

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

DATE: November 11, 2021

TIME: 2:00 P.M.

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

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

Trustee Pye requested in honor of Veterans Day, and today only the Pledge of Allegiance be recited by everyone. She thanked everyone for their participation.

1a. **WELCOME NEW BOARD MEMBER, INTRODUCTIONS AND OATH OF OFFICE**

LaFaye McFarland Platter

The Oath of Office for LaFaye McFarland Platter was administered by District Manager Jurasky.

Trustee Platter introduced herself and shared her biography with everyone. Everyone congratulated her on being appointed to the Board and welcomed her.

Trustee Pye informed her; Trustee Kleindienst was the Board's liaison for all matters dealing with the media. She also mentioned the formation of ad-hoc committees as needed. Trustee Pye stated Trustees Mallotto and Radigan-Brophy are on the investment ad-hoc committee, they recently met with the District's investment advisor Neal Wilson, and a report will be given later during the meeting.

2. **ROLL CALL**

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

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

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to approve the agenda as presented. Motion carried; vote 4-0-1 Kleindienst, Mallotto, Pye and Radigan Brophy. Trustee Platter abstained – New Board Member.

Trustee Pye requested attorney Steve Quintanilla and investment advisor Neal Wilson introduce themselves to new Trustee Platter. Both gave introductions and stated what they do for, and how long they have been hired by the District.

5. **CONSENT CALENDAR** Motion was made by Trustee Kleindienst, second by Mallotto to approve the Consent Calendar as presented. Motion carried; roll call 4-0-1 Kleindienst, Mallotto, Pye and Radigan-Brophy. Trustee Platter abstained – New Board Member.

6. **ADMINISTRATIVE CALENDAR** a. **District Investments General Overview & Update – Neal Wilson, Wealth Consulting Group** Trustee Mallotto reported she had a terrific meeting with Neal Wilson regarding the District's investments. She informed the Board auditor Rob Dennis recommended narrowing the focus on certain invested funds for State Guidelines investment compliance. Trustee Mallotto stated Neal has been very conservative with his guidance and advice regarding investments, and the Board has followed accordingly. However, she said the State Guidelines indicate a few extra steps need to be taken to be fully in compliance, which she stated Neal Wilson will review in his report. She also said if there are certain vehicles where District's funds should be placed, she would encourage the auditor to come back and give the Board direction.

6. ADMINISTRATIVE CALENDAR - Continued

Mr. Wilson reported he had meet individually with both Trustees Mallotto and Radigan-Brophy to discuss the District's investments. He reviewed the State Guidelines matrix with the Board, which are on pages 13 and 14, and the footnotes of the matrix on page 15. He stated this information was brought to his attention by the auditor Rob Dennis, and it was discovered the District had minor out of compliance issues. He reported the issues were not major, however some adjustments were made, and going forward he has better clarity on the type of investments that can be made.

He gave an explanation of the State Guidelines matrix for the Board's clarification, and suggested they take a closer look at the matrix so when the Board meets with the auditor and himself in December 2021 or January 2022 for the audit report, they can ask specific questions.

Mr. Wilson stated he feels satisfied and is comfortable with his understanding of where the District's funds can be invested.

Attorney Quintanilla gave an overview and explanation of the function of Endowment Care fund's principal and interest structure as it relates to investment for new Trustee Platter's understanding.

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

b. Ratification of Chairperson Pye and Vice Chairperson Kleindienst Executive Decision for Expenditures in the Amount of \$121,826.00 to Pull Pump for Inspection and Repairs as an Urgency Measure to Well #4 Repairs District Manager Jurasky stated the District has two wells that are used for irrigating the grounds. Well #2, which is used for spot water during the summer months, and Well # 4 which is used for irrigating the entire cemetery grounds. She reported Well #4 went down just after reseeding, and she contacted L.O. Lynch the District contracted company for well service and repairs. District Manager Jurasky reported after their testing of the well she was informed the pump needed to be pulled for equipment inspection.

She stated L.O. Lynch pulled the pump, videoed the well shaft and took the pump to their shop for inspection. She said the inspection showed damage to the column tube shaft and pumping equipment. Cost to pull the pump and make repairs were above her approval limit, and since it was imperative to keep the seed watered, she contacted Trustees Kleindienst and Pye for executive approval of the expenditures.

Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve ratification of the expenditure in the amount of \$121,826.00 for repairs to Well #4. Motion carried; roll call 5-0. Kleindienst, Mallotto, Platter, Pye and Radigan-Brophy.

c. Review for Discussion Long Range Planning – PSCD Staff District Manager Jurasky reported office accountant S. Vickery informed her of his plans to retire in July 2024, and stated her plans are the hire his replacement at least six months prior for training and easy transition.

She further stated March 18, 2022 will mark her 25th year with the District, and although she has no current plans to retire, she will give at least six month notice to allow time for hiring and training of her replacement. She also said she would be available as a consultant if needed.

Trustee Kleindienst stated as an individual who has relied on institutional memory of professional staff in so many of his roles, it absolutely essential that we have a smooth transition. He applauded District Manager Jurasky for the head ups and her advanced thinking on this issue.

d. Discussion for Approval to Cancel PreNeed Contract in Default – G. Ramirez, Contract #C003334 For Trustee Platter’s understanding District Manager explained preneed contracts and the purpose of them. She then reported the Ramirez contract was seven months past due, and according the contract agreement “Contracts in default for more than six (6) months will be cancelled and all payments shall be forfeited upon action by District Board of Trustees”. Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Mallotto to cancel G. Ramirez, Contract #C003334. Motion carried, roll call 5-0. Kleindienst, Mallotto, Platter, Pye and Radigan-Brophy.

e. CAPC Annual Conference March 10-12, 2022 in Seaside, CA District Manager Jurasky stated she doesn’t have the details for the upcoming conference. However, she placed it on the agenda to inform new Trustee Platter about the upcoming California Association of Public Cemeteries (CAPC) conference well in advance.

f. Review for Discussion and Possible Approval – Trustee Annual Year-End Meeting Luncheon Following a discussion motion was made by Trustee Kleindienst, seconded by Trustee Radigan-Brophy to approve scheduling the Trustee Annual Year-End Meeting Luncheon for 11:00 A.M, Thursday, December 9, 2021 at Spencer’s Restaurant for the board meeting, and luncheon immediately following. District Manager Jurasky was directed to handle the scheduling with the restaurant and to send invitations to Neal Wilson, Investment Advisor, Rob Dennis, CPA, Steve Quintanilla, Legal Counsel. Motion carried, roll call 5-0. Kleindienst, Mallotto, Platter, Pye and Radigan-Brophy.

g. East 40 Acres Lease Agreement – Update Attorney Quintanilla reported he will be scheduling a meeting with Rancho Mirage code enforcement regarding the code violations, and will email the Board when it is scheduled.

7. LEGISLATIVE a. Staff Report and Resolution 8-2021, PSCD Board of Trustees Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing Continued Remote Teleconference Meetings of Board of Trustees Attorney Quintanilla reviewed the staff report, gave an overview of the resolution and explained the details of AB 361. He stated the resolution must be adopted by the board every 30-days if remote teleconference meetings are to continue. Following a discussion motion was made by Trustee Pye, seconded by Trustee Radigan-Brophy to approve Resolution 8-2021. This item is to be place on all future agendas until rescinded by the Board. Trustee Kleindienst stated the date on page 3 of 3 on the resolution needs to be changed to November 11, 2021. District Manager Jurasky stated she would make the correction. Motion carried; roll call 5-0. Kleindienst, Mallotto, Platter, 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. Users Guide to the Ralph M. Brown Act 2020 Edition & A.B. 361 Remote Meetings District Manager Jurasky stated this is the updated version from attorney Quintanilla and is for Board reference..

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 Kleindienst a brief overview of the Wreaths Across America history, and the involvement of the Cahuilla Chapter Daughters of the American Revolution locally. He reported wreaths for all veterans at Welwood Murray Cemetery have been fully sponsored.

District Manager Jurasky stated when she received details on the Wreaths Across America ceremony she will email to the Board. She said she will also email information regarding how to purchase wreaths.

b. District Manager District Manager

1. Strategic Barometer - District Manager reported there are no changes since October 2021.
2. COVID-19 Fiscal Relief for Special Districts – Application Submitted October 13, 2021
District Manager reported the application was in the amount of \$4,506.04

She also explained under the COVID-19 Fiscal Relief program families could apply to get reimbursed for funeral expenses up to \$9,000.00 for COVID-19 related deaths. She stated the District prepared a letter with FEMA contact information, and letters were sent to known families who had lost a loved from COVID-19 so they can apply for reimbursement.

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. Lease Agreement Property Taxes January 2022 No action taken

e. Discussion for Possible Cell Tower Location at Desert Memorial Park No action taken

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

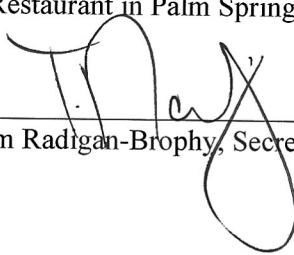
15. CLOSED SESSION ANNOUNCEMENT

16. OPEN SESSION

Trustee Pye requested a moment of silence for former District Manager Shirley Quake who passed away November 11, 2021.

17. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:22 P.M. The next board meeting is scheduled for 11:00 A.M., Thursday, December 9, 2021 at Spencer's Restaurant in Palm Springs, CA.

DATE: 12-9-2021



Tim Radigan-Brophy, Secretary