



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT
Regular and Closed Session Meeting Minutes
Tuesday, September 26, 2023

Call To Order:

1. The Board of Trustees Vice-Chairperson, JoAnn Larsen, called the Regular meeting of the Twentynine Palms Public Cemetery District to order at 4:25 PM on Tuesday, September 26, 2023. Board Members present at roll call were Trustees Rebecca Rinkes, and Francisco Romo. Chairperson Kevin Cole and Trustee Meredith Plummer were 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. The Meeting Minutes from the August 24, 2023, Regular Board of Trustees meeting was emailed to the Board members on Friday, September 15, 2023, for review. With no requested discussion, a motion to accept the August 24, 2023, minutes as presented was put forth by Rebecca Rinkes and seconded by Frank Romo. All in Favor of accepting the Minutes as presented was unanimous.

General Manager Reports:

1. August 2023 Financial Overview:
 - a. All US Bank Statements, San Bernardino County Fund Statements (Pd 2 SAP Reports), were presented. No questions were requested by the Board of Trustees.
2. Cemetery Operations Review:
 - a. Cemetery Staff Operations:
 1. Backhoe serviced and in good working order.
 2. Weeds are overwhelming due to the rain but being attended to by outside contractor, Yvonne's Cleaning Service.
 3. Change of Board meeting date from 10.17.2023 to 10.24.2023, due to conflict with the General Manager's schedule.
 4. The November Board meeting changed to Tuesday, 11.28.2023, to accommodate the Thanksgiving holiday. The December Board meeting has been cancelled, barring any unforeseen emergencies.
 5. Trees in the garden area are scheduled to be pruned.
 6. Explanation of San Bernardino County's mistaken deposit.

Action and Information Items:

1. Unfinished Business: None
2. New Business: None

Items for Future Agenda:

1. Discussion of allowing benches in between sites. Possibly allowing choices allowed by Cemetery policy to keep uniformity within the cemetery.
2. Task Force Reports
3. San Bernardino County 457 (b) participation program.
4. Part Time Administrative Assistant position posting in April 2024

Cemetery Board and Employee Comments:

1. Kevin Cole: Absent
2. JoAnn Larsen thanked the Task Force for the creation of the Employee Handbook and the Job Descriptions.
3. Frank Romo noted that he thinks the make and model of the new ATV is a good asset for the Maintenance department.
4. Rebecca Rinkes: Consider the style of benches and engraving and keep as uniform as possible.
5. Meridith Plummer: Absent

Announcements:

1. The September 26, 2023, Board of Trustee's Regular meeting Agenda was sent on Friday, September 15, 2023, via email to Z107.7 Radio Station and The Desert Trail Newspaper

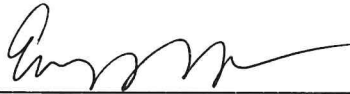
Closed Session: None

Post Closed Session Announcements: None

Adjournment:

- a. Motion to Adjourn at 4:57 PM: Rebecca Rinkes
 1. Second: Frank Romo
 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