



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Session Meeting Minutes

Tuesday, January 19, 2021

#### Opening:

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 4:28 p.m. on Tuesday, January 19, 2021. Present at roll call were Vice-Chairperson Kathleen Arbaczewski, Trustees Rebecca Rinkes, Kevin Cole, JoAnn Larsen, Administrative Assistant Ashley Feskanich and District General Manager and Board Secretary Emily Helm. 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](mailto:admin@29palmscemetery.org).**
  - a. None submitted

#### Consent Calendar:

- a. Minutes from the 12.15.2020 Regular Meeting were emailed to the Board Members for review on 01.14.2021. Motioned for approval by Rebecca Rinkes and seconded by JoAnn Larsen. The minutes were accepted and approved by all present.

#### General Manager Reports:

1. LAFCO Final Draft and Email summary for Service Review emailed to Board of Trustees for review on 01.14.2021. LAFCO will revisit the Cemetery in May of 2021.
2. Financial Overview included month ending 12.31.2020 US Bank Statements, Period 6 San Bernardino County SAP reports and QuickBooks Pro summary. No San Bernardino County Treasurer's Deposit was made in December. December income will be included in the January 2021 county deposit.
3. Total Sales of Sites and total Services from December 15, 2020 through January 19, 2021 were presented.
4. Mary Kay Sherry inquired about the plans for repayment of the funds from closing the Wells Fargo Account.

**Action and Information Items:**

1. Unfinished Business:
  - a. None
2. New Business:
  - a. Discussion concerning updating the Cemetery's "Rules and Regulations". A workshop was suggested to discuss any possible changes. A date of February 16, 2021, prior to the Regular Board of Trustees Meeting, was agreed upon by all present.

**Items for Future Agenda:**

1. Rules and Regulations update
2. Irrigation updates
3. Employee Evaluation Forms


**Cemetery Board and Employee Comments:**

1. Kevin Cole commented on the status of the Cemetery Building and Grounds and commended the Staff on the past year's accomplishments.
2. Rebecca Rinkes presented the California Code of Public Cemeteries noting the requirement of outdoor trash receptacles and requirement of plants being watered. Rebecca additionally noted that searching for the Cemetery through the search engine "Bing" was not available.
3. Mary Kay Sherry commented on the signs displayed on the Cemetery grounds, noting that the sign read solar lights were not allowed to be displayed but that in a previous Board meeting, solar lighting was voted upon and deemed allowable. Also noted was a concern of the entire Board packet being displayed on the website due to account numbers on the bank statements as well as evaluations for the staff.

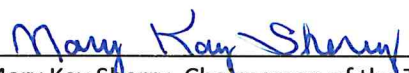
**Adjournment:**

1. A motioned for adjournment by Kathleen Arbaczewski and seconded by Kevin Cole. A unanimous "All in Favor" concluded the Regular meeting at 6:07 PM.
2. The "Rules and Regulations" workshop will take place on February 16, 2021 at 3:00 PM in the Twentynine Palms Public Cemetery Community Room.
3. The next Regular Session Board Meeting will be held on Tuesday, February 16, 2021 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