



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Meeting Minutes Tuesday, March 19, 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, March 19, 2024. 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 February 20, 2024, Regular Board of Trustees meeting was emailed to the Board members on Friday, March 15, 2024, for review. With no requested discussion, a motion to accept the February 20, 2024, 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.

General Manager Reports:

1. Review of February 2024 Financial Overview to include QuickBooks, US Bank Accounts, San Bernardino County Funds, Period 8 SAP Reports, and Tax Apportionments
2. Cemetery Staff Operations Review: Status of the Carport for the work yard, Irrigation Project update, Interment Report.

Action and Information Items:

1. Unfinished Business: None
2. New Business
 - a. Alejandro Agustin 6-month Review and Salary increase recommendation as of Pay Period 8 (April 23, 2024):
Discussion: Board would like an accounting and vote for the increase to the FY 2023.2024 Payroll Budget at the next Regular Board Meeting.
Motion to accept: JoAnn Larsen. Second the motion: Frank Romo, All in Favor with a Roll Call Vote, Kevin Cole (Aye), JoAnn Larsen (Aye), Rebecca Rinkes (Aye), Meredith Plummer (Aye), and Frank Romo (Aye).
 - b. 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.
Discussion: Board would like an accounting and vote for the increase to the FY 2023.2024 Payroll Budget at the next Regular Board Meeting.
Motion to accept: JoAnn Larsen. Second the motion: Frank Romo, All in Favor with a Roll Call Vote, Kevin Cole (Aye), JoAnn Larsen (Aye), Rebecca Rinkes (Aye), Meredith Plummer (Aye), and Frank Romo (Aye).

Items for Future Agenda:

1. General Manager's Contract for FY 2024.2025
2. Increasing existing 1" Water Meter to a 2" Water Meter
3. FY 2024.2025 Proposed Budget

Cemetery Board and Employee Comments:

1. Kevin Cole: None
2. JoAnn Larsen: Noted that the Cemetery Board of Trustee's has continued to have a good team effort, noting all Trustee's that bring their skills and individual thoughts to the table, towards continuing the responsibility of successfully overseeing the Cemetery for our Community.
3. Frank Romo: None
4. Rebecca Rinke: None
5. Meredith Plummer: None

Announcements:

1. March 19, 2024, Board of Trustees Regular meeting Agenda was sent on Friday, March 15, 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 4:45 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 April 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