



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular and Closed Session Meeting Minutes

Tuesday, May 18, 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 4:34 PM on Tuesday, May 18, 2021. Present at roll call were Trustees JoAnn Larsen, Rebecca Rinkes, Kevin Cole and District General Manager/Board Secretary, Emily Helm. Trustee 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. Noted on the Agenda:

1. 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.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

2. 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.
3. Presentation of Public Emails and Correspondence:
 - a. 05.04.2021 Letter Via Email from Lt Col Elaine Bowden, USMC Retired relaying compliments concerning the Cemetery's groundskeeping.
 - b. 05.15.2021 Email from Joan Pitt relaying compliments concerning the Cemetery's groundskeeping.

Consent Calendar:

- a. Minutes from the 04.20.2021 Regular Meeting were emailed to the Board Members for review on 04.26.2021. Motioned for approval by Kevin Cole and seconded by JoAnn Larsen. The minutes were accepted and approved unanimously by all present.

General Manager Reports:

1. Financial Overview to include month ending 04.30.2021 US Bank Statements, Period 10 San Bernardino County SAP reports, 04.2021 Treasurer's Deposit and QuickBooks Pro summary.
2. Total Sales of Sites and total Services from April 2021.
3. Cemetery Operations overview which included:
 - a. The Cemetery will participate in the High School Program through San Bernardino County and MUSD in employing 2 young men who will start on June 14 and end on August 20th.
 - b. Discussion with new Attorneys for possible occasional representation.
 - c. LAFCO meeting on May 3rd had positive feedback concerning the Cemetery's growth in the past 16 months. Recommendations will be made at their ZOOM meeting on May 19.2021 meeting for emailed notice sent on 05.11.2021.
 - d. The process of interviewing prospective Attorney's for "At Need" guidance, when necessary has begun.
 - e. Irrigation work continues with the north side of cemetery, installing valves for more water control.
 - f. Stacy Lee update email.

Action and Information Items:

1. Unfinished Business:
 - a. None
2. New Business:
 - a. Proposed FY 2021-2022 Budget Review: Preliminary Budget reviewed and discussed. Review of final Preliminary budget to be presented at the June 15, 2021, Board meeting.
 - b. Discussion and vote on schedule for FY 2021-2022 Board of Trustee meetings: Motion by Kevin Cole to table discussion concerning FY 21.22 Meeting Schedule and seconded by JoAnn Larsen. All in Favor; 4 and 1 absent.
 - c. Payment Schedule for repayment of Wells Fargo Endowment Loan for Building and Grounds repairs: Motion by Kevin Cole to approve \$1,000.00 per Fiscal Year as repayment to the Endowment Care Fund for the building and grounds repairs and seconded by Rebecca Rinkes. All In Favor; 4 and 1 absent. Note that if the Budget allows at the end of a Fiscal Year, additional transfer of funds can be voted upon on an as needed basis.

Items for Future Agenda:

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.

Cemetery Board and Employee Comments:

1. Mary Kay Sherry inquired about the removal of the marker for Mary McGee (Old North Row 24 / 17 / 4)

Announcements:

1. Volunteers who signed up for the "Adopt A Row" program or any residents that would like to volunteer are encouraged to visit the cemetery and tend to any weeds that may have developed. Please call or email the office if you will be volunteering on a weekend and arrangements can be made for Cemetery tools to be available for use.
2. Flag placement for the Memorial Day Observation will take place on Saturday, May 29, 2021, at 9:00 AM. Anyone who wishes to help place flags is encouraged to participate.
3. The "Announcements" section will be reflective of any significant posting on the Cemetery's social media pages, radio, or newspaper notices.

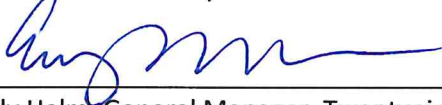
Closed Session:

1. General Manager's Review: Review will be finalized and presented on May 25, 2021.

Adjournment:

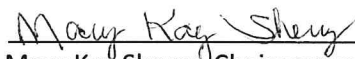
1. Motion to adjourn the meeting by Rebecca Rinkes and seconded by Kevin Cole. All in Favor; 4 and 1 absent. Meeting was adjourned at 6:48 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, May 15, 2021, at 4:30 PM in the Twentynine Palms Public Cemetery Community Room.

Minutes submitted by:



Emily Helm, General Manager, Twentynine Palms Public Cemetery District

Accepted after Board Approval by:



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