



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Session Meeting Minutes Tuesday, September 15, 2020

Opening:

1. Prior to the Regular Meeting being called to order, Kevin Cole our newest Board of Trustees member, was sworn in by Mark Lundquist, Field Representative of the Third District.
2. 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 4:30 p.m. on Tuesday, September 15, 2020. Present at roll call were Vice Chairperson Kathleen Arbaczewski, Trustees Rebecca Rinkes, JoAnn Larsen and Kevin Cole, District General Manager and Board Secretary Emily Helm and Administrative Assistant Ashley Feskanich. All present stood and recited the pledge of allegiance.

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 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.

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.**
 - a. None submitted

Consent Calendar:

- a. Minutes from the 08.18.2020 Regular Meeting were motioned for approval by Kathleen Arbaczewski and seconded by JoAnn Larsen. The minutes were accepted and approved by all present.

General Manager Reports:

1. 2019.2020 Audit Update: Messner and Hadley have been retained as our auditor for the FY 20192020 Audit, no update as of this meeting.
2. Cemetery Building and Grounds Repairs Update:
 - a. Office to be physically closed for the office area to be scraped, caulked, and painted.
 - b. New computers for office
 - c. Inventory completed.
 - d. Scanned items completely shredded
 - e. Outside up lighting completed and ready to go for gate installation when finances allow. Inside refurbishing of walls has begun. Once finished with entry, foyer, and office, we will move back into the office area so the Community room can be refurbished.
 - f. Electrical for the "Ring" alarms and cameras
3. Financial Overview:

- a. Distribution of Quickbooks Reports to include account balances, total sales of Sites and Services for the time between August 19, 2020 through September 15, 2020. US Bank is charging a \$20.00 service fee per month on an account that is not used. Motion to close the account and transfer the balance of \$516.80 to the US Bank Petty Cash account.
 - b. Discussion and vote on transferring \$40,000.00 from the Pre-Need to the General Fund to have the necessary funds to complete all projects. This includes the budgeted amount of \$20,000.00. Any monies left at the end of the FY can be transferred back to the County Pre-Need Fund.
4. The LAFCO Special Review site visit for the Twentynine Palms Cemetery will be held on Tuesday September 22, 2020.

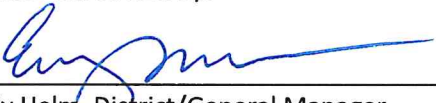
Action and Information Items:

1. Unfinished Business:
 - a. None
2. New Business:
 - a. Distribution of Trustee Packet to include agenda (emailed prior to Board meeting on September 7, 2020), financials, Public Records Act Guide and CSDA Newsletter.
 - b. 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. Kathleen Arbaczewski moved to accept the resolution and Kevin Cole seconded and a unanimous "All in Favor" vote concluded the vote.
 - c. 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. Kevin Cole moved to accept the resolution and Kathleen Arbaczewski seconded and a unanimous "All in Favor" vote concluded the vote.
 - d. Discussion and vote on Resolution 15 adopting the Public Records act Guide, emailed to the Board of Trustees for review on September 7, 2020. Kevin Cole moved to accept the resolution and JoAnn Larsen seconded and a unanimous "All in Favor" vote concluded the vote.
 - e. Discussion and vote on closure of the US Bank "Education Fund". Kathleen Arbaczewski moved to accept the resolution and JoAnn Larsen seconded and a unanimous "All in Favor" vote concluded the vote.
 - f. Discussion and vote on transferring \$40,000.00 of the Pre-Need funds into the General Fund for completion of Cemetery Building and Grounds improvements. Kathleen Arbaczewski moved to accept the resolution and JoAnn Larsen seconded and a unanimous "All in Favor" vote concluded the vote.
 - g. Notice to the Public concerning our October Board of Trustees meeting which will focus on future Cemetery property planning, and that any comments, suggestions or concerns be submitted in writing via email to Admin@29palmscemetery.org

Adjournment:

1. The Tuesday, September 15, 2020 Regular Meeting motioned for adjournment by Kathleen Arbaczewski moved to adjourn and Kevin Cole seconded and a unanimous "All in Favor" concluded the Regular meeting at 6:04 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, October 20, 2020 at 4:30 PM in the Twentynine Palms Public Cemetery Community Room with a focus of planning for the future cemetery grounds plans.

Minutes submitted by:



 Emily Helm, District/General Manager

Approved by:



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