



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Session Meeting Minutes Tuesday, August 18, 2020

#### Opening:

1. The Chairperson of the Twentynine Palms Public Cemetery District, Mary Kay Sherry, called the regular meeting of the Twentynine Palms Public Cemetery District to order at 4:26 p.m. on Tuesday, August 18, 2020. Present at roll call were Trustees Rebecca Rinkes, JoAnn Larsen, District General Manager and Board Secretary Emily Helm and Administrative Assistant Ashley Feskanich. All present stood and recited the pledge of allegiance. Vice Chairperson Kathleen Arbaczewski was absent and one vacant seat.

#### Cemetery District Manager Update:

1. 2019.2020 Audit Update: Messner and Hadley have been retained as our auditor for the FY 20192020 Audit.
2. Cemetery Building and Grounds Repairs Update: Discussion of remaining exterior upgrades and repairs as well as discussion of the interior repairs and updates.
3. Financial Overview: Review of US Bank accounts, Wells Fargo Account, and all San Bernardino county accounts.
4. San Bernardino County Board of Supervisors Record of Action on 07.28.2020 declaring a Notice of Unscheduled Vacancy on the Board of Trustees: Kevin Cole has applied with the County to fill the vacant position on the Board.
5. "B" Section discussion: Board member requested to schedule a Planning Meeting specifically pertaining to addressing the future plan for Section "B" and the undeveloped acreage. It was agreed upon that in lieu of a Board meeting in October, a planning meeting will be scheduled for October 27, 2020. Prior to the meeting, information will be gathered to assist in the proceedings.
6. The judge did not rule on restitution for S. Lee. He requested Probation to submit a report regarding S. Lee's ability to pay. The next hearing is on September 23 at 8:30am in Department M2.
7. LAFCO notice of initiation of a Special Review for all San Bernardino Cemetery Districts, including the Twentynine Palms Public Cemetery.
8. Total Sales of Sites and Services from July 22, 2020 through August 18, 2020.

#### Cemetery Board and Employee Comments:

1. Rebecca Rinkes would like to follow the format of the Governance Policy for all future agendas for Board of Trustees' meetings.
2. Mary Kay Sherry noted that the Governance Policy that was adopted at the January 27, 2020 Board of Trustees meeting has incorrect verbiage concerning the county information. Emily Helm will address the issue with the Cemetery Attorney and have a new draft available to adopt at the September 15, 2020 Board meeting.

## Public Comments:

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 taking action 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.

1. Noted in agenda was the following directive from the City of Twentynine Palms; **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](mailto:admin@29palmscemetery.org).**
  - a. None submitted

## Consent Calendar:

Minutes from the 07.21.2020 Regular Meeting were motioned for approval by Rebecca Rinkes and seconded by JoAnn Larsen. The minutes were accepted and approved by all present, (1) Absent and (1) vacancy.

## Current Business:

1. Distribution of Trustee Packet:
  - a. 08.18.2020 Agenda
  - b. LAFCO Letters to Trustees.
  - c. Current Site configurations
  - d. Email to Trustees on Friday, August 14, 2020 including agenda for August 18, 2020 Board Meeting, Meeting Minutes from July 21, 2020 Board meeting, Resolution 2020-11, Employee Professional Conduct Policy and Resolution 2020-12, Conflict of Interest Policy for review prior to the Board meeting.
2. Review updating current Interment requirements for "In Ground" Cremains to require a vault:
  - a. Cremains were not required to be interred with a vault at our Cemetery prior to the new Resolution created by our Attorney. Per California law, a vault is not required for an in-ground interment of cremains. Rebecca Rinkes voiced concerns of additional costs incurred if a vault is required. The new Pricing Policy, to include a Vault requirement for in ground cremains had already been voted and adopted at the July 21, 2020 board meeting. The requirement for a vault will be tabled until the October 27, 2020 Undeveloped Acreage and Section "B" Planning Meeting.
3. Discussion to consult legal counsel pertaining to policies of specific segregations of the cemetery sites due to religious, ethnic, military any or defining status.
  - a. An email was sent to our Attorney requesting direction concerning segregation of the sites.
4. Review and vote on the Resolution 11 and adoption of the Employee Professional Conduct Policy Motion to accept by Rebecca Rinkes and seconded by JoAnn Larsen. The Resolution was accepted and approved by all present, (1) Absent and (1) vacancy.
5. Review and vote on the Resolution 12 and adoption of the Conflict of Interest Code:
  - a. Motion to accept by JoAnn Larsen and seconded by Rebecca Rinkes. The Resolution was accepted and approved by all present, (1) Absent and (1) vacancy.

**Adjournment:**

1. The Tuesday, August 18, 2020 Regular Meeting motioned for adjournment by Rebecca Rinkes, seconded by JoAnn Larsen and unanimously agree upon at 6:18 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, September 15, 2020 at 4:30 PM in The Twentynine Palms Public Cemetery Community Room.

Minutes submitted by:



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Emily Helm, District/General Manager

Approved by:



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Mary Kay Sherry, Chairperson of the Twentynine Palms Cemetery Board of Trustees