



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular and Closed Session Meeting Minutes Thursday, August 24, 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 4:31 PM on Thursday, August 24, 2023. Board Members present at roll call were Vice-Chairperson JoAnn Larsen, Trustees Rebecca Rinkes, Meredith Plummer, and Francisco Romo.
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 July 18, 2023, Regular Board of Trustees meeting were emailed to the Board members on Friday, August 18, 2023, for review. A motion to accept the July 18, 2023, minutes as presented was put forth by JoAnn Larsen and seconded by Rebecca Rinkes and Meredith Plummer. All in Favor of accepting the Minutes as presented was unanimous.

General Manager Reports:

1. July 2023 Financial Overview:
 - a. All US Bank Statements, San Bernardino County Fund Statements (Pd 1 SAP Reports), were presented. No questions were requested by the Board of Trustees.
2. Cemetery Operations Review:
 - a. Cemetery Staff Operations:
 1. The General Manager contracted with the Barstow Cemetery District as a Consultant.
 2. Discussion concerning a carport structure for the work yard area.
 3. Change of Board meeting date from 09.16.2023 to 09.26.2023, due to conflict of General Manager's schedule.

Action and Information Items:

1. Unfinished Business: None
2. New Business:
 - a. Adoption of new Fee Schedule for FY 2023.2024:

Discussion: None

Motion to Adopt the new Fee Schedule for FY-2023:2024 as presented by Meredith Plummer and seconded by JoAnn Larsen.

Roll Call vote:

Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Frank Romo: Aye and Meredith Plummer: Aye
 - b. Employee Job Descriptions and Rate of Pay Schedule presentation/adoption.
 1. Discussion:
 - A. Salary Schedules will be reviewed annually.
 - B. Remove 6 months' experience operating standard cemetery equipment preferred from Maintenance Employee job description but retain requirement in the supervisor's description.
 2. Motion to Accept with amended changes: Meredith Plummer 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
2. San Bernardino County 457 (b) participation program.
3. Part Time Administrative Assistant position posting in April 2024

Cemetery Board and Employee Comments:

1. Kevin Cole: None
2. JoAnn Larsen thanked the Task Force for the creation of the Employee Handbook and the Job Descriptions,
3. Frank Romo noted that he was pleased to see that the Cemetery grounds were not affected too much by the hurricane.
4. Rebecca Rinkes: None
5. Meridith Plummer: None

Announcements:

1. The August 24, 2023, Board of Trustee's Regular and Closed Session meeting Agenda was sent on Friday, August 18, 2023, via email to Z107.7 Radio Station and The Desert Trail Newspaper

Closed Session:

- a. General Manager's Review: General Manager's Review reconvened at 5:30 pm and ended at 5:45 pm, from the Closed Session on July 18, 2023
- b. Discussion of TPPCD's General Manager contracting to Barstow Public Cemetery District as a Consultant: No Action Taken

Post Closed Session Announcements:

1. General Manager's Annual Review completed and presented to the General Manager.

Adjournment:

- a. Motion to Adjourn at 5:50 PM: Meredith Plummer
 1. Second: JoAnn Larsen
 2. All In Favor: Unanimous
- b. The next meeting of the Board of Trustees will take place on September 26, 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:



JoAnn Larsen, Vice Chairperson
Twentynine Palms Cemetery District Board of Trustees