



## 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, March 19, 2024**

**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 February 20, 2024, were emailed to the Board of Trustees on Thursday, March 14, 2024, for review.

b. Discussion:

Motion to accept the February 20, 2024, Regular Meeting minutes, as presented:

Second:

All In Favor:

#### **4. General Manager Reports:**

a. February 2024 Financial Overview: QuickBooks, US Bank Accounts, San Bernardino County Funds/SAP Reports, Period 8.

b. Cemetery Staff Operations Review

**5. Action and Information Items:**

a. Unfinished Business: None

b. New Business:

1. Alejandro Agustin 6-month Review and Salary increase recommendation as of Pay Period 8 (April 23, 2024):
  - A. Discussion:  
Motion to accept salary increase:  
Second:  
All In Favor:
2. Part-Time Administrative Position: Recommendation that the position will initially start on Pay Period 11, May 4, 2024, at (2) two days a week as a training period and as of the new 2024.2025 FY, the hours will begin the regular hours of (20) hours per week.
  - A. Discussion:  
Motion to accept salary increase:  
Second:  
All In Favor:

**6. Items for Future Agenda:**

- a. Task Force Reports or Comments.

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

**8. Announcements:**

- a. The March 19, 2024, Board of Trustee's Regular meeting Agenda was sent on Thursday, March 14, 2024, via email to Z107.7 Radio Station and the Desert Trail Newspaper.
- b. The Twentynine Palms Public Cemetery is now taking application for a Part-Time Administrative Assistant. Please see our website's home page for the announcement and job description. Any interested candidates should email their resume to [Admin@29palmscemetery.org](mailto:Admin@29palmscemetery.org). This job positing closes on April 5, 2024.

**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 April 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.