



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Meeting Minutes Tuesday, February 15, 2022

#### Call To Order:

1. The Board Secretary of the Twentynine Palms Public Cemetery District, Emily Barry Helm, called the Regular meeting of the Twentynine Palms Public Cemetery District to order at 4:26 PM on Tuesday, February 15, 2022. Board Members present at roll call were Trustees Rebecca Rinkes, Kevin Cole, and JoAnn Larsen.
2. All present stood and recited the pledge of allegiance.
3. No additions to the agenda to be placed on the Consent or Discussion calendar.

#### Public Comments:

1. None

#### Consent Calendar:

- a. Minutes from January 18, 2022, Regular Meeting were emailed to the Board Members for review on February 9, 2022. Motion to approve the minutes as presented by Kevin Cole and seconded by JoAnn Larsen. The minutes were accepted and approved unanimously by all present.

#### Board of Trustees Appointments:

- a. Appointment of (2) Trustees; Meredith Plummer and Francisco Romo, by Field Representative, Steve Reyes. Additionally, Mr. Reyes presented the Cemetery's Board with a check for \$5000.00 for a Sponsorship from our San Bernardino County Third District Supervisor, Dawn Rowe.

#### General Manager Reports:

- a. Financial Overview to include month ending 01.31.2022 US Bank Statements, Period 7 San Bernardino County SAP reports, and QuickBooks Pro summary.
- b. The Treasurer's Deposit for January 2022 was sent on February 7, 2022, to San Bernardino County.
- c. Total Sales of Sites and total Services for January 2022
- d. Manager's Report generated by QuickBooks. Comparison between this month, 2021 and this month 2022.
- e. Cemetery Operations overview:
  1. The Sponsorship Request for County Funds was approved and funds were used to update the interior lighting in the Maintenance Bay area, maintenance office, the exterior lighting, and security system to include cameras that were installed and linked with Cemetery's cell phone
  2. Reaching out to request bids from Surveyors to physically stake property lines to define the cemetery boundaries and clarify easement questions more clearly.
  3. Original block wall renovation has started and will have a stucco slurry added to the original block wall areas.
  4. Installed new doors for building, rear exterior, and bay area fire safe, pedestrian door.
  5. Initial thoughts on having the community room available for an informal weekly grief group meeting were met with approval and thought to be a good fit for the cemetery to host such an event.
  6. Memorial Day Service planning has begun, and Lorraine Chamberlain will be Guest speaker and the service will be held in the early evening, Starting at 6:00 PM.

**Action and Information Items:**

1. Unfinished Business:
  - a. FY 2021.2022 Policy Committee Report: Policies have been completely reviewed and as the editing has been completed, the new policies will be uploaded onto Drop Box for review.
2. New Business:
  - a. Motion requests for Chairperson and Vice-Chairperson positions:
    1. A motion was put forth by JoAnn Larsen for Kevin Cole to be considered for the role of Chairperson. Meredith Plummer seconded the motion, and a unanimous vote for Kevin Cole to assume the Chairperson position.
    2. A motion was put forth by Kevin Cole for JoAnn Larsen to be considered for the Vice-Chair position. Motion was seconded by Rebecca Rinkes, and a unanimous vote for JoAnn Larsen to assume the Vice-Chair position.
  - b. Review standing date and time of Board Meeting for possible changes to calendar: The standing dates of the Board of Trustees meeting will continue with the 3<sup>rd</sup> Tuesday of each month, but the time was adjusted from 4:30 PM to the new time of 5:30 PM.
  - c. Required Trustees training and forms: Ethics Training and sexual Harassment Training are required by all board members. The General Manager will email the appropriate links to the training, and it is the responsibility of the individual Board member to complete the training and produce a certificate for the cemetery's records. The Form 700 must be filled out and returned to the General Manager.

**Items for Future Agenda:**

1. Policy Review
2. Task Force committee assignments

**Cemetery Board and Employee Comments:**

1. Meredith Plummer commented on the recent interment service and the number of attendees on motorcycles, as well as she is happy to be a new member of the Board of Trustees.
2. Frank Romo is happy to volunteer as a Board Member for the cemetery and has volunteered in the past with the task of weeding the grounds. Frank works for the City of Twentynine Palms in the Parks Department for 14 years.
3. Rebecca Rinkes introduced herself to the new Board members citing her love for cemeteries in general and that she was brought onto the Board by Sandy Gray and has been servicing on the Board ever since.
4. Kevin Cole commented on the recent service and said that all present for the service were respectful of the grounds. His Board position came about when another member resigned in the middle of the term. Kevin has grown up in Twentynine Palms and has a personal connection to this cemetery.
5. JoAnn Larsen commented on the speaker chosen for our Memorial Day service and was happy that it is a local resident. JoAnn welcomed the new Board members and introduced herself as being brought to the Board by the suggestion of Mary Kay Sherry. JoAnn has a personal connection to our cemetery and would like our patrons to have a feeling of "calm" when they visit our grounds.

**Announcements:**

- a. The February 15, 2022, Board of Trustee's Regular meeting Agenda sent via email to Z107.7 Radio Station and to the Desert Trail Newspaper on Wednesday, February 9, 2022.

**Closed Session:**

1. None

**Adjournment:**

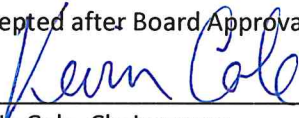
1. Motion to adjourn the meeting was presented by Joann Larsen and seconded by Kevin Cole, with a unanimous vote to follow. Meeting was adjourned at 5:30 PM
2. The next meeting of the Board of Trustees will take place on March 15, 2022, in the Community Room of the Cemetery at 5:30 PM.

Minutes submitted by:



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Emily Helm, General Manager, Twentynine Palms Public Cemetery District

Accepted after Board Approval by:



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Kevin Cole, Chairperson  
Twentynine Palms Cemetery District Board of Trustees