



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Meeting Minutes Tuesday, July 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 4:29 PM on Tuesday, July 18, 2023. Board Members present at roll call were Vice-Chairperson JoAnn Larsen, Trustees Rebecca Rinkes, and Francisco Romo. Meredith Plummer was in attendance via phone.
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 June 20, 2023, Regular Board of Trustees meeting were emailed to the Board members on Friday, July 14, 2023, for review. A motion to accept the June 20, 2023, minutes as presented was put forth by Rebecca Rinkes and seconded by JoAnn Larsen. All in Favor of accepting the Minutes as presented was unanimous.

General Manager Reports:

1. June 2023 Financial Overview:
 - a. All US Bank Statements, San Bernardino County Fund Statements (Pd 12 SAP Reports), and Fiscal Year-end Tax Apportionments were presented. No questions were requested by the Board of Trustees.
2. Cemetery Operations Review:
 - a. Cemetery Staff Operations:
 1. General Manager's summary of trip to the San Bernardino County office to receive clearer directions on the required spreadsheet necessary for Final Budget submission.
 2. Reviewed of new ATV purchase Invoice.
 3. Progress noted on the fence replacement for the work yard.
 4. Discussion of temporary solution to the Row Old South, Row 13 galvanized pipe deterioration issue.
 5. Possible future reduction in the need to utilize outside contractors for weeding the Cemetery ground.
 6. Change in date for August Board meeting, now taking place on Thursday, August 24, 2023.
 7. Noted that (3) Board of Trustees members expiration of term will take place in January. Anyone who would like to continue as a Board Member will need to reapply with the San Bernardino County Board of Supervisors, through the link available on our website.

Action and Information Items:

1. Unfinished Business: None
2. New Business:
 - a. Adoption of final Budget for FY 2023.2024, due to San Bernardino County by August 21, 2023. Motion to Adopt the Final Budget for FY 2023.2024 as presented by JoAnn Larsen and seconded by Frank Romo.
Roll Call vote:
Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Frank Romo: Aye and Meredith Plummer: Aye

Items for Future Agenda:

1. Task Force Reports:
 - a. Policy Task Force: Fee Schedule Policy Review and Staff Job Description and Rate of Pay Schedule Review
 - b. San Bernardino County 457 (b) participation program.

Cemetery Board and Employee Comments:

1. Frank Romo noted the progress of the work yard fence replacement.
2. Rebecca Rinkes inquired about the watering schedule due to the recent extreme weather. Additionally, inquiries as to how many Niches were available for purchase and how many were sold in the past (2) fiscal years.

Announcements:

1. The July 18, 2023, Board of Trustee's Regular meeting Agenda was sent on Saturday, July 13, 2023, via email to Z107.7 Radio Station and The Desert Trail Newspaper

Closed Session:

- a. General Manager's Review: The Closed Session of the General Manager's Review was adjourned for additional discussion and will reconvene on August 24, 2023, as a Closed Session within the Regular Board of Trustees meeting.

Adjournment:

- a. Motion to Adjourn at 6:16 PM: JoAnn Larsen
 1. Second: Rebecca Rinkes
 2. All In Favor: Unanimous
- b. The next meeting of the Board of Trustees will take place on August 24, 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