



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

5350 Encelia Avenue  
Twentynine Palms, California 92277-1334  
Phone (760) 367-9316 Fax (760) 367-0117

### BOARD OF TRUSTEES REGULAR MEETING AGENDA

Tuesday, June 15, 2021  
4:30 p.m.

#### 1. Call to Order:

- a. Roll Call and Pledge of Allegiance
- b. Consider additions of emergency or urgency items to the agenda to be placed on the Consent or Discussion Calendar at the Board's discretion pursuant to Government Code section 54954.2(b) or (b)(2)
- c. Notice of minor revisions to agenda items, items removed or continued

#### 2. Public Comments:

**Meetings of the Twentynine Palms Public Cemetery District Board of Trustees are open to the public and due to the current COVID-19 Pandemic, in conjunction with the State of California Mask Mandate, masks MUST be worn if in physical attendance to protect the Board of Trustees and essential cemetery staff. This will be the last Board meeting that will require masks to be worn per CDC's guidance.**

<https://covid19.ca.gov>

**Members of the public are encouraged to participate in Board meetings in person or by alternative means 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).**

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.

- a. None

#### 3. Consent Calendar:

- a. Meeting minutes for the Regular and Closed Session Meeting of May 18, 2021, were emailed to the Board of Trustees on 06.09.2021 for review.

#### 4. General Manager Reports:

- a. Financial Overview to include month ending 05.31.2021 US Bank Statements, Period 11 San Bernardino County SAP reports, and QuickBooks Pro summary. No Treasurer's Deposit was sent in May 2021. A combined deposit for May 2021 and June 2021 will be sent June 18, 2021, for the final FY Treasurer's Deposit.

- b. Total Sales of Sites and total Services for May 2021
- c. Cemetery Operations overview:
  - 1. Audit for Fiscal Year 2020.2021 scheduled for August 4, 2021.

**5. Action and Information Items:**

- a. Unfinished Business: FY 2021.2022 Proposed Budget
- b. New Business:
  - 1. Discussion concerning Board of Trustee's, Management and Maintenance Department's responsibilities.
  - 2. CAPC Policies for California Public Cemeteries will be added to the Cemetery's Drop Box for review and discussion.
  - 3. Policy guidance on Site markers and property within the Cemetery that may be abandoned.

**6. Items for Future Agenda:**

**7. Cemetery Board and Employee(s) Comments** (Limit comments to items not appearing on this agenda)

**8. Announcements:**

- a. June Board of Trustee's meeting Agenda sent via email to Z107.0 Radio Station and to the Desert Trail Newspaper on Wednesday, June 9, 2021.

**9. Closed Session:** None

**10. Post Closed Session Announcements:** None

**11. Adjournment and Subsequent Meeting:**

- a. The next meeting of the Board of Trustees will take place on July 20, 2021, in the Community Room of the Cemetery at 4:30 PM.

IMPORTANT NOTICES

Declaration of Posting: I, Emily Barry Helm, General Manager of the Twentynine Palms Public Cemetery District, do hereby declare that a copy of the foregoing agenda posted on the cemetery website: [www.29palmscemetery.org](http://www.29palmscemetery.org) and on the District's Office public notice board located outside of the building at 5350 Encelia Avenue, Twentynine Palms, CA 92277 for public review.