



## 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, December 14, 2021  
4:30 PM

#### 1. Call to Order:

- a. Roll Call:
  1. Mary Kay Sherry
  2. Kathleen Arbaczewski
  3. Rebecca Rinkes
  4. JoAnn Larsen
  5. Kevin Cole
- b. Pledge of Allegiance
- c. 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)
- d. 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.

#### 3. Consent Calendar:

- a. Meeting minutes for the Board of Trustees Regular meeting on November 16, 2021, were emailed to the Board of Trustees on December 10, 2021 for review.

#### 4. General Manager Reports:

- a. Financial Overview to include month ending 11.30.2021 US Bank Statements, Period 5 San Bernardino County SAP reports, and QuickBooks Pro summary.

- b. The Treasurer's Deposit for November 2021 was sent on November 30, 2021, to San Bernardino County.
- c. Total Sales of Sites and total Services for November 2021
- d. Cemetery Operations overview:
  - 1. Tax Apportionments
  - 2. MDAQMD Electric Vehicle Report, 1<sup>st</sup> of 7 Years of required reports per the Grant regulations

**5. Action and Information Items:**

- a. Unfinished Business:
  - 1. FY 2021.2022 Policy Committee Report
  - 2. Capital Improvement Plan
- b. New Business:
  - 1. FY 2020.2021 Audit

**6. Items for Future Agenda:**

- a. Policy Committee Report
- b. Capital Improvement Plan

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

**8. Announcements:**

- a. The December 14, 2021, Board of Trustee's Regular meeting Agenda sent via email to Z107.0 Radio Station and to the Desert Trail Newspaper on Friday, December 10, 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 January 18, 2022, 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.