



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

5350 Encelia Avenue
Twentynine Palms, California 92277-1334
Phone (760) 367-9316 Fax (760) 367-0117

BOARD OF TRUSTEES

REGULAR MEETING AGENDA

Tuesday September 15, 2020

4:30 p.m.

1. Call to Order:

- a) Roll Call and Pledge of Allegiance
- b) 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)
- c) Notice of minor revisions to agenda items, items removed or continued

2. Public Comments:

Due to the current COVID-19 Pandemic, in conjunction with the City of Twentynine Palms Proclamation dated 03.17.2020 and pursuant to Twentynine Palms Municipal Code sections 2.20.060 (a) (b) and (c), and until further notice, effective immediately, meetings of the Twentynine Palms Public Cemetery District Board of Trustees meetings shall not be open to the public to protect the Board of Trustees and essential cemetery staff. Members of the public are encouraged to participate in Board meetings by alternative means including 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 limitation of five minutes per person. 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 approval for the Regular Meeting of August 18, 2020, emailed to the Board of Trustees on September 2, 2020.

4. General Manager Reports:

- a) 2019.2020 Audit Update
- b) Cemetery Building and Grounds Repairs Update.
- c) Financial Overview.
- d) Total Sales of Sites and total Services from August 19, 2020 through September 14, 2020.
- e) The LAFCO Special Review site visit for the Twentynine Palms Public Cemetery will be Tuesday, September 22, 2020.

5. Action and Information Items:

- a) Unfinished Business:
 - 1. None
- b) New Business:
 - 1. Distribution of Trustee Packet to include agenda (emailed prior to Board meeting on September 7, 2020), financials, Public Records Act Guide and CSDA Newsletter.
 - 2. Discussion and vote on Resolution 13 adopting the modified Board of Trustees Governance Policy, emailed to the Board of Trustees for review on September 2, 2020.
 - 3. Discussion and vote on Resolution 14 adopting the Board of Trustees Electronics Communications Policy, emailed to the Board of Trustees for review on September 7, 2020.
 - 4. Discussion and vote on Resolution 15 adopting the Public Records act Guide, emailed to the Board of Trustees for review on September 7, 2020.
 - 5. Discussion and vote on closure of the US Bank "Education Fund".
 - 6. Discussion and vote on transferring Pre-Need funds into the General Fund for completion of Cemetery Building and Grounds improvements.
 - 7. Notice to the Public concerning our October Planning Meeting, in lieu of our Board of Trustees meeting, and that any comments, suggestions or concerns be submitted in writing via email to Admin@29palmscemetery.org

6. Items for Future Agenda:

7. Cemetery Board and Employee(s) Comments:

- a) Please limit comments to items not appearing on this agenda

8. Announcements:

- a) None

9. Closed Session:

- a) None

10. Post Closed Session Announcements:

- a) None

11. Adjournment and Subsequent Meeting:

- a) The meeting of the Board of Trustees will be October 27, 2020 in the capacity of a Planning Discussion forum.

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 was sent to the Z107.7 Radio Station's email, The Desert Trail newspaper's email, posted on the cemetery website: www.29palmspubliccemetery.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.