



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

5350 Encelia Avenue  
Twentynine Palms, California 92277-1334  
Phone (760) 367-9316 Fax (760) 367-0117

### BOARD OF TRUSTEES

### REGULAR MEETING AGENDA

**Tuesday, November 16, 2021  
4:30 PM**

#### 1. Call to Order:

- a. Roll Call and Pledge of Allegiance
- b. Consider additions of emergency or urgency items to the agenda to be placed on the Consent or Discussion Calendar at the Board's discretion pursuant to Government Code section 54954.2(b) or (b)(2)
- c. Notice of minor revisions to agenda items, items removed or continued

#### 2. Public Comments:

**Meetings of the Twentynine Palms Public Cemetery District Board of Trustees are open to the public. Masks are not required if the attendee has been fully vaccinated. If no vaccination has been received, masks MUST be worn if in physical attendance to protect the Board of Trustees and essential cemetery staff.**

<https://covid19.ca.gov>

**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).**

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.

A. Introduction of San Bernardino County Representative, Steve Reyes.

#### 3. Consent Calendar:

- a. Meeting minutes for the Board of Trustees Regular meeting on October 19, 2021, were emailed to the Board of Trustees on 11.12.2021 for review.

#### 4. General Manager Reports:

- a. Financial Overview to include month ending 10.31.2021 US Bank Statements, Period 4 San Bernardino County SAP reports, and QuickBooks Pro summary.
- b. The Treasurer's Deposit for October 2021 were sent on October 18, 2021, to San Bernardino County.
- c. Total Sales of Sites and total Services for October 2021
- d. Cemetery Operations overview:
  1. October "Day of the Dead" Event

2. Disinterment status from November 1, 2021
3. All items that are in the Announcement section of the agenda are additionally posted on the Cemetery's website and social media outlets, Facebook, and Instagram as well as the building's exterior display board.

**5. Action and Information Items:**

- a. Unfinished Business:
  1. FY 2021.2022 Policy Committee Report
- b. New Business:
  1. Capital Improvement Plan Discussion, 5 Year Plan
  2. Use of District Facility Policy Discussion

**6. Items for Future Agenda:**

- a. Policy Committee Report

**7. Cemetery Board and Employee(s) Comments (Limit comments to items not appearing on this agenda)**

**8. Announcements:**

- a. The November 16, 2021, Board of Trustee's Regular meeting Agenda sent via email to Z107.0 Radio Station and to the Desert Trail Newspaper on Friday, November 12, 2021.
- b. In January 2022 there will be two vacant seats on the Cemetery's Board of Trustee's. If any member of the public, residing within the Cemetery's boundaries, would like to be considered for a Trustee position please apply through the San Bernardino County website at: <http://www.sbcounty.gov/COB/Main/NewBCCApp.aspx> or on the San Bernardino County link located on the Cemetery's website: [www.29palmscemetery.org](http://www.29palmscemetery.org) under the "Governance" tab.

**9. Closed Session: None**

**10. Post Closed Session Announcements: None**

**11. Adjournment and Subsequent Meeting:**

- a. The next meeting of the Board of Trustees will take place on December 14, 2021, in the Community Room of the Cemetery at 4:30 PM.

IMPORTANT NOTICES

Declaration of Posting: I, Emily Barry Helm, General Manager of the Twentynine Palms Public Cemetery District, do hereby declare that a copy of the foregoing agenda posted on the cemetery website: [www.29palmscemetery.org](http://www.29palmscemetery.org) and on the District's Office public notice board located outside of the building at 5350 Encelia Avenue, Twentynine Palms, CA 92277 for public review.