



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Meeting Minutes

Tuesday, April 16, 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, April 16, 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. Meeting minutes for the Board of Trustees Regular meeting on March 19, 2024, were emailed to the Board of Trustees on Friday, April 12, 2024, for review. With no requested discussion, a motion to accept the March 19, 2024, minutes as presented was put forth by Meredith Plummer and seconded by Rebecca Rinkes. 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. March 2024 Financial Overview: QuickBooks, US Bank Accounts, San Bernardino County Funds, Period 9 SAP Reports, Tax Apportionments, Treasure's Deposit.
2. Cemetery Staff Operations Review: Kevin Brejnak has been contracted as the new Auditor. The Audit for FY 23.24 has been scheduled for August of 2024. Plans for the new carport were approved by the Planning Commission and the application for the permit process has begun. Resumes have been received after the posting of the available Administrative Assistant position has closed and interviews will be conducted on Thursday the 19th and Friday the 20th of April. Irrigation and plants have been installed on the east side of the property, along the existing block wall.

Action and Information Items:

1. Unfinished Business:
 - a. Increase current FY 2320.2024 Payroll Budget by \$2192.00
Discussion: None
Motion to increase Payroll Budget as presented: Rebecca Rinkes
Second: Frank Romo
All In Favor: Roll Call Vote: Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Meredith Plummer: Aye, and Frank Romo: Aye.
 - b. Increase of current FY 2023.2024 Grounds Improvement Budget by \$7439.20 for upgrade of existing 1" Meter.
Discussion: None
Motion to accept increase of Grounds Improvement Budget as presented: Meredith Plummer
Second: JoAnn Larsen.
All in Favor: Roll call Vote: Kevin Cole: Aye, JoAnn Larsen: Aye, Rebecca Rinkes: Aye, Meredith Plummer: Aye, and Frank Romo: Aye.
2. New Business: None

Closed Session: General Manager's Contract Review

Post Closed Session Announcements: Discussion of contract resulted in a request of changes in terms of contract consisting of typos and addition of required cell phone usage, and clarification of required work hours. Contract will be reviewed and added to next agenda for the May 21, 2024, Regular Board meeting.

Items for Future Agenda:

1. General Manager's Contract for FY 2024.2025
2. Policy review for FY 2024.2025
3. FY 2024.2025 Proposed Budget

Cemetery Board and Employee Comments:

1. Kevin Cole: Noted new plant installation and asked about timeline of new carport installation.
2. JoAnn Larsen: Noted that the roses in the garden look gorgeous.
3. Frank Romo: Noted the weed abatement progress.
4. Rebecca Rinkes: Noted that the roses look great and that aphids are present.
5. Meridith Plummer: None

Announcements:

1. April 16, 2024, Board of Trustees Regular and Closed Session meeting Agenda was sent on Friday, April 12, 2024, via email to Z107.7 Radio Station and the Desert Trail Newspaper.

Adjournment:

- a. Motion to Adjourn at 5:51 PM: Meredith Plummer
 1. Second: Frank Romo
 2. All In Favor: Unanimous
- b. The next meeting of the Board of Trustees will take place on May 21, 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