



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Session Meeting Minutes

Tuesday, April 20, 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 4:35 PM on Tuesday, April 20, 2021. Present at roll call were Trustees JoAnn Larsen, Rebecca Rinkes, and District General Manager/Board Secretary, Emily Helm. Trustee Kathleen Arbaczewski was absent. All present stood and recited the pledge of allegiance. Trustee Kevin Cole arrived at 4:41 PM.

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 03.16.2021 Regular Meeting were emailed to the Board Members for review on 04.01.2021. Motioned for approval by JoAnn Larsen and seconded by Kevin Cole. The minutes were accepted and approved by all present.

General Manager Reports:

1. Financial Overview to include month ending 03.31.2021 US Bank Statements, Period 9 San Bernardino County SAP reports, 03.2021 Treasurer's Deposit and QuickBooks Pro summary.
2. Total Sales of Sites and total Services from 03.16.2021 through 04.20.2021.
3. Employee Review presented.
4. Cemetery Operations overview

Action and Information Items:

1. Unfinished Business:
 - a. None
2. New Business:
 - a. Wage Increase request for Maintenance position. Motion to approve wage increase by Kevin Cole and seconded by Rebecca Rinkes. Motion was accepted and approved by all present.

Items for Future Agenda:

1. Proposed Budget for FY 2021-2022
2. Discussion and vote on schedule for FY 2021-2022 Board of Trustee meetings.
3. Schedule Closed Session for General Manager's Review discussion.

Cemetery Board and Employee Comments:

1. None

Announcements:

1. None

Adjournment:


1. The meeting was adjourned at 6:15 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, May 18, 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