



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

5350 Encelia Avenue  
Twentynine Palms, California 92277-1334  
Phone (760) 367-9316 Cell (760) 399-7578

### BOARD OF TRUSTEES REGULAR MEETING AGENDA

Tuesday, November 28, 2023

4:30 PM

#### 1. Call to Order:

a. Roll Call by Board Secretary:

Kevin Cole: \_\_\_\_ JoAnn Larsen: \_\_\_\_ Rebecca Rinkes: \_\_\_\_ Meredith Plummer: \_\_\_\_

Frank Romo: \_\_\_\_

b. Pledge of Allegiance

c. Consider additions of emergency or urgency items to the agenda to be placed on the Consent or Discussion Calendar at the Board's discretion pursuant to Government Code section 54954.2(b) or (b)(2)

d. Notice of minor revisions to agenda items, items removed or continued

#### 2. Public Comments:

**Members of the public are encouraged to participate in Board meetings in person or by alternative means by submitting any comments to the Board of Trustees on matters either on, or not part of, the Board of Trustees meeting agenda by email to [admin@29palmscemetery.org](mailto:admin@29palmscemetery.org).**

This is the time for the public to address the Board on issues within their jurisdiction that are NOT on this agenda. All comments are to be directed to the Board and shall not consist of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during their comments. There is a time limit of three minutes per person and notice to speak must be arranged before the meeting begins by filling out the available "Request to Speak" form. The Board of Trustees is prohibited by State law from acting or discussing items not included on the printed agenda. Public comments on specific agenda items will be deferred until consideration of the item on the agenda.

#### 3. Consent Calendar:

a. Meeting minutes for the Board of Trustees Regular meeting on October 24, 2023, were emailed to the Board of Trustees on Tuesday, November 21, 2023, for review.

b. Discussion:

Motion to accept the October 24, 2023, Regular Meeting minutes, as presented:

Second:

All In Favor:

#### 4. General Manager Reports:

a. October 2023 Financial Overview: QuickBooks, US Bank Accounts, San Bernardino County Funds/SAP Reports, Period 4.

b. Cemetery Staff Operations Review

**5. Action and Information Items:**

a. Unfinished Business: None

b. New Business:

1. FY 2022.2023 Audit Review, presented by Trustee Meredith Plummer, CPA.

Discussion:

Motion to accept the FY 2022.2023 Audit, as presented:

Second:

All In Favor:

2. Irrigation Quote:

Discussion:

Motion to accept the Paradise Gardening and Maintenance Irrigation Quote, as presented:

Second:

All In Favor:

3. United Carports Estimate:

Discussion:

Motion to accept the United Carports.Com Quote, as presented:

Second:

All In Favor:

**6. Items for Future Agenda:**

a. Task Force Reports or Comments.

b. San Bernardino County 457b Retirement Program participation

c. Future Job posting for Administrative Assistant

**7. Cemetery Board and Employee(s) Comments (Limit comments to items not appearing on this agenda)**

**8. Announcements:**

a. There will be no Board of Trustees meeting for the Twentynine Palms Public Cemetery District in December 2023.

b. November 28, 2023, Board of Trustee's Regular meeting Agenda was sent on Tuesday, November 21, 2023, via email to Z107.7 Radio Station and the Desert Trail Newspaper.

c. (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 under the "Governance" tab.

**9. Closed Session: None**

**10. Post Closed Session Announcements: None**

**11. Adjournment and Subsequent Meeting:**

a. Motion to Adjourn:

Time: \_\_\_\_\_

1. Second:

2. All In Favor:

b. The next meeting of the Board of Trustees will take place on January 16, 2024, in the Community Room of the Cemetery at 4:30 PM.

**IMPORTANT NOTICES**

Declaration of Posting: I, Emily Barry Helm, General Manager of the Twentynine Palms Public Cemetery District, do hereby declare that a copy of the foregoing agenda posted on the cemetery website: [www.29palmscemetery.org](http://www.29palmscemetery.org) and on the District's Office public notice board located outside of the building at 5350 Encelia Avenue, Twentynine Palms, CA 92277 for public review.