



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Session Meeting Minutes Tuesday, July 21, 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 4:30 p.m. on Tuesday, July 21, 2020. Present at roll call were Trustees Rebecca Rinkes, Gary Stump and JoAnn Larsen and District General Manager, Board Secretary Emily Helm. All present stood and recited the pledge of allegiance. Vice Chairperson Kathleen Arbaczewski was absent for roll call but arrived shortly thereafter.

Cemetery District Manager Update:

1. 2018-2019 Audit Update and preliminary audit emailed to the Board for review. All Trustees reviewed the audit and jointly agree to move forward with final submittal.
2. Carl Moyer Grant awarded and vendor will deliver the new vehicle and appropriate paperwork mid September. Rebecca Rinkes asked that we price out an additional battery.
3. Cemetery Building and Grounds Repairs for the outside of the building completed. The electrical for the uplighting and new gate in progress.
4. Financial Overview given with supporting documentation from the San Bernardino County accounts from FY 2019.2020 year end, account standing for COB 07.20.2020 and monthly statements for US Bank for 06.30.2020 for all accounts.
5. LAFCO Special Election Results with the victory awarded to Kimberly Cox.
6. Robert "Gary" Stump Resignation Letter acceptance.
7. "B" Section map and accounting previewed and further discussion will be added to the August 18, 2020 Board meeting.
8. Reminder of Restitution hearing of Ms. S. Lee, changed to August 10, 2020, 1:30 PM.

Cemetery Board and Employee Comments: None

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.**
2. Public comment submitted via email by Mrs. Jamie Zwicker complimenting the hard work exhibited by the staff correcting the years of ongoing neglect at the Twentynine Palms Public Cemetery. Mrs. Zwicker has

been involved in a past mosaic project for the cemetery and offered her volunteer services for any future mosaic projects for the continuing beautification of the cemetery grounds.

Consent Calendar:

Minutes from the 06.22.2020 Special Meeting were motioned for approval by Kathleen Arbaczewski and seconded by JoAnn Larsen. The minutes were accepted and approved by all present.

Current Business:

- a. Distribution of Trustee Packet:
 1. FY 2020.2021 Board of Trustees Meetings Calendar.
 2. Twentynine Palms Public Cemetery District Governance Policy
 3. Residency Boundaries Map reviewed and will be researched through LAFCO as to why the boundries were set without all county residents included with in the exisiting resident boundries.
 4. CSDA and CAPC Newsletters
- b. Review and vote on the Resolution and adoption of the Incident Report Policy. Motion to accept by Kathleen Arbaczewski, seconded by Rebecca Rikes and accepted and approved by all present.
- c. Review and vote on the Resolution and adoption of the Veteran's Marker and Medallion Policy Motion to accept by Kathleen Arbaczewski, seconded by JoAnn Larsen and accepted and approved by all present.
- d. Review and vote on the Resolution and adoption of the Residency Determination Policy Motion to accept by Rebecca Rinkes, seconded by Gary Stump and accepted and approved by all present.
- e. Review and vote on the Resolution and adoption of the California state Investment Policy Motion to accept by Gary Stump, seconded by Kathleen Arbaczewski and accepted and approved by all present.
- f. Review and vote on the Resolution and adoption of the Pricing Policy. Motion to accept by JoAnn Larsen, seconded by Kathleen Arbaczewski and accepted and approved by all present.
- g. Vote presented to approve Richard Casey's Niche Plaque. Motion to accept by JoAnn Larsen, seconded by Gary Stump and accepted and approved by all present.
- h. San Bernardino County Signature Authorization Forms signed by all Trustees.

Adjournment:

1. The Tuesday, July 21, 2020 Regular Meeting motioned for adjournment by Kathleen Arbaczewski, seconded by JoAnn Larsen and unanimously agree upon at 6:55 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, August 18, 2020 at 4:30 PM in The Twentynine Palms Public Cemetery Community Room.

Minutes submitted by:



Emily Helm, District General Manager

Approved by:



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