



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular and Closed Session Meeting Minutes

Tuesday, February 20, 2024

#### **Call To Order:**

1. The Board of Trustees, called the Regular meeting of the Twentynine Palms Public Cemetery District to order at 4:30 PM on Tuesday, February 20, 2024. Board Members present at roll call were Chairperson Kevin Cole, Vice-Chairperson JoAnn Larsen, Trustees Rebecca Rinkes, Meredith Plummer (4:32 PM arrival), 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 November 28, 2023, Regular Board of Trustees meeting was emailed to the Board members on Friday, February 16, 2024, for review. With no requested discussion, a motion to accept the November 28, 2023, minutes as presented was put forth by Rebecca Rinkes and seconded by JoAnn Larsen. All in Favor of accepting the Minutes as presented with (5) Ayes, Kevin Cole, JoAnne Larson, Rebecca Rinkes, Meredith Plummer, and Frank Romo.

#### **Board of Trustees Appointments:**

County Board of Supervisors Representative, Steve Reyes, swore in incumbent Trustees Kevin Cole, JoAnn Larsen, and Rebecca Rinkes, as appointed by Dawn Rowe, 3<sup>rd</sup> District Supervisor for San Bernardino County, onto the Board for the Twentynine Palms Public Cemetery District for an additional 4-year term.

#### **General Manager Reports:**

1. November 2023, December 2023, and January 2024 Financial Overview: QuickBooks, US Bank Accounts, San Bernardino County Funds/SAP Reports, Period 5, 6, and 7.
2. Cemetery Staff Operations Review: Ethics Training Board requirements, Form 700 for reporting year of 2023, LAFCO has given the Twentynine Palms Public Cemetery District back its "Sphere of Influence" and it is no longer an active case for the LAFCO board, Status of the Carport for the work yard, Irrigation Project update, Interment Report, Alejandro Agustin's 6 month probation period has been completed and he will receive a review and be recommended for a salary increase.

#### **Action and Information Items:**

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

#### **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
4. Alejandro Agustin Review and Salary increase recommendation.

**Cemetery Board and Employee Comments:**

1. Kevin Cole: None
2. JoAnn Larsen: None
3. Frank Romo noted the grounds look good.
4. Rebecca Rinkes: None.
5. Meredith Plummer: Thank you to the Board for support during her family's tragedy.

**Announcements:**

1. February 20, 2024, Board of Trustees Regular meeting Agenda was sent on Friday, February 16, 2024, 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.
2. The Twentynine Palms Public Cemetery is hiring a Part-time Administrative Assistant.

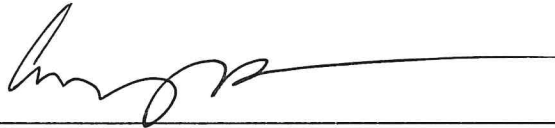
**Closed Session:** None

**Post Closed Session Announcements:** None

**Adjournment:**

- a. Motion to Adjourn at 4:54 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 March 19, 2024, in the Community Room of the Cemetery at 4:30 PM.

Minutes submitted by:



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Emily Helm, General Manager, Twentynine Palms Public Cemetery District

Accepted after Board Approval by:



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Kevin Cole, Chairperson  
Twentynine Palms Cemetery District Board of Trustees