



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Meeting Minutes

Tuesday, July 20, 2021

#### Opening:

The Vice-Chairperson of the Twentynine Palms Public Cemetery District, Kathleen Arbaczewski, called the regular meeting of the Twentynine Palms Public Cemetery District to order at 4:3 PM on Tuesday, July 20, 2021. Present at roll call were Vice-Chairperson Kathleen Arbaczewski, Trustees Rebecca Rinkes and Kevin Cole and District General Manager/Board Secretary, Emily Helm. Chairperson Mary Kay Sherry attended the meeting via phone. Trustee and JoAnn Larsen 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](mailto:admin@29palmscemetery.org).

#### Consent Calendar:

- a. Minutes from the 06.15.2021 Regular Meeting were emailed to the Board Members for review on 07.14.2021. Motion to approve the minutes as submitted by Rebecca Rinkes and seconded by Kevin Cole. The minutes were accepted and approved unanimously by all present.

#### General Manager Reports:

1. Financial Overview to include month ending 06.30.2021 US Bank Statements, Period 12 San Bernardino County SAP reports, and QuickBooks Pro summary. The Treasurer's Deposit for May and June of 2021 were sent to San Bernardino County on 06.15.2021 and 6.25.2021 for the final FY deposits.
2. Total Sales of Sites and total Services from June 2021.
3. Cemetery Operations overview which included:
  - a. FY 2021.2022 Board of Trustees meeting schedule.
  - b. Discussion of opening and additional General Fund with SB County for a "Reserve" account.

#### Action and Information Items:

1. Unfinished Business:

- a. Fiscal Year 2021.2022 Proposed Final Budget was presented and a motion to accept/approve the Budget by Kevin Cole and seconded by Rebecca Rinkes was submitted. Motion accepted and approved unanimously by all present.
  - b. Policy Committee Report update was presented by Rebecca Rinkes. CAPA Policy templates 1000's and 2000's have been reviewed. Policies will be continued to be reviewed throughout the current Fiscal Year.
2. New Business:
- c. CAPC Annual Education Seminar: Virtual Training is available for Trustees who wish to participate. Suggestion of District covering the cost of the registration for the class and each Trustee to participate in different classes offered and give report to entire Board of synopsis of that class.

**Items for Future Agenda:**

1. Unfinished Business: Policy Review Continuation

**Cemetery Board and Employee Comments:**

1. Trustee Kevin Cole commented on increase of revenue.

**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, July 14, 2021.

**Closed Session:**

1. None

**Adjournment:**

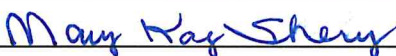
1. Motion to adjourn the meeting by Kevin Cole and seconded by Rebecca Rinkes. The motion was approved unanimously by all present and the meeting was adjourned at 5:05 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, August 17, 2021, at 4:30 PM in the Twentynine Palms Public Cemetery 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