



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Meeting Minutes

Tuesday, June 15, 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, June 15, 2021. Present at roll call were Trustees JoAnn Larsen, Rebecca Rinkes, and District General Manager/Board Secretary, Emily Helm. Trustees Kevin Cole and Kathleen Arbaczewski were 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.

Consent Calendar:

- a. Minutes from the 05.18.2021 Regular Meeting were emailed to the Board Members for review on 06.09.2021. Motion to approve with corrections to include Cemetery Board comments by Rebecca Rinkes 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 05.31.2021 US Bank Statements, Period 11 San Bernardino County SAP reports, and QuickBooks Pro summary. No Treasurer's deposit was sent to the county in May 2021.
2. Total Sales of Sites and total Services from May 2021.
3. Cemetery Operations overview which included:
 - a. Audit for Fiscal Year 2020.2021 was scheduled to begin August 4, 2021.

Action and Information Items:

1. Unfinished Business:
 - a. Fiscal Year 2021.2022 Proposed Budget will be finalized by the July 2021 Board of Trustees meeting. Currently waiting for final numbers for current FY 2020.2021.
 - b. New Attorney Retention:
 1. Motion by JoAnn Larsen to accept Mark Velasquez, Esq. of the firm Best, Best and Krieger as the new Attorney for the Cemetery and seconded by Rebecca Rinkes. Motion was accepted and approved unanimously by all present.
2. New Business:
 - c. Disinterment:
 1. The Cemetery grounds will be closed during the Disinterment with proper notification of the closure to be sent 2 months in advance to the community radio station, newspaper, and Social Media outlets.
 2. No Public or Family Member will be allowed to be present.
 3. Disinterment dates will be between November 1st and March 31st due to extreme heat conditions during the remaining months of the year.
 4. Motion to accept new Disinterment regulations by Rebecca Rinkes and seconded by Joann Larsen. Motion accepted and approved unanimously by all present.
 - d. Discussion concerning Board of Trustee's, Management and Maintenance Department's responsibilities will be addressed in future Policy recommendations.
 - e. CAPC Policies for California Public Cemeteries will be added to the Cemetery's Drop Box for review and discussion. Mary Kay Sherry suggested that a committee be formed for review of CAPC policy templates to be developed and blended with current existing policies. Rebecca Rinkes moved to have the Policy Committee formed and JoAnn Larsen seconded. The motion was approved unanimously by all present. Rebecca Rinkes volunteered to be the Committee Chair, to include the General Manager and another Trustee to be determined.
 - f. Policy guidance on Site markers and property within the Cemetery that may be abandoned was determined to follow the California Health and Safety Code, Division 8 / Part 4 / Chapter 5.9069.

Items for Future Agenda:

1. Final Fiscal Year Budget Presentation
2. CAPC Annual Education Seminar

Cemetery Board and Employee Comments:

1. CAPC Annual Education Seminar will take place on Oct 7, 8, and 9, 2021. Inquiries should be made concerning "Scholarships" available to off set costs.

Announcements:

1. 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.
2. Two Trustee terms will be ending in January 2022. Announcements will be made through radio, newspaper, and our social media outlets to advertise for any members of the public with our district boundaries to apply if they would like to be considered for appointment.
3. Chairperson Mary Kay Sherry will be absent from the July and August meetings.

Closed Session:

1. None

Adjournment:

1. Motion to adjourn the meeting by JoAnn Larsen and seconded by Rebecca Rinkes. The motion was approved unanimously by all present and the meeting was adjourned at 6:26 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, July 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

Accepted after Board Approval by:



Kathleen Arbaczewski, Vice Chairperson of the Twentynine Palms Cemetery District
Board of Trustees