



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular and Closed Session Meeting Minutes

Tuesday, November 28, 2023

#### Call To Order:

1. The Board of Trustees, called the Regular meeting of the Twentynine Palms Public Cemetery District to order at 4:33 PM on Tuesday, November 28, 2023. Board Members present at roll call were Chairperson Kevin Cole, 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. The Meeting Minutes from the October 24, 2023, Regular Board of Trustees meeting was emailed to the Board members on Tuesday, November 21, 2023, for review. With no requested discussion, a motion to accept the October 24, 2023, minutes as presented was put forth by JoAnn Larsen and seconded by Meredith Plummer. All in Favor of accepting the Minutes as presented with (5) Ayes, Kevin Cole, JoAnne Larson, Rebecca Rinkes, Meredith Plummer, and Frank Romo.

#### General Manager Reports:

1. October 2023 Financial Overview:
  - a. All US Bank Statements, San Bernardino County Fund Statements (Pd 4 SAP Reports), and Treasurer's Deposit were presented. No questions were requested by the Board of Trustees.
2. Cemetery Operations Review:
  - a. Cemetery Staff Operations: Old North rows selected to begin site renovations to cement design.

#### Action and Information Items:

1. Unfinished Business: None
2. New Business:
  - a. FY 2022.2023 Audit Review, presented by Trustee Meredith Plummer, CPA. Trustee Plummer noted the important findings from the audit to include the section labeled "Independent Auditors Report", which is the opinion portion. If the Auditor found any issues concerning "risk", this section would have noted its findings. Additionally, the section labeled as "Management Discussion Analysis" which reviews the financial status of the Cemetery accounts as well as noting at the close of the audit that there were "No findings" and that do not find any deficiencies in the internal controls.  
Discussion: None  
Motion to accept the FY 2022.2023 Audit as presented: Meredith Plummer  
Second: Rebecca Rinkes  
All In Favor: Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Frank Romo: Aye, and Meredith Plummer: Aye
  - b. Irrigation Quote:  
Discussion: Discussion was concentrated on the size of the irrigation pipe which was settled at 1 ½" and after the valve, reducing to 1" diameter. (2) spickets will be added to the SOW.  
Motion to accept the Paradise Gardening and Maintenance Irrigation Quote, as presented: Rebecca Rinkes  
Second: Frank Romo

All In Favor: Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Frank Romo: Aye, and Meredith Plummer: Aye

- c. United Carports Estimate:  
Discussion: Upgrade Options will include the 26G PBR Paneling, and clarification on the warranty.  
Motion to accept the United Carports.Com Quote, as presented: Rebecca Rinkes  
Second: JoAnn Larsen  
All In Favor: Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Frank Romo: Aye, and Meredith Plummer: Aye

**Items for Future Agenda:**

1. Task Force Reports
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: Noted that the holiday decorations were nice and thanked the Maintenance crew.
2. JoAnn Larsen appreciated the Audit explanation from Meredith Plummer
3. Frank Romo noted the ground's cleanliness.
4. Rebecca Rinkes: Noted concerns about the garden irrigation repair.
5. Meridith Plummer: None

**Announcements:**

1. There will be no Board of Trustees meeting for the Twentynine Palms Public Cemetery District in December of 2023.
2. 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.
3. (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.

**Closed Session:** None

**Post Closed Session Announcements:** None

**Adjournment:**

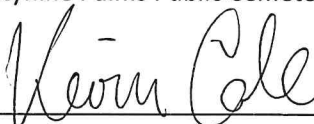
- a. Motion to Adjourn at 5:10 PM: JoAnn Larsen
  1. Second: Meredith Plummer
  2. All In Favor: Unanimous
- b. The next meeting of the Board of Trustees will take place on January 16, 2024, in the Community Room of the Cemetery at 4:30 PM.

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