



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Meeting Minutes Tuesday, March 15, 2022

Call To Order:

1. The Board of Trustees Chairperson, Kevin Cole, called the Regular meeting of the Twentynine Palms Public Cemetery District to order at 5:30 PM on Tuesday, March 15, 2022. Board Members present at roll call were Vice Chairperson, JoAnn Larsen, Trustees Rebecca Rinkes, Meredith Plummer, and Francisco Romo, via Phone-in participation.
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 February 15, 2022, Regular Meeting were emailed to the Board Members for review on March 8, 2022. Motion to approve the minutes as presented by Rebecca Rinkes and seconded by JoAnn Larsen. The minutes were accepted and approved unanimously by all present, none opposed.

General Manager Reports:

- a. Financial Overview to include month ending 02.28.2022 US Bank Statements, Period 8 San Bernardino County SAP reports, and QuickBooks Pro summary.
- b. The Treasurer's Deposit for February 2022 was sent on February 28, 2022, to San Bernardino County.
- c. Total Sales of Sites and total Services for February 2022. In the future, the total Sales report from CemSites will be omitted and the Tax Apportionments will be included on the monthly Cash Receipts spread sheet for more clarification.
- d. Cemetery Operations overview:
 1. LED Lighting was installed in the Maintenance Bay Area, Front entrance block wall slurry project has begun, palm trees have been trimmed, all dead trees and bushes have been removed and unserviceable irrigation has been removed from the front grounds.
 2. Memorial Day Service: Invitations in the printing stage, program verbiage waiting to be finalized, have secured Speaker, Minister and Bag Piper.
 3. LAFCO Service Review Draft has been delayed for release until early May 2022 at the request of the City of Twentynine Palms.
 4. The Ethics and Sexual Harassment Training will need to be completed by April 19, 2022. Please bring the certificates of Completion to the April 19, 2022, Board meeting.

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. Goal for edited distribution of the "Section 2000" to be uploaded into the Drop Box prior to the April 19, 2022, Board meeting.
 - b. Form 700 needs to be signed by all Trustees
2. New Business:
 - a. Task force Suggestions, requiring two Trustees on each Task Force. The General Manager will be required to serve on each Task Force:
 1. Finance Task Force: Meredith Plummer and JoAnn Larsen
 2. Personnel Task Force: Kevin Cole and JoAnn Larsen
 3. Capital Improvement Planning Task Force: Francisco Romo and Rebecca Rinkes

4. Policy Task Force: Rebecca Rinkes and Kevin Cole
5. Community Outreach and Education Task Force: Meredith Plummer and Francisco Romo
- b. LAFCO Special District Election for a Regular LAFCO Member:
 1. Motion for Regular Candidate: Meredith Plummer nominated Steven Farrell.
 2. Second: Rebecca Rinkes
 3. All In Favor: 5 ayes, 0 Noes, 0 Absent, 0 Abstain
- c. LAFCO Special District Election for an Alternate Member:
 1. Motion for Alternate Candidate: Rebecca Rinkes nominated Craig Dicht.
 2. Second: Kevin Cole
 3. All In Favor: 5 ayes, 0 Noes, 0 Absent, 0 Abstain

Items for Future Agenda:

1. Policy Review
2. Fiscal Year 2022-2023 Budget Review
3. Memorial Day Service Planning.

Cemetery Board and Employee Comments:

1. Meredith Plummer: None
2. Frank Romo: None
3. Rebecca Rinkes Commented that the Niches residents were not showing up on the CemSites search venue.
4. Kevin Cole: Front block wall looks nice, and those recognizable improvements help to build the community's support.
5. JoAnn Larsen: None

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.
- b. Please include the Memorial Day Service information in the April and May Board Meeting Agendas.

Closed Session:

1. None

Adjournment:

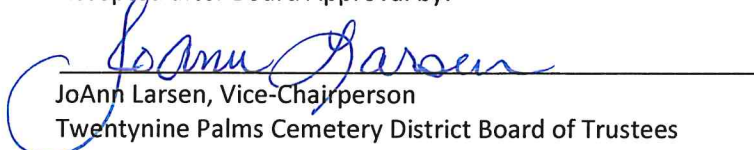
1. Motion to adjourn the meeting was presented by Joann Larsen and seconded by Kevin Cole, with a unanimous vote to follow, none opposed. Meeting was adjourned at 6:48 PM
2. The next meeting of the Board of Trustees will take place on April 19, 2022, in the Community Room of the Cemetery at 5:30 PM.

Minutes submitted by:



Emily Helm, General Manager, Twentynine Palms Public Cemetery District

Accepted after Board Approval by:



JoAnn Larsen, Vice-Chairperson
Twentynine Palms Cemetery District Board of Trustees