



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Session Meeting Minutes Tuesday, February 16, 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 5:12 PM on Tuesday, February 16, 2021. Present at roll call were Trustees Rebecca Rinkes, Kevin Cole, JoAnn Larsen, Administrative Assistant Ashley Feskanich and District General Manager and Board Secretary Emily Helm. Vice-Chairperson Kathleen Arbaczewski was absent. 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 01.19.2021 Regular Meeting were emailed to the Board Members for review on 02.10.2021. Motioned for approval by Rebecca Rinkes and seconded by Kevin Cole. The minutes were accepted and approved by all present.

#### General Manager Reports:

1. Financial Overview to include month ending 01.31.2021 US Bank Statements, Period 7 San Bernardino County SAP reports, 01.2021 Treasurer's Deposit and QuickBooks Pro summary.
2. Total Sales of Sites and total Services from January 20, 2021 through February 16, 2021.
3. Irrigation issues are being addressed via a licensed plumber that will be giving recommendations concerning the current irrigation system in the front of the property on Encelia Drive.
4. Due to Budget constraints the Maintenance personnel will need to be downsized as of February 17, 2021.

**Action and Information Items:**

1. Unfinished Business:
  - a. None
  
2. New Business:
  - a. Discussion concerning updating the Cemetery's "Rules and Regulations" and Fee Updates. All changes were noted during the workshop prior to the Board of Trustees Meeting and will be presented for a vote at the March 16, 2021 Board meeting.

**Items for Future Agenda:**

1. Rules and Regulations and Fee Policies vote
2. Memorial Day Observation
3. Attorney retention
4. Employee Evaluation Forms

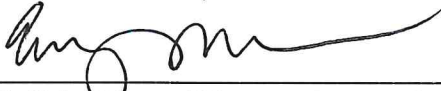
**Cemetery Board and Employee Comments:**

1. Mary Kay Sherry commented on the Electric Vehicle being off the cemetery grounds.

**Adjournment:**

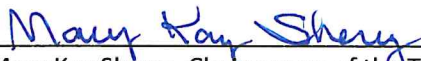
1. A motioned for adjournment by Kevin Cole and seconded by Rebecca Rinkes. A unanimous "All in Favor" concluded the Regular meeting at 5:43 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, March 16, 2021 at 4:30 PM in the Twentynine Palms Public Cemetery Community Room.

Minutes submitted by:



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Emily Helm, General Manager, Twentynine Palms Public Cemetery District

Approved by:



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