

**Board of Trustees**

Mark Franey  
Tanya Gordon  
Mark Vasquez  
Victor Keaton

**Barstow Cemetery District**

**Mtn. View Memorial Park**

37067 Irwin Rd.

P.O. Box 1033 Barstow, CA 92312

[www.mountainviewmemorial.specialdistrict.org](http://www.mountainviewmemorial.specialdistrict.org)

(760) 256-2797

**OPEN TO THE PUBLIC**

**Emily Barry Helm  
Interim General Manager**

**Board of Trustees  
Regular Meeting Minutes**

Wednesday, September 13, 2023, 1:00 PM

**Call To Order:**

1. The Board of Trustees Chairperson, Mark Franey, called the Regular meeting of the Barstow Cemetery District to order at 1:00 PM on Wednesday, September 13, 2023. Board Members present at roll call were Vice-Chairperson Tanya Gordon, Trustees Mark Vasquez, and Victor Keaton.
2. All present stood and recited the pledge of allegiance.
3. Notice of changes to Agenda items: Add to agenda presentation of Grant check to the Barstow Cemetery District Board of Trustees.

**Presentation of Grant from Barstow Community Hospital:**

4. A check in the amount of \$5000.00 was presented by Mr, Adam Loris, CEO of the Barstow Community Hospital to aid in the effort of purchasing new equipment for the cemetery's operations. Mr. Loris commented that "a Community in name, equals a Community in practice" and noted upcoming positive changes and improvements were happening at the hospital and that he is looking forward to seeing improvements at our Cemetery. The Board of Trustees were introduced to Mr. Loris and photos were taken to mark the occasion.

**Public Comments:**

5. David Maya addressed the Board and thanked them for hiring the Interim General Manager. He requested that consideration be taken to use the grant money to off set the transportation of the "fines" for the current Landscaping Project so that the cemetery can take advantage of receiving the donated material from the Bruebaker's.
6. Joe Gomez addressed the Board, Requesting what the amount of the donation from the hospital. He noted that is sister has been in the "funeral business" for a long period of time and that a stationary gazebo is provided for services to incorporate a shaded area as well as being utilized for events such as Memorial Day and Veteran's Day. He has requested that this Cemetery look at other cemeteries for examples.

**Consent Calendar:**

7. Meeting minutes for the Board of Trustees Special meeting on July 20, 2023, were emailed to the Board of Trustees on Wednesday, September 6, 2023, for their review.  
Discussion: None  
Motion to accept the July 20, 2023, Special Meeting minutes as presented: Trustee Victor Keaton

Second: Trustee Mark Vasquez

All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: Aye

8. Meeting Minutes for the Board of Trustees Adjourned Special meeting on July 24, 2023, were emailed to the Board of Trustees on Wednesday, September 6, 2023, for their Review.

Discussion: None

Motion to accept the July 20, 2023, Special Meeting minutes as presented: Trustee Victor Keaton

Second: Trustee Mark Vasquez

All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: Aye

9. Meeting Minutes for the Board of Trustees Regular Meeting on August 9, 2023, were emailed to the Board of Trustees on Wednesday, September 6, 2023, for their Review.

Discussion: None

Motion to accept the August 9, 2023, Regular Meeting minutes as presented: Trustee Victor Keaton

Second: Trustee Mark Vasquez

All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: Aye

10. Meeting Minutes for the Board of Trustees Special Meeting on August 17, 2023, were emailed to the Board of Trustees on Wednesday, September 6, 2023, for their Review.

Discussion: Correct spelling of Trustee Tanya Gordon's name.

Motion to accept the August 17, 2023, Special Meeting minutes as presented: Trustee Victor Keaton

Second: Chairperson Mark Franey

All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: Aye

#### **General Manager Reports:**

11. Cemetery Manager presented the July and August Flagstar Bank Account statements, and the San Bernardino County Funds/SAP Reports for periods 1 and 2.
12. Cemetery Staff Operations Review: There is an open Trustee position, please spread the word through the community that we need another Board member. Auditor begins the FY 22.23 audit, due by 12.31.2023. All tax apportionments from the county for FY 22.23 have been accounted for and notated for the auditor. New equipment to include a Backhoe and cell phones for the office. Credit card was approved for purchases. A new Attorney, Carlos Campos from BB and K has been contracted. Paradise Landscaping has been contracted to remove weeds and clean up the cemetery grounds. Diversified Heating and Cooling has given an estimate for Split units and Trustee Mark Vasquez has requested that other bids be obtained. The Borad meeting for October changed to the 18<sup>th</sup>.

#### **Action and Information Items:**

13. Unfinished Business: None

14. New Business:

Adoption of the Employee Handbook and Job descriptions:

Discussion: Note changes to be made concerning typographical errors.

Motion to accept the Employee Handbook and Job Descriptions with modifications): Vice Chairperson, Tanya Gordon

Second: Trustee Mark Vasquez

All In Favor:

Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: Aye

**Items for Future Agenda:**

- 15. Rules and Regulations Review
- 16. Fee Schedule Policy Review
- 17. Policy Review

**Cemetery Board and Employee Comments:**

- 18. Mark Franey: Thank you to Interim General Manager for work completed.
- 19. Tanya Gordon: None
- 20. Mark Vasquez: None
- 21. Victor Keaton: Requests that additional, local bids be requested for the HVAC Split Units out of respect for the community and Joe Gomez agrees with the request.

**Announcements:**

- 22. None

**Closed Session:**

- 23. None

**Adjournment:**

- 24. Motion to Adjourn at 1:56 pm: Victor Keaton  
Second: Mark Vasquez  
All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: Aye
- 25. The next meeting of the Board of Trustees will take place on October 18, 2023, in the Community Room of the Cemetery at 1:00 PM.

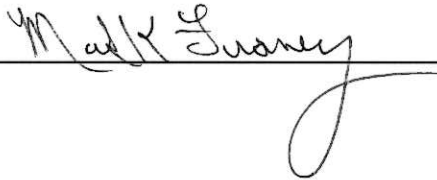
Minutes submitted by:



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Emily Barry Helm, Interim General Manager, Barstow Cemetery District

Accepted after Board Approval by:



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Mark Franey, Chairperson  
Barstow Cemetery District