1	24	1
Cremation	0	0	0	0	0	0	0	0
Niche	4	0	0	0	4	0	2	0
TOTALS	19	1	1	0	20	1	26	1

TOTAL INTERMENTS

	Prior Months		June		FY 2023/2024 YTD Totals		FY 2022/2023 YTD Totals	
	DMP	WMC	DMP	WMC	DMP	WMC	DMP	WMC
Adult	198	2	13	0	211	2	223	1
Baby	5	0	0	0	5	0	7	0
Cremation	61	2	4	0	65	2	59	3
Niche	20	0	0	0	20	0	32	0
TOTALS	284	4	17	0	301	4	321	4

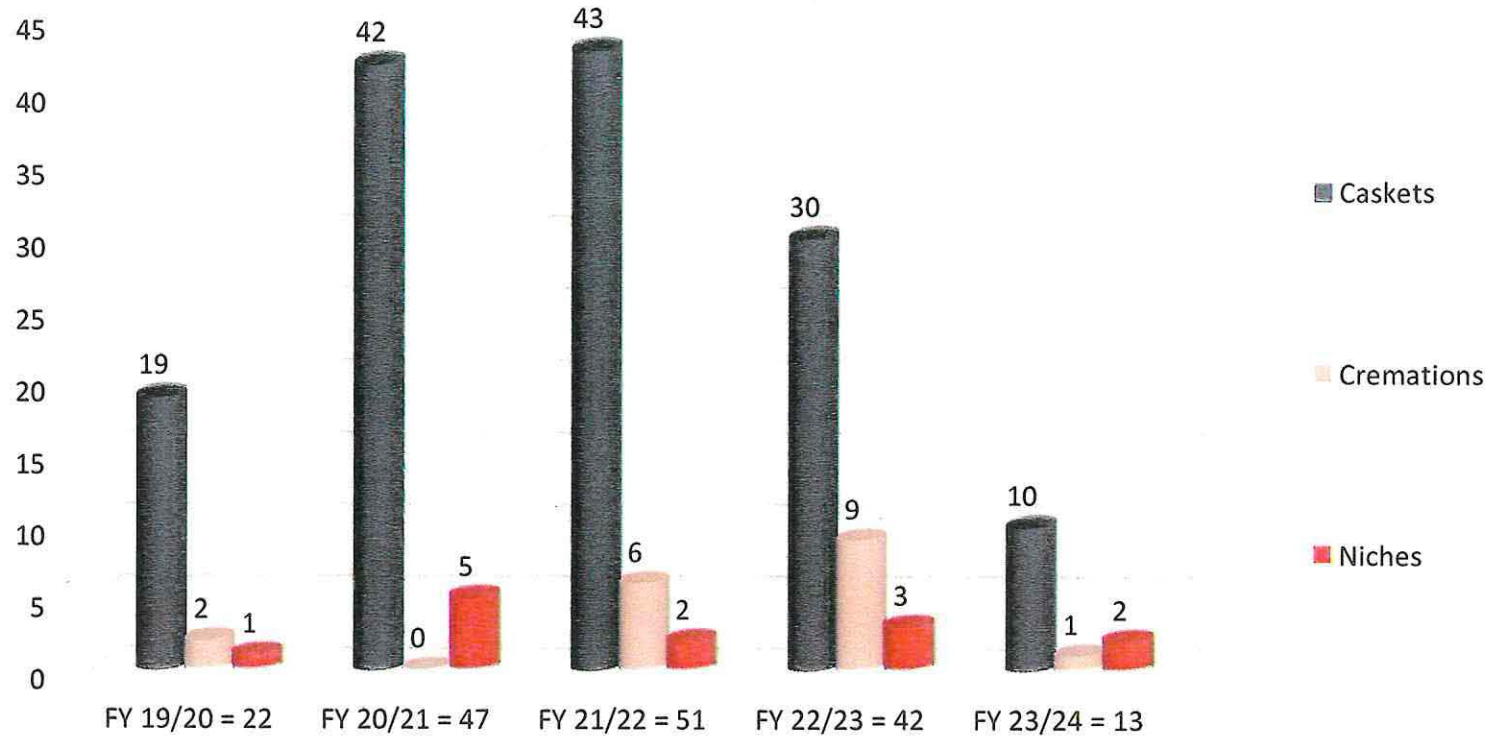
SATURDAY INTERMENTS

	Prior Months		June		FY 2023/2024 YTD Totals		FY 2022/2023 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

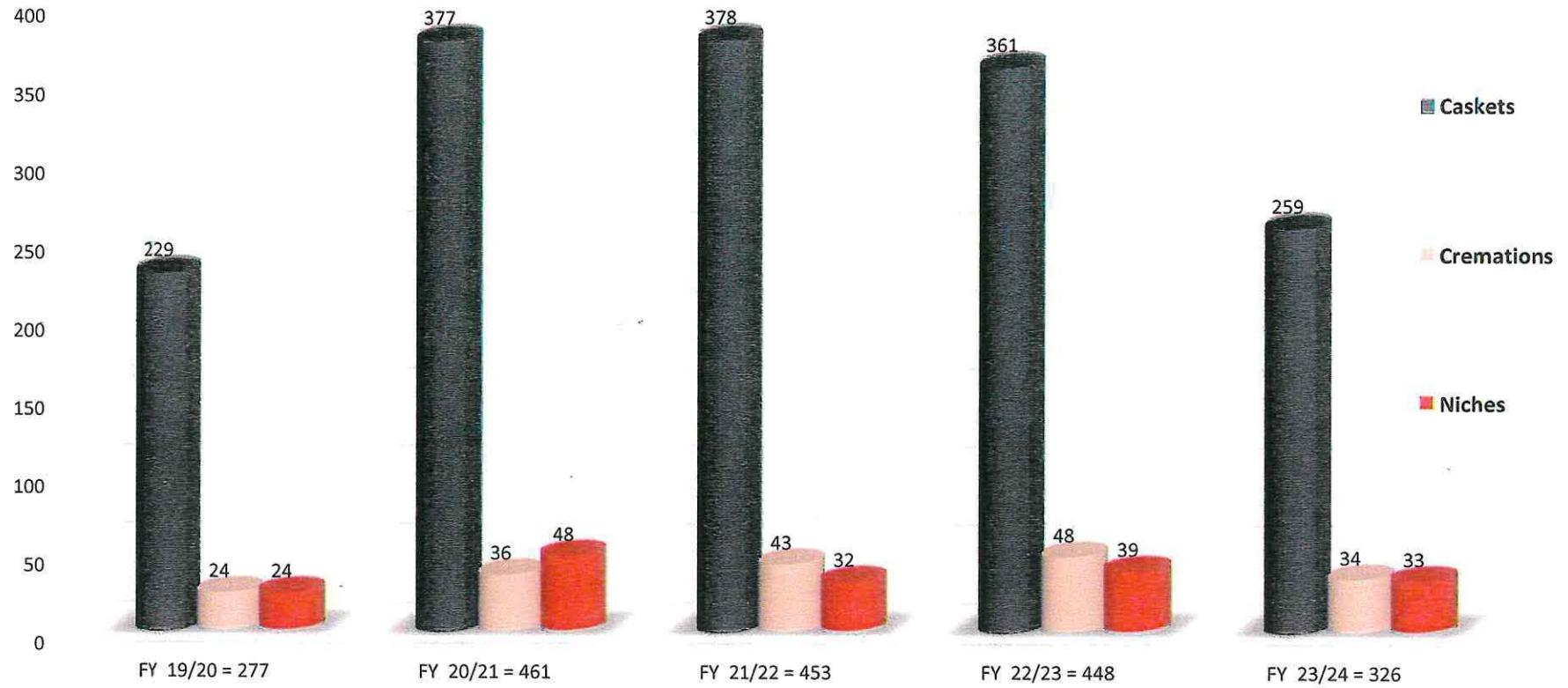
SUNDAY INTERMENTS

	Prior Months		June		FY 2023/2024 YTD Totals		FY 2022/2023 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

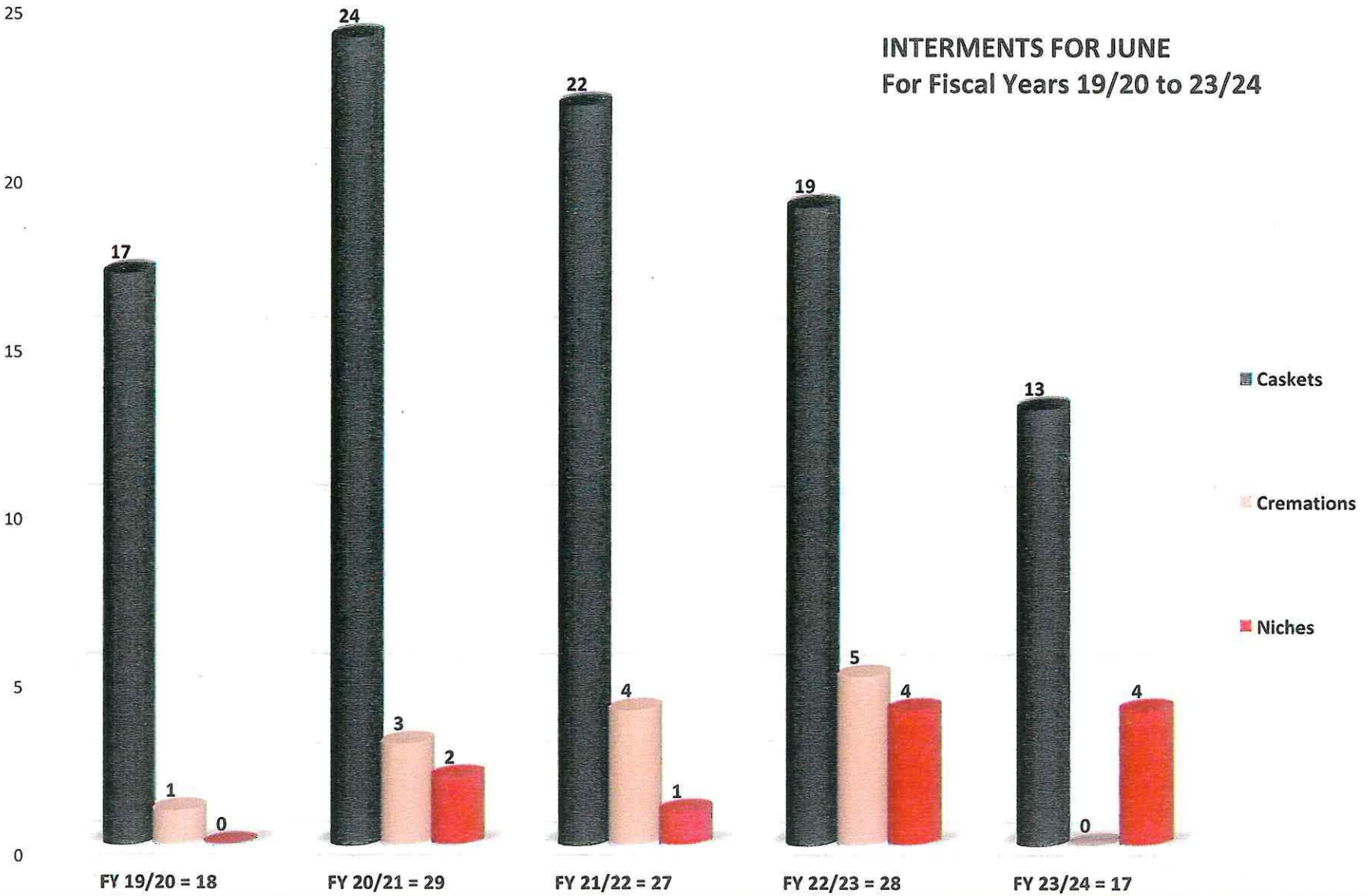
PSCD Site Sales by Fiscal Years 19/20 to 23/24 for JUNE



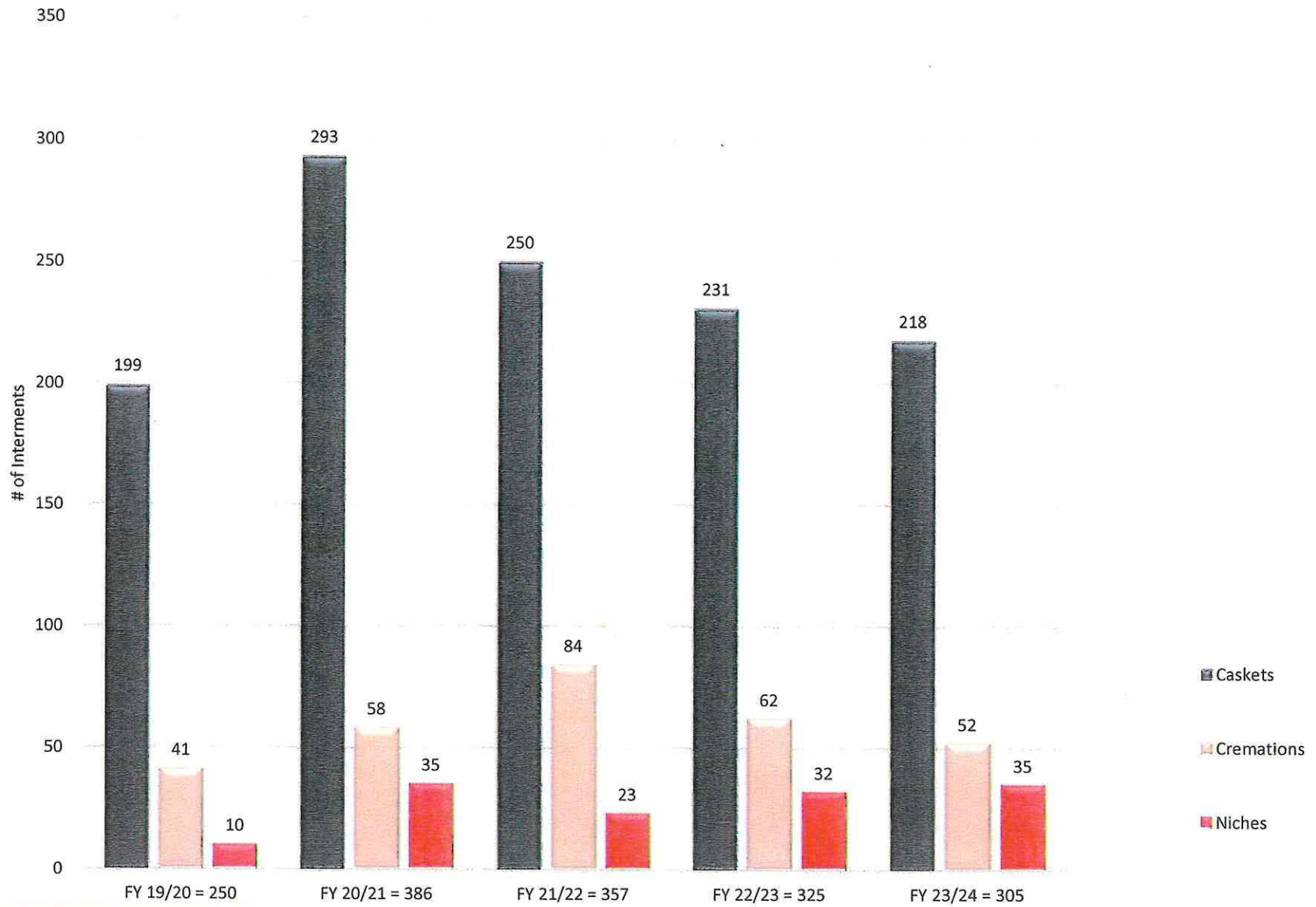
PSCD Site Sales by Fiscal Years 19/20 - 23/24 thru JUNE



INTERMENTS FOR JUNE
For Fiscal Years 19/20 to 23/24



PSCD INTERMENTS BY FISCAL YEARS 19/20 - 23/24 thru JUNE



PALM SPRINGS CEMETERY DIST
INCOME STATEMENT - GENERAL FUND
FOR THE TWELVE MONTHS ENDING JUNE 29, 2024

	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
REVENUE						
OPEN AND CLOSE	26,000.00	42,565.00	(16,565)	354,370.00	366,810.00	(12,440)
MISC SPECIAL SET-UP	0.00	0.00	0	500.00	1,575.00	(1,075)
RETURNED CHECK BANK CHARGE	0.00	0.00	0	210.00	180.00	30
INTEREST RECEIVED	0.84	0.39	0	7.04	10.18	(3)
LAND LEASE	6,937.08	6,676.67	260	83,245.07	84,126.57	(882)
MISC INCOME	3,906.28	15.00	3,891	3,931.28	2,988.47	943
CREDIT CARD CONVEN FEE	488.81	979.29	(490)	7,966.59	8,368.35	(402)
WITNESS GRAVE CLOSING	400.00	800.00	(400)	12,800.00	7,000.00	5,800
TAX COLLECTIONS	159,058.23	234.81	158,823	545,722.19	483,733.11	61,989
VAULTS	1,160.00	2,115.00	(955)	19,865.00	16,455.00	3,410
CREMATION VAULTS	630.00	990.00	(360)	5,580.00	6,250.00	(670)
LINERS	2,920.00	3,120.00	(200)	31,560.00	32,465.00	(905)
GRAVE VASES	971.75	1,245.00	(273)	12,324.59	14,793.05	(2,468)
ENR SURCHARGE	2,090.00	6,460.00	(4,370)	48,690.00	55,130.00	(6,440)
LOT TRANSFERS	200.00	0.00	200	2,400.00	1,100.00	1,300
COUNTY INTEREST INCOME	6,095.82	3,955.31	2,141	37,982.14	9,655.32	28,327
DONATIONS & GRANTS	0.00	0.00	0	1,004.55	12.40	992
HANDLING FEE	8,850.00	12,895.00	(4,045)	108,030.00	113,545.00	(5,515)
PRENEED CONTRACT SERVICE CHG	1,100.00	1,700.00	(600)	7,400.00	13,700.00	(6,300)
VASE/HDSTN SET & CLEAN	4,010.00	5,095.00	(1,085)	54,705.00	60,310.00	(5,605)
TOTAL REVENUE	224,818.81	88,846.47	135,972	1,338,293.45	1,278,207.45	60,086
EXPENSES						
REGULAR SALARIES	28,451.95	36,452.00	(8,000)	397,037.46	292,501.24	104,536
BOT MEETING COMPENSATION	897.95	718.36	180	10,236.63	10,416.22	(180)
BOT CONFERENCES	0.00	0.00	0	1,254.00	2,710.00	(1,456)
BOT TRAVEL & EXPENSES	0.00	123.56	(124)	1,953.90	1,579.20	375
RETIREMENT/PENSION	1,913.92	2,171.20	(257)	25,021.28	19,901.76	5,120
FICA	1,809.89	2,289.86	(480)	25,123.49	18,653.40	6,470
MEDICARE	423.28	535.54	(112)	5,875.69	4,362.49	1,513
EMPLOYEE GROUP INSURANCE	7,538.25	4,704.39	2,834	80,537.40	60,737.34	19,800
RETIREE GROUP INSURANCE	449.58	421.41	28	5,225.84	4,827.35	398
UNEMPLOYMENT INSURANCE	48.67	30.89	18	1,582.92	2,014.14	(431)
WORKERS COMP INSURANCE	1,413.89	1,537.23	(123)	18,246.12	18,460.60	(214)
ELECTRICITY	10,016.70	6,113.53	3,903	69,542.21	69,521.08	21
TELEPHONE	635.82	750.83	(115)	9,614.22	9,043.14	571
WATER	3,906.31	915.90	2,990	37,068.13	35,443.49	1,625
CAPC CONFERENCE DONATIONS	0.00	0.00	0	0.00	200.00	(200)
COMMUNITY OUTREACH	169.45	0.00	169	2,322.34	212.41	2,110
VISA-MASTER CHG FEES	441.29	967.88	(527)	7,895.15	8,171.35	(276)
RETURNED CHECK	0.00	0.00	0	0.00	105.00	(105)
COUNTY SERVICE CHARGE	100.36	100.36	0	1,154.64	1,179.38	(25)
EDUCATION	0.00	0.00	0	0.00	121.40	(121)
GENERAL INSURANCE	2,849.49	2,430.43	419	34,193.44	29,165.60	5,028
LEGAL	0.00	9,660.00	(9,660)	5,626.00	17,299.50	(11,674)
LOT REPURCHASE	600.00	1,900.00	(1,300)	8,085.00	21,715.00	(13,630)
OFFICE EXPENSE	2,461.18	1,649.82	811	27,004.39	20,354.59	6,650
TRAVEL & CONVENTION	0.00	0.00	0	4,549.25	4,529.31	20
UNIFORMS & SAFETY EQUIPMENT	100.00	0.00	100	980.52	563.26	417
MTG EXP & SUPPLIES	3,412.78	154.40	3,258	5,907.03	1,376.94	4,530
CONTRIBUTIONS	0.00	0.00	0	200.00	0.00	200
AUDIT	0.00	0.00	0	8,500.00	8,500.00	0
ADVERTISING/PUBLICITY	0.00	0.00	0	2,897.49	4,066.77	(1,169)
MEMBERSHIP & DUES	0.00	360.00	(360)	7,326.00	7,017.16	309
CA EDUCATION & TRAINING (EDD)	1.57	0.72	1	49.55	45.42	4
AUTO TRUCK EXPENSE	1,068.52	0.00	1,069	1,658.45	6,240.36	(4,582)
LARGE EQUIPMENT REPAIRS	320.25	0.00	320	6,788.48	5,433.15	1,355
EQUIPMENT REPAIRS	0.00	0.00	0	2,704.00	2,619.78	84
IRRIGATION SYSTEM REPAIRS	734.33	370.14	364	5,712.70	3,359.34	2,353
FERTILIZER AND SEED	1,350.00	1,350.00	0	28,064.61	19,712.51	8,352
GASOLINE, OIL, TIRES	27.18	3,080.30	(3,053)	3,739.52	6,435.48	(2,696)
PLANT & BUILDING	901.53	3,957.92	(3,056)	36,151.19	31,169.77	4,981
TOOLS & SUPPLIES	65.48	287.20	(222)	4,804.87	3,655.53	1,149
GRAVE LINERS & VAULTS	4,969.04	5,920.00	(951)	68,026.72	61,247.53	6,779
GRAVE VASES	0.00	893.79	(894)	9,676.83	9,193.24	484
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0	271,488.62	271,382.93	106
SECURITY CAMERA EXPENSE	25.00	0.00	25	743.80	718.80	25
DMP GROUNDS SECURITY	825.00	825.00	0	9,900.00	9,900.00	0
COVID-19 EXPENSES	0.00	0.00	0	239.16	543.94	(305)
TOTAL EXPENSES	(102,628.66)	(115,372.66)	12,744	(1,254,709.04)	(1,106,406.90)	(148,302)
NET CHANGE FROM OPERATIONS	122,190.15	(26,526.19)	148,716	83,584.41	171,800.55	(88,216)
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	0.00	0	0.00	2,260,000.00	(2,260,000)
RESERVE TRANSFER OUT	0.00	0.00	0	0.00	2,260,000.00	(2,260,000)
TOTAL OTHER REVENUE & EXPENSE	0.00	0.00	0	0.00	0.00	0
NET CHANGE	122,190.15	(26,526.19)	148,716	83,584.41	171,800.55	(88,216)

PALM SPRINGS CEMETERY DIST
ANNUAL BUDGET INCOME STATEMENT - GENERAL FUND
FOR THE TWELVE MONTHS ENDING JUNE 29, 2024

	PTD ACTUAL	PTD BUDGET	VARIANCE	YTD ACTUAL	ANNUAL BUDGET	VARIANCE
OPEN AND CLOSE	26,000.00	26,819.00	(819)	354,370.00	321,828.00	32,542
MISC SPECIAL SET-UP	0.00	113.00	(113)	500.00	1,400.00	(900)
RETURNED CHECK BANK CHARGE	0.00	7.00	(7)	210.00	150.00	60
INTEREST RECEIVED	0.84	1.00	0	7.04	20.00	(13)
LAND LEASE	6,937.08	6,673.00	264	83,245.07	80,120.00	3,125
MISC INCOME	3,906.28	0.00	3,906	3,931.28	0.00	3,931
CREDIT CARD CONVEN FEE	488.81	837.00	(348)	7,966.59	10,000.00	(2,033)
SAT INTERMENT SURCHARGE	0.00	1,637.00	(1,637)	0.00	19,600.00	(19,600)
SUN INTERMENT SURCHARGE	0.00	737.00	(737)	0.00	8,800.00	(8,800)
WITNESS GRAVE CLOSING	400.00	625.00	(225)	12,800.00	7,500.00	5,300
TAX COLLECTIONS	159,058.23	145,540.00	13,518	545,722.19	484,240.00	61,482
VAULTS	1,160.00	1,270.00	(110)	19,865.00	15,284.00	4,581
CREMATION VAULTS	630.00	425.00	205	5,580.00	5,100.00	480
LINERS	2,920.00	2,324.00	596	31,560.00	27,855.00	3,705
GRAVE VASES	971.75	1,103.00	(131)	12,324.59	13,225.00	(900)
MEMORIAL WALL INCOME	0.00	25.00	(25)	0.00	300.00	(300)
ENR SURCHARGE	2,090.00	4,219.00	(2,129)	48,690.00	50,650.00	(1,960)
LOT TRANSFERS	200.00	87.00	113	2,400.00	1,000.00	1,400
COUNTY INTEREST INCOME	6,095.82	500.00	5,596	37,982.14	4,500.00	33,482
DONATIONS & GRANTS	0.00	0.00	0	1,004.55	0.00	1,005
HANDLING FEE	8,850.00	8,308.00	542	108,030.00	99,685.00	8,345
PRENEED CONTRACT SERVICE CHG	1,100.00	1,087.00	13	7,400.00	13,000.00	(5,600)
VASE/HDSTN SET & CLEAN	4,010.00	4,924.00	(914)	54,705.00	59,055.00	(4,350)
TOTAL REVENUE	224,818.81	207,261.00	17,558	1,338,293.45	1,223,312.00	114,981
REGULAR SALARIES	28,451.95	29,812.00	(1,360)	397,037.46	357,689.00	39,348
BOT MEETING COMPENSATION	897.95	1,346.00	(448)	10,236.63	13,469.00	(3,232)
BOT CONFERENCES	0.00	0.00	0	1,254.00	3,000.00	(1,746)
BOT TRAVEL & EXPENSES	0.00	0.00	0	1,953.90	3,000.00	(1,046)
TEMPORARY HELP	0.00	837.00	(837)	0.00	10,000.00	(10,000)
RETIREMENT/PENSION	1,913.92	2,081.00	(167)	25,021.28	25,038.00	(17)
FICA	1,809.89	1,671.00	139	25,123.49	20,052.00	5,071
MEDICARE	423.28	418.00	5	5,875.69	5,016.00	860
EMPLOYEE GROUP INSURANCE	7,538.25	7,245.00	293	80,537.40	86,940.00	(6,403)
RETIREE GROUP INSURANCE	449.58	463.00	(13)	5,225.84	5,545.00	(319)
UNEMPLOYMENT INSURANCE	48.67	90.00	(41)	1,582.92	3,395.00	(1,812)
WORKERS COMP INSURANCE	1,413.89	1,843.00	(429)	18,246.12	22,083.00	(3,837)
ELECTRICITY	10,016.70	5,607.00	4,410	69,542.21	67,350.00	2,192
TELEPHONE	635.82	773.00	(137)	9,614.22	9,243.00	371
WATER	3,906.31	3,307.00	599	37,068.13	39,728.00	(2,660)
CAPC CONFERENCE DONATIONS	0.00	0.00	0	0.00	200.00	(200)
COMMUNITY OUTREACH	169.45	87.00	82	2,322.34	1,000.00	1,322
VISA-MASTER CHG FEES	441.29	587.00	(146)	7,895.15	7,000.00	895
RETURNED CHECK	0.00	12.00	(12)	0.00	100.00	(100)
COUNTY SERVICE CHARGE	100.36	88.00	12	1,154.64	1,100.00	55
EDUCATION	0.00	37.00	(37)	0.00	400.00	(400)
GENERAL INSURANCE	2,849.49	2,850.00	(1)	34,193.44	34,200.00	(7)
LEGAL	0.00	1,250.00	(1,250)	5,626.00	15,000.00	(9,374)
LOT REPURCHASE	600.00	837.00	(237)	8,085.00	10,000.00	(1,915)
OFFICE EXPENSE	2,461.18	1,587.00	874	27,004.39	19,000.00	8,004
TRAVEL & CONVENTION	0.00	500.00	(500)	4,549.25	6,000.00	(1,451)
UNIFORMS & SAFETY EQUIPMENT	100.00	87.00	13	980.52	1,000.00	(19)
MTG EXP & SUPPLIES	3,412.78	125.00	3,288	5,907.03	1,500.00	4,407
CONTRIBUTIONS	0.00	0.00	0	200.00	0.00	200
AUDIT	0.00	0.00	0	8,500.00	8,500.00	0
ADVERTISING/PUBLICITY	0.00	375.00	(375)	2,897.49	4,500.00	(1,603)
MEMBERSHIP & DUES	0.00	587.00	(587)	7,326.00	7,000.00	326
CA EDUCATION & TRAINING (EDD)	1.57	0.00	2	49.55	0.00	50
AUTO TRUCK EXPENSE	1,068.52	413.00	656	1,658.45	5,000.00	(3,342)
LARGE EQUIPMENT REPAIRS	320.25	500.00	(180)	6,788.48	6,000.00	788
EQUIPMENT REPAIRS	0.00	250.00	(250)	2,704.00	3,000.00	(296)
IRRIGATION SYSTEM REPAIRS	734.33	587.00	147	5,712.70	7,000.00	(1,287)
FERTILIZER AND SEED	1,350.00	2,000.00	(650)	28,064.61	38,000.00	(9,935)
GASOLINE, OIL, TIRES	27.18	587.00	(560)	3,739.52	7,000.00	(3,260)
PLANT & BUILDING	901.53	1,663.00	(761)	36,151.19	20,000.00	16,151
ROAD MAINTENANCE	0.00	7,449.00	(7,449)	0.00	89,355.00	(89,355)
TOOLS & SUPPLIES	65.48	250.00	(185)	4,804.87	3,000.00	1,805
GRAVE LINERS & VAULTS	4,969.04	4,656.00	313	68,026.72	55,850.00	12,177
GRAVE VASES	0.00	711.00	(711)	9,676.83	8,510.00	1,167
CONTRACT TREE/GARDEN MAINTNCE	24,700.00	24,700.00	0	271,488.62	296,400.00	(24,911)
CONTRACT BURIALS	0.00	337.00	(337)	0.00	4,000.00	(4,000)
SECURITY CAMERA EXPENSE	25.00	87.00	(62)	743.80	1,000.00	(256)
DMP GROUNDS SECURITY	825.00	825.00	0	9,900.00	9,900.00	0
COVID-19 EXPENSES	0.00	0.00	0	239.16	0.00	239
TOTAL EXPENSES	102,628.66	109,517.00	(6,888)	1,254,709.04	1,342,063.00	(87,354)
NET CHANGE FROM OPERATIONS	122,190.15	97,744.00	24,446	83,584.41	(118,751.00)	202,335
OTHER REVENUE & EXPENSE						
RESERVES TRANSFERRED IN	0.00	11,563.00	(11,563)	0.00	138,751.00	(138,751)
OTHER EXPENSE APPROP CONTING	0.00	(1,663.00)	1,663	0.00	(20,000.00)	20,000
NET CHANGE	122,190.15	107,644.00	14,546	83,584.41	0.00	83,584

**ACCUMULATIVE CAPITAL OUTLAY
INCOME STATEMENT
FOR THE TWELVE MONTHS ENDING JUNE 29, 2024**

REVENUE	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
BURIAL RIGHT SALES	20,864.00	47,950.00	(27,086)	310,810.00	361,595.00	(50,785)
COUNTY INTEREST INCOME	14,726.02	7,519.33	7,207	63,694.01	22,492.16	41,202
CURRENT INTEREST & DIVIDENDS GAIN/LOSS INVESTMENT FMV	2,233.32 3,046.68	9,807.39 (8,025.26)	(7,574) 11,072	43,151.03 23,013.93	34,858.92 (29,395.99)	8,292 52,410
TOTAL REVENUE	<u>40,870.02</u>	<u>57,251.46</u>	<u>(16,381)</u>	<u>440,668.97</u>	<u>389,550.09</u>	<u>51,119</u>
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0	5,367.82	5,523.42	(156)
COUNTY SERVICE CHARGE	17.30	0.00	17	54.77	59.68	(5)
TOTAL EXPENSES	<u>17.30</u>	<u>0.00</u>	<u>17</u>	<u>5,422.59</u>	<u>5,583.10</u>	<u>(161)</u>
NET CHANGE FROM OPERATION	<u>40,852.72</u>	<u>57,251.46</u>	<u>(16,399)</u>	<u>435,246.38</u>	<u>383,966.99</u>	<u>51,279</u>
OTHER REVENUE & EXPENSE						
REVENUE TRANSFERRED IN	7,024.00	9,055.00	(2,031)	61,684.00	48,640.00	13,044
TOTAL OTHER	<u>7,024.00</u>	<u>9,055.00</u>	<u>(2,031)</u>	<u>61,684.00</u>	<u>48,640.00</u>	<u>13,044</u>
NET CHANGE	<u>47,876.72</u>	<u>66,306.46</u>	<u>(18,430)</u>	<u>496,930.38</u>	<u>432,606.99</u>	<u>64,323</u>

**ENDOWMENT CARE FUND
INCOME STATEMENT
FOR THE TWELVE MONTHS ENDING JUNE 29, 2024**

REVENUE	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
WMC ENDOWMENT CARE	0.00	0.00	0	60.00	1,550.00	(1,490)
ENDOWMENT CARE DEPOSITS	6,704.00	32,972.00	(26,268)	190,005.00	314,205.00	(124,200)
COUNTY INTEREST INCOME	3,444.93	525.84	2,919	15,590.24	11,084.78	4,505
CURRENT INTEREST & DIVIDENDS	4,200.38	33,742.14	(29,542)	158,380.15	110,275.91	48,104
GAIN/LOSS INVESTMENT FMV	19,315.57	(35,582.51)	54,898	181,961.54	(91,578.11)	273,540
TOTAL REVENUE	33,664.88	31,657.47	2,007	545,996.93	345,537.58	200,459
EXPENSES						
INVESTMENT ADVISOR FEES	0.00	0.00	0	27,670.47	29,264.87	(1,594)
COUNTY SERVICE CHARGE	0.00	0.00	0	0.00	6.44	(6)
TOTAL EXPENSES	0.00	0.00	0	27,670.47	29,271.31	(1,601)
NET CHANGE	33,664.88	31,657.47	2,007	518,326.46	316,266.27	202,060

**PRENEED FUND
INCOME STATEMENT
FOR THE TWELVE MONTHS ENDING JUNE 29, 2024**

REVENUE	PTD ACTUAL	PTD PRIOR YEAR	VARIANCE	YTD ACTUAL	YTD PRIOR YEAR	VARIANCE
CURRENT SALES	10,227.00	17,939.57	(7,713)	148,978.71	264,894.69	(115,916)
CURRENT DEFERRED REVENUE	7,711.32	18,153.94	(10,443)	92,548.86	173,523.53	(80,975)
COUNTY INTEREST INCOME	4,871.87	1,960.95	2,911	18,417.96	11,057.27	7,361
CURRENT INTEREST & DIVIDENDS	8,917.91	21,136.18	(12,218)	91,670.57	64,390.88	27,280
GAIN/LOSS INVESTMENTS FMV	4,474.64	(17,449.68)	21,924	49,013.55	(42,869.71)	91,883
TOTAL REVENUE	36,202.74	41,740.96	(5,538)	400,629.65	470,996.66	(70,367)
EXPENSES						
INVESTMENT FEES	0.00	0.00	0	11,074.40	11,110.19	(36)
COUNTY SERVICE CHARGES	1.02	0.00	1	2.04	8.82	(7)
LOSS ON TRANSFER (INTER COSTS)	3,043.55	1,353.53	1,690	9,170.82	5,359.52	3,811
SALES TRANSFR OUT (PRIOR YR)	7,024.00	9,055.00	(2,031)	64,443.80	48,640.00	15,804
TOTAL EXPENSES	10,068.57	10,408.53	(340)	84,691.06	65,118.53	19,573
NET CHANGE	26,134.17	31,332.43	(5,198)	315,938.59	405,878.13	(89,940)

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.I)

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

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, who terminates, directs and evaluates the District Manager, may be employs other employees as maintenance necessary for the proper operation and of the District.

A written evaluation shall be completed April 30 each year.

- 12. The Board of Trustees employs, terminates, directs and evaluates the District's legal counsel.

A written evaluation shall be completed April 30 each year.

- 13. The Board of Trustees approves a contract for the purpose of District Interment and Maintenance Services at Welwood Murray Cemetery and Desert Memorial Park.
- 14. The Board of Trustees maintains an endowment care fund for the District Cemeteries.
- 15. 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 cemeteries. A copy of the current Rules and Regulations is attached.
- 16. The Trustees establish a Schedule of Charges, for the sale of burial rights, the endowment care deposits, and all services performed by the District.

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

Purchases up to and including \$5,000.00 may be made by the District Manager and without Board of Trustee approval. This amount was increased from \$2,500.00 by Board approval at their 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.

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

19. 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, 2022.

Signed: _____
Jan M. Pye, Chairperson

Attest: _____
LaFaye M. Platter, 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
- Revised: July 14, 2022

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 M. 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

California Association of Public Cemeteries

Presents the
CAPC
Annual
Education Seminar
Friday, October 11, 2024



Area Meeting
Saturday, October 12, 2024

Embassy Suites San Luis Obispo
333 Madonna Rd.
San Luis Obispo, CA 93405

Registration Form
 "Public Cemetery District
 Annual Education Seminar & Area Meeting"
 Friday, October 11, & Saturday, October 12, 2024

Name _____ Position _____
 District _____
 Address _____
 City/State/Zip _____
 Telephone _____ Fax _____
 First time attendee at CAPC event, Yes ___ No ___
 Guest _____

Please complete separate registration for each attendee and return with payment no later than September 13, 2024. Refunds will only be made on cancellations received in the CAPC office by September 13, 2024.

Member Registration Fee (For One Person): **\$ 398.00**
 Includes:

- Thursday Evening Hospitality
- Friday Lunch (Buffet)
- Saturday Lunch (Plated)

(Special Need: ___ Vegetarian Lunch)

Friday, October 11, 2024
 (Lunch: "Make Your Own Taco Bar" - Chipotle Caesar Salad, Tortillas Strips, Cheese, Tomatoes, Rice, Beans, Sour Cream, Guacamole, Carnitas, Carne Asada, and Cheesecake with Caramel Pecan)

___ Guest Buffet Lunch @ \$ 60.00 each \$ _____

Saturday, October 12, 2024
 (Lunch: "California Vineyard" - Mix Greens with Dried Cranberries, Goat Cheese, Pasta Salad, Mushroom Marsala Chicken Breast, Herb Crusted Tri-Tip, Onions, Bacon, Roasted Veggies, Bread Rolls and Chocolate Mosaic Cake)

___ Guest Plated Lunch @ \$ 65.00 each \$ _____

*Special Need: ___ Vegetarian Lunch

Total Enclosed: \$ _____

To: CAPC
 P.O. Box 119
 San Jacinto, CA 92581
 Telephone: (888) 344-9858
 Fax: (951) 652-3643

**No refunds for cancellations received after September 13, 2024.
 Scholarship Applications to attend the seminar are being accepted from CAPC member districts until August 16, 2024. Contact CAPC.**

WHO SHOULD ATTEND:

Public Cemetery District Trustees, Managers, Secretaries and Key Employees.

Education Seminar

BOARD'S ROLE IN FINANCE AND FISCAL ACCOUNTABILITY

In a continuing joint venture with California Special Districts Assoc., this year's education seminar will feature the third of a series of four curriculum-based courses designed specifically for special district directors and trustees. General Managers are encouraged to enroll in the program as a member of the governance team.

The Academy represents the core set of knowledge created and accepted by the Special District Community and encompasses everything trustees need to know about:

1. Governance Foundations
2. Setting Direction and Community Leadership
3. The Board's Role in Finance and Fiscal Accountability
4. The Board's Role in Human Resources

The first of the series "Governance Foundations", was presented at the Embassy Suites San Luis Obispo, in October 2021.

The second session "Setting Direction & Community Leadership", was presented at the Lake Tahoe Resort Hotel in October 2022.

Although recommended, it is not necessary to have attended the first two sessions prior to attending any of the other two.

The third and this year's session "**The Board's Role in Finance and Fiscal Accountability**", focuses on how to develop a method for approving the district's annual budget, communicate budget information to the public, establish financial goals for the district, review district finances, develop and analyze capital improvement plans and reserve guidelines, comprehend the relationship between district finance and district belief and values as set forth in the district mission and strategic goals.

Area Meeting

Breakout Sessions: Problem Solving

- Enjoy the fellowship and share knowledge with other cemeterians from all areas of the state.
- Participate in discussion of operational problems common to public cemetery districts.
- Bring your questions and participate in group discussions of cemetery district problems and concerns.
- **Understanding Special District Investments & What is the Trustee's Fiduciary Responsibility:** Sandra H. Wheeler, industry experienced financial advisor, will cover the benefits of implementing an Investment Management Program for your District. This includes understanding permitted investments and provider options per Government Code 53601. The importance of having an Investment Policy Statement. Group Discussion on what is the Trustee's fiduciary responsibility? Including investment policy reviews, monthly/quarterly reports and Board/Committee communications. Sandra will wrap up the session with an update on the current Interest Rate Environment.
- **Digging into the Health & Safety Code:** In this presentation Bob will discuss Interment and Disinterment. He will sort out and clarify authorization requirements for various aspects of Interment and Disinterment.

Location: The education seminar and area meeting will be held at the: **Embassy Suite San Luis Obispo, San Luis Obispo, CA.**

For hotel accommodations call the hotel directly at 1-805-549-0800 and identify yourself as being part of "California Association of Public Cemeteries" & mention Group Code **XPC**.

You can also go online to:

www.embassysuitessanluisobispo.com and use Group Code **XPC** inside the Special Rates box.

- A special room rate of \$ 235.36 (Tax included) per night has been obtained for CAPC participants.
- Check in-time is 4:00 p.m. and check-out time is 11:00 a.m.
- Free high speed wireless internet in meeting rooms and registered guest rooms.
- Free overnight parking is available.

Make your hotel reservations today!

**Deadline for hotel reservations is
Wednesday, September 11, 2024**

California Association of Public Cemeteries
 Annual Education Seminar & Area Meeting
 Embassy Suites San Luis Obispo
 San Luis Obispo, California

Education Seminar	Area Meeting
<p>Thursday, October 10, 2024 4:30-6:00 p.m. Registration 4:30-6:00 p.m. Hotel Managers Reception Dinner on Your Own</p> <p>Friday, October 11, 2024 6:30-8:00 a.m. Breakfast for Registered Attendees 7:15 a.m. Registration Desk Opens 8:00 a.m. Welcome and Program Introduction</p> <p>8:15 a.m. Featured Cemetery: Santa Maria Cemetery District, <i>Presented By:</i> Brendan Hannegan, District Manager</p> <p>8:30 a.m. “The Board’s Role in Finance & Fiscal Accountability”, <i>Presented By:</i> David Becker, Director of Assurance Services for James Marta & Company</p> <p>10:30 a.m. Break</p> <p>10:45 a.m. “The Board’s Role in Finance & Fiscal Accountability”, <i>Presented By:</i> David Becker, Director of Assurance Services for James Marta & Company</p> <p>Noon: Lunch</p> <p>1:30 p.m. “The Board’s Role in Finance & Fiscal Accountability”, <i>Presented By:</i> David Becker, Director of Assurance Services for James Marta & Company</p> <p>4:00 p.m. Adjourn 4:20 p.m. CAPC Board of Directors Meeting Dinner on Your Own</p>	<p>Saturday, October 12, 2024 7:00-8:30 a.m. Breakfast for Registered Attendees</p> <p>7:45 a.m. Registration Desk Opens</p> <p>8:30 a.m. Split Sessions: Trustees Discussion Group, <i>Facilitated By:</i> Gina Lopez, Coalinga-Huron Cemetery District & Kelly Rivers, Orange County Cemetery District</p> <p>Managers/Secretaries Discussion Group, <i>Facilitated By:</i> Belinda Ellis, Galt-Arno Cemetery District & Patricia Howard, Alamo-Lafayette/Byron-Brentwood-Knightsen Union Cemetery District</p> <p>10:30 a.m. Break</p> <p>10:50 a.m. Recap of Discussion Groups</p> <p>11:00 a.m. “Understanding Special District Investments & What is the Trustee’s Fiduciary Responsibility”, <i>Presented by:</i> Sandra Hedstrom Wheeler, Vice President Investment Officer of Stifel Investment Services</p> <p>Noon: Lunch</p> <p>1:30 p.m. “Digging into the Health & Safety Code”, <i>Presented By:</i> Robert “Bob” Hunt, Attorney</p> <p>3:30 p.m. Adjourn</p> <p style="text-align: center;">Dinner on Your Own</p>



PALM SPRINGS CEMETERY
D I S T R I C T

STAFF REPORT

TO: Board of Trustees
FROM: Kathleen Jurasky, District Manager
Steven B. Quintanilla, General Counsel
DATE: July 11, 2024
RE: **Resolution Adopting Written Policy and Finding Substantial Evidence to Support Need to Compensate Trustees for Up to Six Meetings Per Calendar Month**

SPECIFIC REQUEST OR RECOMMENDATION:

That the Board of Trustees adopt Resolution No. [next in order] finding substantial evidence to compensate Trustees for up to six meetings per calendar month and adopting a written policy regarding the same.

BACKGROUND

Health & Safety Code Section 9031(a) provides that the Board of Trustees ("Board") Board may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for attending each meeting of the Board. Health & Safety Code Section 9031(a) further provides that a Trustee shall not receive compensation for more than six Board meetings in a calendar month, and commencing January 1, 2019, if the District compensates its members for more than four meetings in a calendar month, the Board shall annually adopt a written policy describing, based on a finding supported by substantial evidence, why more than four meetings per calendar month are necessary for the effective operation of the District. Health & Safety Code Section 9031(e) provides a compensable Board meeting includes, but is not limited to, regular meetings, special meetings, closed sessions, emergency meetings, Board field trips, District public hearings, or meetings of a Board Committee.

Attached hereto is a Resolution that finds there is substantial evidence that there is a need to compensate the Trustees for up to six board meetings per calendar month to ensure that the District is operated and managed in a manner that maintains and improves the appearance, convenience, services and safety of the District's cemeteries and facilities. The Resolution identifies that in addition to the regular Board Meetings, the Trustees attend various Standing Committee meetings such as the Investment Committee, Finance Committee, Construction Committee and Community Outreach Committee. Oftentimes, due to a significant amount of activity occurring with respect to the subject matter of the aforementioned standing committees, some of the standing committees find it necessary to continue certain standing committee meetings within the same month to ensure that they can gather the necessary information and review the necessary information to help formulate prudent recommendations to the Board of Trustees in a timely manner.

The Investment Committee is considered a standing committee under the Ralph M. Brown Act since it has continuing subject matter jurisdiction over issues regarding the prudent investment of the District's funds, to ensure there will be sufficient funds for the operation and management of the District in a manner that maintains and improves the appearance, convenience, services and safety of the District's cemeteries and facilities. The Finance Committee is also considered a standing committee under the Ralph M. Brown Act since it has continuing subject matter jurisdiction over issues regarding the District's financial conditions at the current time and into the foreseeable future to ensure the proper funds are being used for the operation and management of the District in a manner that maintains and improves the appearance, convenience, services and safety of the District's cemeteries and facilities. The Construction Committee is too considered a standing committee under the Ralph M. Brown Act since it has continuing subject matter jurisdiction over issues regarding the construction and development of any physical improvements deemed necessary for maintaining and improving the appearance, convenience, services and safety of the District's cemeteries and facilities. In addition, the Community Outreach Committee is considered a standing committee under the Ralph M. Brown Act since it has continuing subject matter jurisdiction over issues regarding public relations, to ensure that the public understands what services the District provides and to create an open line of communication with the public in a public setting to allow the public to provide input on various issues of concern which helps to ensure that the District will be operated and managed in a manner that maintains and improves the appearance, convenience, services and safety of the District's cemeteries and facilities.

In light of the foregoing, General Legal Counsel recommends that the Board adopt the following policy, which is incorporated in the Resolution:

Board Meeting Compensation Policy

The Board of Trustees shall create a separate line item in its annual Budget, commencing with the Fiscal Year 2025-2026 Budget, that identifies the anticipated funding for all Board meetings, which includes standing committees, for the respective fiscal year, not to exceed more than six Board meetings per calendar month per Trustee. Should there be a need to adjust the funding for Board meeting compensation for any given calendar month, the necessary budget adjustment shall be presented to the Board of Trustees for its review and consideration, subject to the restriction of limiting compensation to no more than six Board meetings per calendar month per Trustee. If a Board meeting needs to be continued to another date, the Board or Standing Committee shall also be compensated for attendance at the continued Board or Standing Committee meeting. However, if a Board or Standing Committee meeting is cancelled or adjourned due to lack of a quorum, there shall be no compensation paid to any Trustees who were scheduled to attend the adjourned (due to lack of a quorum) or cancelled meeting. However, Trustees who attend any subsequently scheduled adjourned meeting or a meeting replacing a cancelled meeting shall be entitled to

Board meeting compensation if such compensation is included in the respective Budget, either as approved or revised by the Board of Trustees, provided that any given Trustee is not compensated for more than six Board meetings in any given calendar month.

It is important to note that the Health & Safety Code requires that the Board of Trustees adopt a written policy each year hereafter if the Trustees continue to receive compensation for up to six Board meetings per calendar month.

Attachments:

1. Resolution

RESOLUTION 05-2024

A RESOLUTION OF THE PALM SPRINGS CEMETERY DISTRICT BOARD OF TRUSTEES ADOPTING A BOARD COMPENSATION POLICY BASED ON FINDINGS OF SUBSTANTIAL EVIDENCE THAT THERE IS A NEED TO COMPENSATE THE TRUSTEES FOR UP TO SIX BOARD MEETINGS PER CALENDAR MONTH TO ENSURE THAT THE DISTRICT IS OPERATED AND MANAGED IN A MANNER THAT MAINTAINS AND IMPROVES THE APPEARANCE, CONVENIENCE, SERVICES AND SAFETY OF THE DISTRICT'S CEMETERIES AND FACILITIES

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 & Safety Code Section 9031(a) provides that commencing January 1, 2019, if the District compensates its members for more than four meetings in a calendar month, the Board shall annually adopt a written policy describing, based on a finding supported by substantial evidence, why more than four meetings per calendar month are necessary for the effective operation of the District; and

WHEREAS, the Board will be considering the adoption of an ordinance that will allow the District to compensate the Trustees for up to six Board meetings per calendar month; and

WHEREAS, Health & Safety Code Section 9031(e) provides a compensable Board meeting includes, but is not limited to, regular meetings, special meetings, closed sessions, emergency meetings, Board field trips, District public hearings, or meetings of a Board Committee.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT DO HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals.

That the Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Substantial Evidence.

That the Board of the Trustees hereby finds there is substantial evidence supporting the need to compensate the Trustees for up to six Board meetings per month in that:

a) The Board of Trustees has regularly scheduled Board meetings scheduled for each month, which sometimes may have to be continued to a subsequent date and time, except for the month of August due to the excessive heat and other weather conditions in the Coachella Valley.

b) The Board of Trustees created an Investment Committee which is considered a standing committee under the Ralph M. Brown Act since it has continuing subject matter jurisdiction over issues regarding the prudent investment of the District's funds, to ensure there will be sufficient funds for the operation and management of the District in a manner that maintains and improves the appearance, convenience, services and safety of the District's cemeteries and facilities.

c) The Board of Trustees created a Finance Committee which is considered a standing committee under the Ralph M. Brown Act since it has continuing subject matter jurisdiction over issues regarding the District's financial conditions at the current time and into the foreseeable future to ensure the proper funds are being used for the operation and management of the District in a manner that maintains and improves the appearance, convenience, services and safety of the District's cemeteries and facilities.

d) The Board of Trustees created a Construction Committee which is considered a standing committee under the Ralph M. Brown Act since it has continuing subject matter jurisdiction over issues regarding the construction and development of any physical improvements deemed necessary for maintaining and improving the appearance, convenience, services and safety of the District's cemeteries and facilities.

e) The Board of Trustees created a Community Outreach Committee which is considered a standing committee under the Ralph M. Brown Act since it has continuing subject matter jurisdiction over issues regarding public relations, to ensure that the public understands what services the District provides and to create an open line of communication with the public in a public setting to allow the public to provide input on various issues of concern which helps to ensure that the District will be operated and managed in a manner that maintains and improves the appearance, convenience, services and safety of the District's cemeteries and facilities.

f) Oftentimes, due to a significant amount of activity occurring with respect to the subject matter of the aforementioned standing committees, some of the standing committees find it necessary to continue certain standing committee meetings within the same month to ensure that they can gather the necessary information and review the necessary information to help formulate prudent recommendations to the Board of Trustees in a timely manner.

Section 3. Board Meeting Compensation Policy.

That the Board of Trustees hereby adopts the following Board Meeting Compensation Policy pursuant to Health & Safety Code Section 9031(a):

Board Meeting Compensation Policy

The Board of Trustees shall create a separate line item in its annual Budget, commencing with the Fiscal Year 2025-2026 Budget, that identifies the anticipated funding for all Board meetings, which includes standing committees, for the respective fiscal year, not to exceed more than six Board meetings per calendar month per Trustee. Should there be a need to adjust the funding for Board meeting compensation for any given calendar month, the necessary budget adjustment shall be presented to the Board of Trustees for its review and consideration, subject to the restriction of limiting compensation to no more than six Board meetings per calendar month per Trustee. If a Board meeting needs to be continued to another date, the Board or Standing Committee shall be compensated for attendance at the continued Board or Standing Committee meeting. However, if a Board or Standing Committee meeting is cancelled or adjourned due to lack of a quorum, there shall be no compensation paid to any Trustees who were scheduled to attend the adjourned (due to lack of a quorum) or cancelled meeting. However, Trustees who attend any subsequently scheduled adjourned meeting or a meeting replacing a cancelled meeting shall be entitled to Board meeting compensation if such compensation is included in the respective Budget, either as approved or revised by the Board of Trustees, provided that any given Trustee is not compensated for more than six Board meetings in any given calendar month.

Section 4. Necessary Actions.

That the Board of Trustees hereby directs and authorizes the General Manager to take all necessary and appropriate actions to effectuate the purpose of this Resolution.

Section 5. Severability.

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

Section 6. 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 7. Effective Date.

That this Resolution shall take effect upon its adoption.

Section 8. CERTIFICATION

That the Board Secretary shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

PASSED AND ADOPTED on this 11th day of July 2024.

Jan Pye, Chairperson

ATTEST:

Kathleen Jurasky, District Manager

APPROVED AS TO FORM:

Steven B. Quintanilla
General Legal Counsel

ORDINANCE NUMBER 01-2024

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT INCREASING THE TRUSTEES' COMPENSATION FOR ATTENDING BOARD MEETINGS

WHEREAS, Health & Safety Code Section 9029 provides in part that the Board of Trustees ("Board") shall meet at least once every three months; and

WHEREAS, Health & Safety Code Section 9031(a) provides that the Board may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for attending each meeting of the Board; and

WHEREAS, Health & Safety Code Section 9031(a) further provides that a Trustee shall not receive compensation for more than six Board meetings in a calendar month, and commencing January 1, 2019, if the District compensates its members for more than four meetings in a calendar month, the Board shall annually adopt a written policy describing, based on a finding supported by substantial evidence, why more than four meetings per calendar month are necessary for the effective operation of the District; and

WHEREAS, Health & Safety Code Section 9031(e) provides a compensable Board meeting includes, but is not limited to, regular meetings, special meetings, closed sessions, emergency meetings, Board field trips, District public hearings, or meetings of a Board Committee.

WHEREAS, Health & Safety Code Section 9031(b) provides that the Board may by ordinance adopted pursuant to the Water Code, commencing with Section 20200 of the Water Code, increase the amount of compensation received for attending Board meetings; and

WHEREAS, Water Code Section 20202 provides that in any ordinance adopted to increase the amount of compensation which may be received by Trustees above the amount of one hundred dollars (\$100), the increase may not exceed an amount equal to five percent, for each calendar year following the operative date of the last adjustment; and

WHEREAS, Water Code Section 20203 provides that no such ordinance shall be adopted except following a Public Hearing and that Notice of the Public Hearing shall be published in a newspaper of general circulation (such as the Desert Sun Newspaper) pursuant to Government Code Section 6066; and

WHEREAS, Government Code Section 6066 provides that publication of the Notice of the Public Hearing shall be once a week for two successive weeks, with at least five days intervening between the respective publication dates, at least 14 days prior to the Public Hearing; and

WHEREAS, Water Code Section 20204 provides that such an shall become effective 60 days from the date of its final passage (second reading).

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE PALM SPRINGS CEMETERY DISTRICT ORDAINS AS FOLLOWS:

Section 1. RECITALS

That the above recitals are true and correct and are incorporated as though fully set forth herein.

Section 2. BOARD MEETING COMPENSATION

That upon the effective date of this ordinance, each trustee shall be entitled to receive Two Hundred Sixty-Five Dollars and Thirty-Five Cents (\$265.35) as compensation for attending each board meeting, up to a maximum of six meetings per month.

Section 3. SEVERABILITY

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

Section 4. REPEAL OF CONFLICTING PROVISIONS

That all the provisions of any resolution or ordinance as heretofore adopted by the Board of Trustees that are in conflict with the provisions of this ordinance are hereby repealed.

Section 5. EFFECTIVE DATE

That this ordinance shall take effect 60 days after its adoption.

Section 6. CERTIFICATION

That the Secretary of the Board of Trustees shall certify to the passage of this ordinance.

[The remainder of this pager intentionally left blank.]

That the foregoing Ordinance was approved and adopted at a meeting of the Palm Springs Cemetery District Board of Trustees held on July 11, 2024, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Jan Pye, Chairperson

ATTEST:

La Faye M. Platter, Secretary

APPROVED AS TO FORM:

Steven B. Quintanilla, General Counsel

Some Direction on News Releases

Social media communications are enhancements and supplements to traditional outreach methods, not replacements for those familiar methods. There is still a place for news releases and other traditional forms of reaching out to the media.

News releases have the power to tell the story, grab attention, and have a better control over the narrative desired, but they should be carefully crafted with quality in mind over quantity. A good news release is one sent only for newsworthy events and issues. A standard method for determining the value of news is to think “TIPCUP.”

TIPCUP is an acronym used to recall the six elements of newsworthiness: Timeliness, Impact, People, Conflict, Uniqueness and Proximity:

- **Timeliness:** News is new, not old. Make sure the news release is sent after an announcement is made, an achievement is accomplished, or ahead of an event.
- **Impact:** Does the issue or event have the potential to affect many of the residents the district serves? Will the issue change the way district services are administered in a way the community will feel? If so, a news release could be warranted.
- **People:** Is a prominent member of the community involved in the matter? It could be a retirement of a long-time board member or hiring of a new general manager. News regarding individuals in leadership and of high stature in a community is generally public interest, especially in smaller communities.
- **Conflict:** Special districts should tread lightly on conflict and take an awareness approach to this element. The media and the community will seize opportunities to chase conflict. Districts should be mindful and stay one step ahead of any conflict that could arise, such as a proposed rate increase may generate. Address conflict with transparency and accountability through a timely and empathetic news release.

- **Uniqueness:** Is the district piloting a unique program or taking part in a special research study? Anything making the district stand out and shine among the rest is deserving of attention.
- **Proximity:** Districts should focus on promoting matters and events relevant to and occurring within the communities they serve.

Using the TIPCUP method allows districts to deliver higher quality news to the community and its stakeholders. It also reduces the clutter of less-important news releases, making the district’s releases that matter more likely to get picked up.

Other basic qualities of news release content include:

- **Use a strong lead:** Follow journalism’s “inverted pyramid” format, meaning the lead sentence should contain the most important information in the release.
- **Answer fundamental questions:** Don’t forget to address the traditional pertinent questions: “who, what, when, where, why, and how?”
- **Include visual appeal:** All forms of media want video or photography to accompany their stories. For example, a story about water in an agricultural region is not very compelling if you invite the media to announce your news from a conference room at headquarters. The same story told near a treatment plant or source stream is far more appealing.

Special districts should push traditional news releases directly to mainstream media outlets that have long been relied upon by their residents and repackage the same stories for social media, multiplying outreach efforts and connection points to the community.

A good news release is one sent only for newsworthy events and issues. A standard method for determining the value of news is to think “TIPCUP.”



New Release Inverted Pyramid



Lead - Summarize entire story in 1 or 2 sentences with most important information first.



Quote from spokesperson you would like to see in the news.



Background information and key facts, making sure to provide the reader with the "who, what, when, where, why and how" of your story.



2nd quote from spokesperson.



Standard paragraph about your organization, where it is, what it does and who it serves.

