



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, October 21, 2025

4:30 PM

1. Call to Order:

- a. Roll Call:
Kevin Cole: ____ JoAnn Larsen: ____ Meredith Plummer: ____ Frank Romo: ____ Melinda Sedmak: ____
- 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.

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 September 16, 2025, were emailed to the Board of Trustees on Thursday, October 16, 2025, for review.
- b. Discussion:
Motion to accept the Regular and Closed Meeting minutes of September 16, 2025, as presented:
Second:
All In Favor:
Kevin Cole: ____ JoAnn Larsen: ____ Meredith Plummer: ____ Frank Romo: ____ Melinda Sedmak: ____

4. General Manager Reports:

- a. September 2025 Financial Overview: QuickBooks, US Bank Accounts, San Bernardino County Funds, Period 3 SAP Reports, Treasure's Deposit, and status of Tax Apportionment disbursements.
- b. Cemetery Staff Operations Review

5. Action and Information Items:

1. Unfinished Business:
 - a. General Manager's Employment Review and Contract: Amend current employment contract and FY 2025.2026 Budget to reflect annual salary of \$55,000.00, Payroll Budget increase of \$10,000.00 due to positive performance evaluation.
Discussion:

Motion to accept the amended General Manager's employment contract to reflect new annual salary of \$55,000.00, and \$10,000.00 Payroll increase, as presented:

Second:

All In Favor:

Roll Call: ___ Kevin Cole ___ JoAnn Larsen ___ Melinda Sedmak ___ Meredith Plummer ___ Frank Romo ___

2. **New Business:**

a. Contract with W. C. Concrete Pumping & Construction curbing replacement Quote of 19,800.00

Discussion:

Motion to accept the curbing replacement quote, as presented:

Second:

All In Favor:

Roll Call: ___ Kevin Cole ___ JoAnn Larsen ___ Melinda Sedmak ___ Meredith Plummer ___ Frank Romo ___

6. **Closed Session:** None

7. **Post Closed Session Announcements:**

8. **Items for Future Agenda:**

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

10. **Announcements:**

- a. The Non-Profit "29 Palms Annual Book Fair", will utilize the Cemetery's Community Room on Saturday, November 8, 2025, at 6:00 PM, for their ticketed "Noir in the Boneyard" Event.
- b. The Non-Profit, "Inspiration's Edge" will utilize the Cemetery's Community Room for their ticketed event of "A One-Man Christmas Carol", on Friday, December 5th and Saturday, December 6th, at 6:00 PM.

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 November 19, 2025, 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 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.