



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Meeting Minutes Tuesday, April 19, 2022

Call To Order:

1. The Board of Trustees Vice-Chairperson, JoAnn Larsen, called the Regular meeting of the Twentynine Palms Public Cemetery District to order at 5:29 PM on Tuesday, April 19, 2022. Board Members present at roll call were Trustees Rebecca Rinkes, Meredith Plummer, and Francisco Romo, Chairperson Kevin Cole participated via Phone.
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 March 15, 2022, Regular Meeting were emailed to the Board Members for review on April 12, 2022. Motion to approve the minutes as presented by Rebecca Rinkes and seconded by Meredith Plummer. The minutes were accepted and approved unanimously by all present, none opposed.

General Manager Reports:

1. Financial Overview to include month ending 0.31.2022 US Bank Statements, Period 9 San Bernardino County SAP reports, and QuickBooks Pro summary.
2. The Treasurer's Deposit for March 2022 was signed at this meeting and will be mailed on April 20, 2022, to San Bernardino County.
3. Total Sales of Sites, total Services and SB County Tax Apportionments for March 2022 were included on the monthly Cash Receipts spreadsheet.
4. Cemetery Operations overview:
 - a. Memorial Day: Dawn Rowe will be participating as the Gold Star Spouse. Invitations for the Memorial Day Service will be mailed by April 27, 2022, and programs will be finalized and sent for printing when we receive confirmation from the Marine Corps and their participation.
 - b. Annual Review for Anthony Cowdry was completed on April 19, 2022. A recommendation of a \$2.00 raise was presented.
 - c. The Ethics and Sexual Harassment Training will need to be completed and certificates brought to the May 16th Regular Board Meeting. Resend email to all Trustees for Training attachment information.
 - d. New Cemetery Folders for client documents presented
 - e. US Bank Signature Forms
 - f. There were no interments to report this month.

Action and Information Items:

1. Unfinished Business:
 - a. FY 2021.2022 Policy Committee Report: Distribution of the "Section 2000" were uploaded into the Drop Box for review on March 25, 2022. All trustees confirmed their review of the documents.
 - b. Ethics and Sexual Harassment Training needs to be completed by all Trustees and General Manager no later than the May 16, 2022 Board meeting.
2. New Business:
 - a. Initial FY 2022.2033 Budget Discussion: Preliminary Budget has been created with information from last year's spreadsheet. The Finance Task Force will review and suggest any changes> The May 16, 2022 Board meeting will review the initial draft for suggestions and approval.

Items for Future Agenda:

1. Policy Review
2. Fiscal Year 2022.2023 Budget Review
3. Memorial Day Service Planning.
4. Include Memorial Day Service after action report

Cemetery Board and Employee Comments:

1. Meredith Plummer: None
2. Frank Romo: None
3. Rebecca Rinkes confirmed that the roses were fertilized and sprayed for aphids.
4. Kevin Cole: None
5. JoAnn Larsen: None

Announcements:

1. The April 19, 2022, Board of Trustee's Regular meeting Agenda sent via email to Z107.7 Radio Station and to the Desert Trail Newspaper on Tuesday, April 12, 2022.
2. The Twentynine palms Public Cemetery will be hosting a Memorial Day Service on Monday, May 30, 2022, at 6:00 PM. Wreaths donated by the Community will be on display from 4:00 PM-6:00 PM and a reception will follow in the Community Room from 7:00 PM- 8:00 PM. Any community members that wish to participate in presenting a Memorial Wreath, please contact the Cemetery office at 760-367-9316.

Closed Session:

1. None

Adjournment:

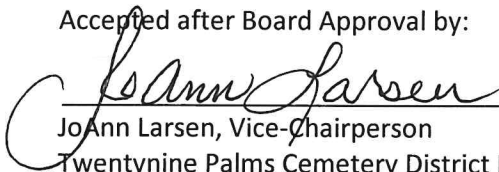
- a. Motion to Adjourn at 6:07 PM : Meredith Plummer
 1. Second: Rebecca Rinkes
 2. All In Favor: Unanimous
- b. The next meeting of the Board of Trustees will take place on May 17, 2022, in the Community Room of the Cemetery at 5:30 PM.

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