



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Meeting Minutes Tuesday, April 18, 2023

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 4:32 PM on Tuesday, April 18, 2023. Board Members present at roll call were Vice-Chairperson JoAnn Larsen, Trustees Rebecca Rinkes, and Francisco Romo. Meredith Plummer was absent.
2. All present stood and recited the pledge of allegiance.

Public Comments:

1. None

Consent Calendar:

1. Minutes from March 21, 2022, Regular Meeting were emailed to the Board Members for review on Friday, April 11, 2023, for review. No discussion was requested, and a motion was put forth by Rebecca Rinkes and seconded by JoAnn Larsen to approve the minutes as presented. The minutes were accepted and approved unanimously by all present.

General Manager Reports:

1. March 2023 Financial Overview: All US Bank Statements, San Bernardino County Fund Statements (Pd 9 SAP Reports), and to date Tax Apportionments were presented. No questions were requested by the Board of Trustees.
2. Cemetery Operations Review: Cemetery Staff Operations: Interment Report for March 2023, Purchase of new, hydraulic lift trailer to include inquiry with Attorney concerning policy requirements for purchases under the constraints of a time limits of purchase for proposed price.

Action and Information Items:

1. Unfinished Business:
 - a. FY 2023.2024 Budget Review: Motion from Rebecca Rinkes to accept the FY 2023.2024 Budget as presented, with the addition of employee wage and vacation hours increase. Motion was seconded by JoAnn Larsen.
Rollcall vote:
Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Frank Romo: Aye, and Meredith Plummer: Absent
2. New Business:
 - a. New Maintenance Position: New position for Assistant Maintenance Worker, with an hourly wage range of \$18.00-\$25.00 per hour has been advertised and interviews of 4 candidates are scheduled for Wednesday, May 3, 2023. Kevin Cole and Anthony Cowdry will participate in the interviews.
 - b. Hydraulic Trailer Purchase: After Board discussion a motion was put forth to ratify the purchase of the Hydraulic Trailer by Rebecca Rinkes and seconded by Frank Romo. All Trustees in favor, none present were opposed, Meredith Plummer was absent.
 - c. Twentynine Palms Art Gallery Officers Election Ballot: Motion by Kevin Cole to vote for all candidates for the Twentynine Palms Art Gallery listed on the ballot, seconded by Rebecca Rinkes. All Trustees present in favor, Meredith Plummer was absent. None opposed.

- d. Addition to original Agenda: Employee review and wage increase for Maintenance Department: Motion from Rebecca Rinkes to accept recommendation of wage increase due to positive review, seconded by Frank Romo. Rollcall for Wage increase for FY 2023.2024: Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Frank Romo: Aye, and Meredith Plummer: Absent

Items for Future Agenda:

1. Task Force Reports or Comments:
 - a. Cemetery 5 Year Plan to address priorities such as additional Columbarium, Irrigation replacement, etc.
 - b. Policy Review: Rules and Regulations, Employee Handbook, and fee schedule policies in need of review.

Cemetery Board and Employee Comments:

1. Kevin Cole has continued to experience positive public comments about the cemetery's progress.
2. JoAnn Larsen is pleased with the employee review and raise in hourly wages.
3. Rebecca Rinkes noted that aphids have been identified on the rose bushes and will need to be treated.

Announcements:

1. The April 18, 2023, Board of Trustee's Regular meeting Agenda was sent on Tuesday, April 11, 2023, via email to Z107.7 Radio Station and The Desert Trail Newspaper

Closed Session:

1. None

Adjournment:

- a. Motion to Adjourn at 5:55 PM: JoAnn Larsen
 1. Second: Frank Romo
 2. All In Favor: Unanimous
- b. The next meeting of the Board of Trustees will take place on May16, 2023, in the Community Room of the Cemetery at 4:30 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