



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Meeting Minutes

Tuesday, May 17, 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 4:05 PM on Tuesday, May 17, 2022. Board Members present at roll call were Vice-Chairperson JoAnn Larsen, Trustees Rebecca Rinkes, Meredith Plummer, and Francisco Romo.
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 April 19, 2022, Regular Meeting were emailed to the Board Members for review on May 13, 2022, for review. Motion to approve the minutes as presented by JoAnn Larsen and seconded by Meredith Plummer. No discussion was requested, and the minutes were accepted and approved unanimously by all present, none opposed.

#### General Manager Reports:

1. Financial Overview to include month ending April 2022 US Bank Statements, Period 10 San Bernardino County SAP reports, and QuickBooks Pro summary.
2. The Treasurer's Deposit of \$ 9,045.92 for April 2022 was mailed on May 10, 2022, to San Bernardino County.
3. Total Sales of Sites, total Services and SB County Tax Apportionments for April 2022 were included on the monthly Cash Receipts spreadsheet.
4. Cemetery Operations overview:
  - a. Memorial Day: Solar Porta-poties have been reserved. Burrtec does not offer ADA compliant options. The Marine Corps has assigned a Color Guard but not a Rifle Detail. If a bugler is not provided, Joel Daniels has offered to perform that position.
  - b. **Cemsites:** All existing Niches have been added (at no charge) to the search engine of the cemetery's website. If additional Niches are added in the future, we will be charged to add those spaces to our website.
  - c. The Cemetery has signed contract with MUSD and SBC for another summer of a high school employee.
  - d. **LAFCO:** LAFCO Election results emailed on May 13<sup>th</sup> The 29 Palms Cemetery voted for Steven Farrell as the Regular Special District Member, and he won with 25 votes. The cemetery voted for Craig Dicht (4 votes) but was defeated by Kevin Kenly who received 15 votes. The LAFCO hearing for the City's request to take over the Special Districts I 29 Palms has been moved to June 15, 2022
  - e. The Ethics and Sexual Harassment Training will need to be completed and certificates brought to the May 16<sup>th</sup> Regular Board Meeting. Resend email to all Trustees for Training attachment information.
  - f. Original Doors are in the process of being refinished, new curbing on north side Palm tree caps, all "Rules" signage posts have been replaced and 4x4's stained, not painted so no future chipping.

#### Action and Information Items:

1. Unfinished Business:
  - a. FY 2021.2022 Policy Committee: The "Employment Practices/3000" policies were dropped in the common drop box for Board review on May 6, 2022. The "Board/4000" policies were sent for review on May 9, 2022, and the "Cemetery Rules and Fees/5000" were sent on May 13, 2022, for review. Any Questions, comments or clarifications should be sent in no later than June 1, 2022.

2. New Business:
  - a. Request for Purchases over \$5000.00, per Cemetery Policy:
    1. The Cemetery's lowering device is old and becoming a safety concern. A new device Quote for \$5609.13 was sent on May 13, 2022, for your review and request for a Burial Platform quote of \$5053.48 was sent for your review on May 10, 2022. These pieces of equipment add to the safety of the Full Interment by stabilizing the area surrounding the prepared site. Rebecca Rinkes moved to approve the request for both new items and JoAnn Larsen seconded the motion, with a unanimous vote of All in Favor.
  - b. FY 2022.2023 Budget Review: A tentative Budget was emailed to the Board for review on May 13, 2022. More discussion will be followed at the June 21, 2022, Board Meeting.

**Items for Future Agenda:**

1. Policy Review
2. Fiscal Year 2022.2023 Budget Review

**Cemetery Board and Employee Comments:**

1. Meredith Plummer: None
2. Frank Romo: None
3. Rebecca Rinkes: None
4. Kevin Cole: The Public has commented on the current conditions of the Cemetery in a positive manner.
5. JoAnn Larsen: None

**Announcements:**

1. The May 17, 2022, Board of Trustee's Regular meeting Agenda sent via email to Z107.7 Radio Station and to the Desert Trail Newspaper on Tuesday, May 13, 2022.
2. The Twentynine palms Public Cemetery will be hosting a Memorial Day Service on Monday, May 30, 2022, at 6:00 PM. All wreaths donated by members of 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.
3. The cemetery will be closed on May 31, 2022.

**Closed Session:**

1. None

**Adjournment:**

- a. Motion to Adjourn at 5:20 PM: Kevin Cole
  1. Second: Meredith Plummer
  2. All In Favor: Unanimous
- b. The next meeting of the Board of Trustees will take place on June 21, 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:



Kevin Cole, Chairperson  
Twentynine Palms Cemetery District Board of Trustees