



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Meeting Minutes

Tuesday, June 20, 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 4:30 PM on Tuesday, June 20, 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.
3. Notice of changes to Agenda items: None

#### Public Comments:

1. None

#### Consent Calendar:

1. Meeting Minutes from the May 16, 2023, Regular Board of Trustees meeting were emailed to the Board members on Saturday, June 17, 2023, for review. A motion to accept the May 16, 2023, minutes as presented was put forth by JoAnn Larsen and seconded by Rebecca Rinkes. All in Favor of 4 and one absent.

#### General Manager Reports:

1. May 2023 Financial Overview:
  - a. All US Bank Statements, San Bernardino County Fund Statements (Pd 11 SAP Reports), and to date Tax Apportionments were presented. No questions were requested by the Board of Trustees.
2. Cemetery Operations Review:
  - a. Cemetery Staff Operations: Interment Report, New Contracts for At Need and Pre-Need were presented for May 2023.
  - b. All Cemetery rows are marked with number and solar lighted posts.
  - c. Electrical issues were repaired within the Community Room.
  - d. Additional Cameras were installed on the porch.
  - e. All previous employee records have been digitized.
  - f. All previous reconveyance records have been digitized.

#### Action and Information Items:

1. Unfinished Business: None
2. New Business:
  - a. Policy Review:
    1. Amended Rules and Regulations were presented by the Policy Task Force. A motion to accept amendments as presented was put forth by JoAnn Larsen and seconded by Rebecca Rinkes.  
Roll Call vote:  
Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Frank Romo: Aye and Meredith Plummer: Absent
    2. The New Employee Handbook was presented by the Policy Task Force. A Motion to accept the Employee Handbook as presented was put forth by Frank Romo and seconded by JoAnn Larsen.  
Roll Call vote:  
Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Frank Romo: Aye and Meredith Plummer: Absent

- b. Proposed Budget for FY 2023.2024 additions of acquiring a ATV for assisting in cemetery grounds maintenance, quote for additional necessary repairs on the Backhoe, replacing the unserviceable fence surrounding the work yard. A motion to accept the amended Proposed Budget was put forth by Rebecca Rinkes and seconded by Frank Romo.

Roll Call vote:

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:
2. San Bernardino County 457 (b) participation program.
3. Fee Schedule Policy Review
4. General Manager's Review

**Cemetery Board and Employee Comments:**

1. Kevin Cole noted the cemetery's progress concerning the comparison of the previous year's Balance Sheet and this year's Balance sheet for the year end account balances for the Cemetery's funds.
2. Frank Romo inquired about the progress of quotes for repairing the water pipes.
3. Rebecca Rinkes noted that the grounds look great, and that the Cemetery has accomplished a lot over this past FY.
4. JoAnn Larsen thanked the Policy Task Force for the time taken to amend the policies.

**Announcements:**

1. The June 20, 2023, Board of Trustee's Regular meeting Agenda was sent on Saturday, June 17, 2023, via email to Z107.7 Radio Station and The Desert Trail Newspaper

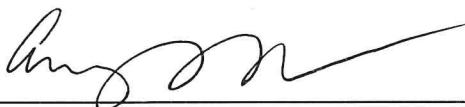
**Closed Session:**

1. None

**Adjournment:**

- a. Motion to Adjourn at 5:32 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 July 18, 2023, in the Community Room of the Cemetery at 4:30 PM.

Minutes submitted by:



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Emily Helm, General Manager, Twentynine Palms Public Cemetery District

Accepted after Board Approval by:



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Kevin Cole, Chairperson

Twentynine Palms Cemetery District Board of Trustees