



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Meeting Minutes Tuesday, December 14, 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 4:28 PM on Tuesday, December 14, 2021. Present at roll call were Vice-Chairperson Kathleen Arbaczewski, Trustees Rebecca Rinkes, Kevin Cole and JoAnn Larsen and District General Manager/Board Secretary, Emily Helm. All present stood and recited the pledge of allegiance.

#### Public Comments:

1. None

#### Consent Calendar:

- a. Minutes from November 16, 2021, Regular Meeting were emailed to the Board Members for review on December 10, 2021. Motion to approve the minutes as presented by Kathleen Arbaczewski 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 November 30, 2021 US Bank Statements, Period 5 San Bernardino County SAP reports, and QuickBooks Pro Summary. The Treasurer's Deposit for November 2021 was sent to San Bernardino County on November 30, 2021.
2. Total Sales of Sites and total Services from November 2021.
3. Cemetery Operations overview which included:
  - a. Tax Apportionments are beginning to be deposited for the 2021-2022 Fiscal Year
  - b. The first out of seven (7) years required reports for the electric vehicle were sent to MDAQMD, per grant regulations. The mileage for the vehicle was noted at 630.4 miles for the initial year of ownership.

#### Action and Information Items:

1. Unfinished Business:
  - a. Policy Committee Report: The committee met for Policy review on December 1<sup>st</sup> and will meet again December 15<sup>th</sup> and December 29, 2022. Next meetings are scheduled for January 4, 2022, and January 11, 2022.
2. New Business:
  - a. Review of the 2020.2021 Audit was requested to be moved to the January 2022 Board meeting
  - b. Committee Assignments will be addressed in a future meeting, after the new Board of Trustees have been installed in January 2022.

#### Items for Future Agendas:

1. New Trustee Installations
2. Unfinished Business: Policy Review Continuation
3. Fiscal Year 2020.2021 Audit review.
4. Board member Committee Assignments

#### Cemetery Board and Employee Comments:

1. Rebecca Rinkes stated that the roses are healthy due to the weather.
2. Mary Kay Sherry inquired about who had been injured with the broken glass on the sites.

**Announcements:**

1. 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.
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](http://www.29palmscemetery.org) under the "Governance" tab.

**Closed Session:**

1. None

**Adjournment:**

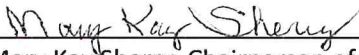
1. Motion to adjourn the meeting by Trustee Rebecca Rinkes and seconded by Trustee Kevin Cole. The motion was approved unanimously by all present and the meeting was adjourned at 5:17 PM.
2. The next Regular Session Board Meeting will be held on Tuesday, January 18, 2022 at 4:30 PM in the Twentynine Palms Public Cemetery Community Room.

Minutes submitted by:



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Emily Helm, General Manager, Twentynine Palms Public Cemetery District

Accepted after Board Approval by:



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Mary Kay Sherry, Chairperson of the Twentynine Palms Cemetery District  
Board of Trustees