



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Meeting Minutes

Tuesday, May 16, 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 4:29 PM on Tuesday, May 16, 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. Notice of changes to Agenda items:
  - a. Change of date from May 12, 2023, to May 15, 2023, for emailing the Board the minutes of the Regular meeting of April 18, 2023, and date change of Consent calendar from April 18, 2022, to April 18, 2023.
  - b. Action Item #1 under New Business changed from "vote" to "discussion" and will be moved to a future Regular meeting after receiving notice from San Bernardino County that our participation request has been formally approved.
2. Minutes from April 18, 2023:
  - a. Regular Meeting were emailed to the Board Members for review on Friday, May 15, 2023, for review. Correction of date was requested for the year to be reflected as 2023, not 2022, and a motion was put forth by Rebecca Rinkes and seconded by JoAnn Larsen to approve the minutes with noted changes. The minutes were accepted and approved unanimously by all present.

#### General Manager Reports:

1. April 2023 Financial Overview:
  - a. All US Bank Statements, San Bernardino County Fund Statements (Pd 10 SAP Reports), and to date Tax Apportionments were presented. No questions were requested by the Board of Trustees. Noted that San Bernardino County General Accounting were incorrectly depositing our requests for Petty Cash increase into our general bank account with US Bank. The issue has been corrected. All corrections were reflected on the US Bank statements for both accounts.
2. Cemetery Operations Review:
  - a. Cemetery Staff Operations: Interment Report, New Contracts for At Need and Pre-Need were presented for April 2023
  - b. New Employee, Alex Agustin, started on May 6, 2023, and Summer Temporary Employee will start on May 22, 2023.
  - c. The Desert Trail Newspaper requested more information on our "Staffing Issues" that were related to not hosting a Memorial Day Service this year.
  - d. The TPPCD's General Manager, Emily Helm, attended the Barstow Cemetery Regular Board meeting May 10, 2023.

**Action and Information Items:**

1. Unfinished Business: None
2. New Business:
  - a. San Bernardino County 457b Retirement Program participation. This item was changed in the consent calendar to be noted as a Discussion item and readdressed at a future date as New Business.

**Items for Future Agenda:**

1. Task Force Reports or Comments:
  - a. The Policy Task Force will be meeting on Tuesday, June 13, 2023, to review and revise the District's current Rules and Regulations Policy and to create an Employee Handbook to add to the current Employee Policies currently in place with the District.
2. San Bernardino County 457 (b) participation program.

**Cemetery Board and Employee Comments:**

1. Kevin Cole noted the cemetery's progress in general operations.
2. Frank Romo inquired about the new hydraulic trailer and its positive addition to the equipment pool.
3. Rebecca Rinkes noted that roses are doing well.

**Announcements:**

1. 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
2. The Twentynine Palms Public Cemetery District will not be hosting a Memorial Day event this year due to staffing. The flags will be placed on all Veteran's site for formal recognition.

**Closed Session:**

1. None

**Adjournment:**

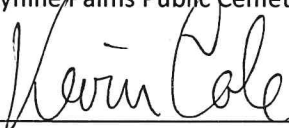
- a. Motion to Adjourn at 5:05 PM: JoAnn Larsen
  1. Second: Meredith Plummer
  2. All In Favor: Unanimous
- b. The next meeting of the Board of Trustees will take place on June 20, 2023, in the Community Room of the Cemetery at 4:30 PM.

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