



TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

Regular Meeting Minutes Tuesday, November 16, 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 4:33 PM on Tuesday, November 16, 2021. Present at roll call were Vice-Chairperson Kathleen Arbaczewski, Trustees Rebecca Rinkes, and JoAnn Larsen and District General Manager/Board Secretary, Emily Helm. Trustee Kevin Cole arrived at 4:35 PM. All present stood and recited the pledge of allegiance.

Public Comments:

1. Steve Reyes, San Bernardino County Field Representative, introduced himself to the Board of Trustees and offered his assistance to the Cemetery if ever necessary. Mr. Reyes will return to the Cemetery in January to swear in the newly appointed Trustees after the selection has been finalized.

Consent Calendar:

- a. Minutes from the October 19, 2021, Regular Meeting were emailed to the Board Members for review on November 12, 2021. Motion to approve the minutes as presented by Kathleen Arbaczewski 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 October 31, 2021 US Bank Statements, Period 4 San Bernardino County SAP reports, and QuickBooks Pro Summary. The Treasurer's Deposit for October 2021 was sent to San Bernardino County on October 18, 2021.
2. Total Sales of Sites and total Services from October 2021.
3. Cemetery Operations overview which included:
 - a. October "Day of the Dead" Event was very successful and will continue to be an annual event for the Cemetery.
 - b. The (2) Disinterments for November 1, 2021, went well with no issues.

Action and Information Items:

1. Unfinished Business:
 - a. Policy Committee Report: The committee met for Policy review on Monday November 1st and 15th from 1:00 – 3:00 PM. Next meetings are scheduled for November 29th and December 13th.
2. New Business:
 - a. Capital Improvement Plan Discussion, 5 Year Plan: Discussion concerning developing a Capital Improvement plan for the Cemetery and set goals for increments of 1-5, 10, 15 and 20 Years. The plan should be reviewed annually at the March Board meeting to coincide with the Budget planning for the upcoming Fiscal Year. Items for consideration should include but not limited to:
 1. Policy Review
 2. New Site foundations
 3. Equipment Purchases
 4. Capital Improvements for the building

5. Capital Improvements for the grounds
6. Community Outreach, Education and Events.

- b. Use of District Facility Policy Discussion: Full Board input was requested for the Policy 2210 Rental/Use of Facility: The Board was emailed Use of Facilities Policy example for review, and it was determined that the Use of Facilities form would include verbiage that alcohol may be served, not sold, at events on the cemetery grounds and the Board of Trustees would approve the request on a case-by-case basis.

Items for Future Agenda:

1. Unfinished Business: Policy Review Continuation and Capital Improvement Plan
2. Fiscal Year 2020.2021 Audit review.

Cemetery Board and Employee Comments:

1. Rebecca Rinkes stated that the new cement curbs looked beautiful.

Announcements:

1. 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.
2. 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 under the "Governance" tab.

Closed Session:

1. None

Adjournment:

1. Motion to adjourn the meeting by Trustee Kevin Cole and seconded by Vice-Chairperson Kathleen Arbaczewski. The motion was approved unanimously by all present and the meeting was adjourned at 5:44 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, December 14, 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