



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

5350 Encelia Avenue
Twentynine Palms, California 92277-1334
Phone (760) 367-9316 Cell (760) 399-7578

BOARD OF TRUSTEES REGULAR MEETING AGENDA

Tuesday, May 16, 2023

4:30 PM

1. Call to Order:

- a. Roll Call by Board Secretary:
 1. Kevin Cole
 2. JoAnn Larsen
 3. Rebecca Rinkes
 4. Meredith Plummer
 5. Frank Romo
- b. Pledge of Allegiance
- c. Consider additions of emergency or urgency items to the agenda to be placed on the Consent or Discussion Calendar at the Board's discretion pursuant to Government Code section 54954.2(b) or (b)(2)
- d. Notice of minor revisions to agenda items, items removed or continued

2. Public Comments:

Members of the public are encouraged to participate in Board meetings in person or by alternative means by submitting any comments to the Board of Trustees on matters either on, or not part of, the Board of Trustees meeting agenda by email to admin@29palmscemetery.org.

This is the time for the public to address the Board on issues within their jurisdiction that are NOT on this agenda. All comments are to be directed to the Board and shall not consist of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during their comments. There is a time limit of three minutes per person. The Board of Trustees is prohibited by State law from acting or discussing items not included on the printed agenda. Public comments on specific agenda items will be deferred until consideration of the item on the agenda.

3. Consent Calendar:

- a. Meeting minutes for the Board of Trustees Regular meeting on April 18, 2022, were emailed to the Board of Trustees on Friday, May 12, 2023, for review.
Motion to accept the minutes from April 18, 2022, as presented:
Second:
All In Favor:

4. General Manager Reports:

- a. April 2023 Financial Overview:
- b. Cemetery Staff Operations Review

5. Action and Information Items:

a. Unfinished Business:

1. None

b. New Business:

1. San Bernardino County 457b Retirement Program participation: The County can offer the Cemetery’s employees the opportunity to participate in one of their many retirement programs. The 457b is a program where the employer participates in matching funds. The recommended amount of employer matching funds is 3%, and a “Participation” Agreement to be signed and sent in with the minutes reflecting the Board of Trustees vote. The matching funds from the Cemetery will need to be included in the approved budget for FY 2023.2024, as an amendment. The Proposed Budget is required to be sent to the County by June 26, 2023, with the final budget being due by August 21, 2023.

6. Items for Future Agenda:

- a. Task Force Reports or Comments
- b. Policy Review: Rules and Regulations, Employee Handbook, and Fee Schedule Policies

7. Cemetery Board and Employee(s) Comments (Limit comments to items not appearing on this agenda)

7. Announcements:

- a. The May 16, 2023, Board of Trustee’s Regular meeting Agenda was sent on Friday, May 12, 2023, via email to Z107.7 Radio Station and the Desert Trail Newspaper.
- b. The Twentynine Palms Cemetery will not be hosting a Memorial Day event this year due to staffing. The flags will be placed on Veteran’s sites.

9. Closed Session: None

10. Post Closed Session Announcements: None

11. Adjournment and Subsequent Meeting:

- a. Motion to Adjourn: _____ Time: _____
 1. Second:
 2. All In Favor:
- b. The next meeting of the Board of Trustees will take place on June 20, 2023, in the Community Room of the Cemetery at 4:30 PM.

IMPORTANT NOTICES

Declaration of Posting: I, Emily Barry Helm, General Manager of the Twentynine Palms Public Cemetery District, do hereby declare that a copy of the foregoing agenda posted on the cemetery website: www.29palmscemetery.org and on the District’s Office public notice board located outside of the building at 5350 Encelia Avenue, Twentynine Palms, CA 92277 for public review.