

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

DATE: October 14, 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 Vice Chairperson Kleindienst at 2:00 P.M.

2. **ROLL CALL**

Present: Jan M. Pye, Chairperson – Arrived at 2:02 P.M.
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** Brad Anderson stated he resides in Rancho Mirage, CA. He said he submitted a written letter to District Manager Jurasky to be entered into public record for the October 14, 2021 board meeting. Mr. Anderson expressed interest regarding the District investments and money movement.

He said he had requested a recording of a prior meeting from the District Manager, and he was informed that recordings are not kept after minutes were prepared. Mr. Anderson stated he feels all meetings should be recorded and retained

Mr. Anderson stated his concerns regarding the contract for District's legal counsel being discussed during closed session.

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Kleindienst, 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 still acting abnormal, and for the fiscal year ending September 30, 2021 the three combined accounts were down \$5,938.00. He stated looking forward into the fourth quarter he still sees inflation as an issue, and is looking for interest rates to move slightly upwards.

He reported the GE Bond lost its "A" rating and was sold to stay in compliance with investment guidelines, and also reported he sold the Schwab Money Market Mutual Fund to stay within the 20% maximum allowed requirement.

Mr. Wilson informed the Board he received the 2021 California Investment Guidelines from auditor Robert Dennis, CPA. He stated he had reviewed the guidelines, and he then gave the Board a brief overview of how they affect the District's current portfolios. Mr. Wilson said to keep within guidelines necessary adjustments will be made where needed.

He requested a meeting with the investment committee Trustees Mallotto and Radigan-Brophy to discuss the State's Investment Guidelines in more detail, and to review proposed investments for money coming due. The Mr. Wilson and investment committee will meet, and report back to the Board at a future date

Following a discussion, the investment report was received and filed.

6. ADMINISTRATIVE CALENDAR - Continued

b. Cahuilla Chapter, Daughters of the American Revolution for National Day of Service – Clean Veteran Headstones at Desert Memorial Park District Manager Jurasky reported the Daughters of the American Revolution requested permission to clean veteran headstones in the older sections at DMP on Saturday, October 16, 2021 and Saturday, October 23, 2021.

She stated she contacted attorney Quintanilla to find out if their request could be granted. Attorney Quintanilla said the request could be approved provided all participant sign an indemnification and waiver form to protect the District.

District Manager Jurasky stated attorney Quintanilla prepared a Memorial Marker Acknowledgement form for volunteer signature. She further stated she obtained signed forms from all volunteers involved in the National Day of Service to clean veteran headstones.

c. East 40 Acres Lease Agreement - Update District Manager Jurasky reported she was contacted by Kyle Ghirardi, Code Compliance Officer from the city of Rancho Mirage regarding clean-up and repair code violations on the property. She stated on September 29, 2021 she called Mario Gonzales, Da Vall Center, LLC regarding the violations, and spoke with Christina Martinez informing of the violations, and requested corrections to be in compliance with the lease agreement. Ms. Martinez stated she would convey the information to Mr. Gonzales.

District Manger Jurasky reported to date the violations have not been corrected. Following a discussion District Manager and attorney Quintanilla were directed to send a letter to Mario Gonzales, Da Vall Center, LLC stating he is in violation of the lease agreement and to reiterate to delinquency of past due prior property taxes.

7. LEGISLATIVE a. Resolution 6-2021, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Radigan-Brophy, seconded by Trustee Kleindienst to approve Resolution 6-2021 transferring \$31,408.90 from PreNeed Fund, 51265 to the General Fund, 51270 and \$15,600.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried; roll call 4-0. Kleindienst, Mallotto, Pye and Radigan-Brophy.

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 Attorney Quintanilla stated several laws have changed, and COVID-19 related issues have arisen since the last handbook revision.

He reviewed the miscellaneous employee policies and procedures that were updated and implemented in the current revised employee handbook. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve Resolution 7-2021. Motion carried; vote 4-0 Kleindienst, Mallotto, Pye and Radigan Brophy.

Agenda items 7c and 9a were combined to be addressed with one motion

c. Assembly Bill No. 361 Regarding Remote Board Meetings – Staff Report Attorney Quintanilla gave an overview and explained the requirements of AB 361. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to receive and file Assembly Bill No.361, and continue with remote meeting until the Board approves returning to in person or until AB 361 sunsets. Motion carried; roll call 4-0. Kleindienst, Mallotto, Pye and Radigan-Brophy.

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

9. BOARD DEVELOPMENT a. Review for Discussion and Possible Approval – Return to in Person Board Meetings (See Agenda item 7c)

b. Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve no revisions be made to the Board of Trustees General Provisions and Government & Trustee Duties and Responsibilities. Motion carried; 4-0 Kleindienst, Mallotto, Pye and Radigan Brophy.

10. PUBLIC HEARING CALENDAR – None

11. COMMITTEE REPORTS Trustee Kleindienst reported the Palm Springs Historical Society license agreement with PSCD to conduct tours at Welwood Murray Cemetery has been executed and give to District Manager Jurasky.

He stated the Palm Springs Historical Society would like tours to start later this year or early 2022, and reported there are currently over 1,400 persons already interested in taking the tours.

12. REPORTS a. Trustee Report Trustee Pye reported she had been ill, and stated it was not COVID-19 related.

b. District Manager District Manager

1. Strategic Barometer - District Manager reviewed updates.
2. Grounds Man Hired - September 7, 2021 – October 1, 2021 District Manager Jurasky reported new hire could not handle the working at the cemetery and his last day was October 1, 2021.
3. Board Appointment Update – District Manager Jurasky stated the appointment of LaFaye Platter is on the Riverside County Board of Supervisors agenda October 19, 2021.
4. Rye Grass Seed Increase – District Manager Jurasky reported due to the lack of availability the seed increased from \$7,634.25 in 2020 to \$13,944.90 in 2021. She stated she checked several vendors, and they were all more than double the cost of the 2020 supplier.
5. AT&T Proposal for Wireless Communication Facility – Status – District Manager Jurasky reported they selected another location. Trustee Radigan-Brophy requested this be a future agenda item. District Manager Jurasky was directed to place “cell tower location” under Future Agenda Items.
6. Welwood Murray Cemetery – Gate Repairs – District Manager Jurasky reported the gate repairs were completed on October 8, 2021.

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

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 – None

15. CLOSED SESSION ANNOUNCEMENT

16. OPEN SESSION - None

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:11 P.M. The next regular board meeting via ZOOM is scheduled for 2:00 P.M., Thursday, November 11, 2021.

DATE: 11-5-2021



Tim Radigan-Brophy, Secretary