



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Session Meeting Minutes Tuesday, March 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 4:30 PM on Tuesday, March 16, 2021. Present at roll call were Vice-Chairperson Kathleen Arbaczewski and Trustee JoAnn Larsen, Administrative Assistant Ashley Feskanich and District General Manager/Board Secretary, Emily Helm. Trustees Rebecca Rinkes was absent, and Kevin Cole arrived at 4:45 PM. 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 02.16.2021 Regular Meeting were emailed to the Board Members for review on 02.24.2021. Motioned for approval by Kathleen Arbaczewski and seconded by JoAnn Larsen. The minutes were accepted and approved by all present.

General Manager Reports:

1. Financial Overview to include month ending 02.28.2021 US Bank Statements, Period 8 San Bernardino County SAP reports, 02.2021 Treasurer's Deposit and QuickBooks Pro summary.
2. Total Sales of Sites and total Services from 02.17.2021 through 03.16.2021.

Action and Information Items:

1. Unfinished Business:
 - a. None
2. New Business:
 - a. Concluding the Twentynine Palms Water District presentation by Matt Shragge and discussion of an additional Water meter installation, a motion to approve the additional meter was put forth by Kevin Cole, seconded by JoAnn Larsen. All in Favor vote of 4 and Opposed vote of 0. Trustee Rinkes was absent for the vote.
 - b. The new Rules and Regulations and Cemetery Fees updates that were discussed and updated at the 02.16.2021 workshop were motioned to be accepted by Kevin Cole and seconded by Kathleen Arbaczewski. An All in Favor vote of 4 and 0 Opposed. Trustee Rinkes was absent for the vote.
 - c. The upcoming Memorial Day Service Observation was discussed and unanimously decided to postpone the 2021 service due to the continual uncertainty of COVID-19.
 - d. The outdated contract with Quintanilla and Assoc. was discussed and it was agreed upon that it is not fiscally possible to continually retain an attorney. A letter from the Chairperson, Mary Kay Sherry, will be sent to Quintanilla and Assoc. stating that their services are no longer required.
 - e. Employee Evaluation Form reviewed and accepted to be used for future evaluations.

Items for Future Agenda:

1. None currently.

Cemetery Board and Employee Comments:

1. Due to work obligations, Kathleen Arbaczewski will not be able to attend the Board of Trustees meetings in April, May and June of 2021.

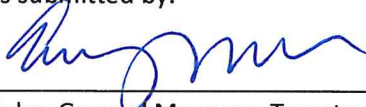
Announcements:

1. Our Administrative Assistant, Ashley Feskanich, will be leaving her position on 03.26.2021.

Adjournment:

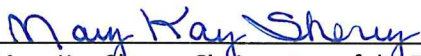
1. The meeting was adjourned at 5:15 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, April 20, 2021 at 4:30 PM in the Twentynine Palms Public Cemetery Community Room.

Minutes submitted by:



Emily Helm, General Manager, Twentynine Palms Public Cemetery District

Approved by:



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