



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Meeting Minutes Tuesday, August 20, 2024

#### Call To Order:

1. The Board of Trustees called the Regular meeting of the Twentynine Palms Public Cemetery District to order at 4:31 PM on Tuesday, August 20, 2024. Board Members present at roll call were Chairperson Kevin Cole, Vice-Chairperson JoAnn Larsen, Trustees Rebecca Rinkes, Francisco Romo, and Meredith Plummer.
2. All present stood and recited the pledge of allegiance.
3. Notice of changes to Agenda items:
  - a. Urgency item addition: Amendment to Job Description and Salary Range of Administrative Assistant to include additional tasks pertaining to Grounds positions. Salary Range will now reflect \$20.00- \$25.00 per hour and the additional verbiage will include: "Other tasks include occasionally assisting with the grounds upkeep such as, but not limited to, clearing spent items from sites and weeding the grounds."

#### Public Comments:

1. Recognition of attendance by the Board of Trustees, Twentynine Palms City Councilman, Octavious Scott.

#### Consent Calendar:

1. Meeting minutes for the Board of Trustees Regular and Closed Session meeting on June 18, 2024, were emailed to the Board of Trustees on Wednesday, August 14, 2024, for review. With no requested discussion, a motion to accept the June 18, 2024, minutes as presented was put forth by Rebecca Rinkes and seconded by JoAnn Larsen. All in Favor of accepting the Minutes as presented with (5) Ayes, Kevin Cole, JoAnne Larson, Rebecca Rinkes, Frank Romo, and Merdith Plummer.

#### General Manager Reports:

1. No Board meeting took place in July 2024. The June and July 2024 Financial Overview was presented QuickBooks, US Bank Accounts, San Bernardino County Funds, Period 12 and Period 1 SAP Reports, Tax Apportionments, Treasure's Deposit.
2. Cemetery Staff Operations Report: MDAQMD has awarded the Cemetery another Electric Vehicle with the agreement of replacing the 1970 Chevrolet Dump Truck. The Cemetery will be responsible for the Delivery and taxes costs. All new piping has been installed to the center garden irrigation and the front of the building irrigation. Flood damage was extensive, including 17 sites that caved in but have all been repaired.

#### Action and Information Items:

1. Unfinished Business: Annual Policy Review.
2. New Business:
  - a. None

#### Items for Future Agenda: None

#### Cemetery Board and Employee Comments:

1. Kevin Cole: Thank you to the staff for reacting to flood/storm issues.
2. JoAnn Larsen: None
3. Frank Romo: None
4. Rebecca Rinkes: Concerned about timers for watering the center garden.
5. Meridith Plummer: Thank you to staff concerning reaction to flooding and storm.

**Announcements:**

1. The August 20, 2024, 2024, Board of Trustees Regular and Closed Session meeting Agenda was sent on Wednesday, August 14, 2024, via email to Z107.7 Radio Station and the Desert Trail Newspaper.

**Adjournment:**

- a. Motion to Adjourn at 5:04 PM: JoAnn Larsen
  1. Second: Frank Romo
  2. All In Favor: Unanimous
- b. The next meeting of the Board of Trustees will take place on September 17, 2024, in the Community Room of the Cemetery at 4:30 PM.

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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Kevin Cole, Chairperson

Twentynine Palms Cemetery District Board of Trustees