



## TWENTYNINE PALMS PUBLIC CEMETERY DISTRICT

### Regular Meeting Minutes Tuesday, September 17, 2024

#### Call To Order:

1. The Board of Trustees called the Regular meeting of the Twentynine Palms Public Cemetery District to order at 4:28 PM on Tuesday, September 17, 2024. Board Members present at roll call were Vice-Chairperson JoAnn Larsen, Trustees Rebecca Rinkes, Francisco Romo, and Meredith Plummer. Chairperson Kevin Cole was absent
2. All present stood and recited the pledge of allegiance.
3. Notice of changes to Agenda items: None

#### Public Comments:

1. None.

#### Consent Calendar:

1. Meeting minutes for the Board of Trustees Regular meeting on August 20, 2024, were emailed to the Board of Trustees on Friday, September 13, 2024, for review. With no requested discussion, a motion to accept the August 20, 2024, minutes as presented was put forth by Meredith Plummer and seconded by Rebecca Rinkes. All in Favor of accepting the Minutes as presented with (4) Ayes, JoAnne Larson, Rebecca Rinkes, Frank Romo, and Meredith Plummer. Kevin Cole was absent.

#### General Manager Reports:

1. The August 2024 Financial Overview was presented QuickBooks, US Bank Accounts, San Bernardino County Funds, Period 2 SAP Reports, Tax Apportionments, Treasure's Deposit.
2. Cemetery Staff Operations Report: The North corner of our retaining wall was hit by an unknown vehicle. No police report was filed due to no evidence was at the site of destruction. An estimate of \$3600.00 was obtained to fix the wall by the same company that repaired the previous wall damage in 2023. The plan is to additionally place large, decorative boulders in front of the wall to help in deterring any further wall destruction. The Twentynine Palms City Manager, Stone James, has been contacted with the possibility of placing a flashing STOP sign at the corner of Samarkand and Encelia to aid drivers to see the stop sign in the dark. The Flagpole pully snapped and will be repaired when the Landscaping company comes to trim the palm trees with a proper equipment of a boom lift. The Cemetery received our annual certificate from SDRMA recognizing another FY completed with no Workman's Comp claims filed. We will pay the upfront cost of our new electric vehicle and then submit for reimbursement with MDAQMD for the grant awarded. The 2023.2024 Aduit is progressing, and I will be requesting that the audit be presented in person by our new auditor.

#### Action and Information Items:

1. Unfinished Business:  
Policy Review for FY 2024.2025  
Discussion: Conflict of Interest Biennial Review and "Abandon Site" requirements. No discussion, keep policies as presented.  
Motion: Meredith Plummer  
Second: Rebecca Rinkes  
All In Favor: (4) Ayes, JoAnne Larson, Rebecca Rinkes, Frank Romo, and Meredith Plummer. Kevin Cole was absent.
2. New Business: None

**Items for Future Agenda: None**

**Cemetery Board and Employee Comments:**

1. JoAnn Larsen: Commented on the wall repair plans and agreed that the placing of boulders may deter drives from hitting the wall.
2. Frank Romo: None
3. Rebecca Rinkes: None.
4. Meridith Plummer: Thank you for the Audit preparation.

**Announcements:**

1. The September 17, 2024, Board of Trustees Regular and Closed Session meeting Agenda was sent on Friday, September 13, 2024, via email to Z107.7 Radio Station and the Desert Trail Newspaper.

**Adjournment:**

- a. Motion to Adjourn at 4:51 PM: Rebecca Rinkes
  1. Second: Meredith Plummer
  2. All In Favor: Unanimous
- b. The next meeting of the Board of Trustees will take place on October 15, 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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JoAnn Larsen, Vice-Chairperson  
Twentynine Palms Cemetery District Board of Trustees