

**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  
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(760) 256-2797 Office / (442) 309-0038 Cell

**OPEN TO THE PUBLIC**  
Emily Barry Helm,  
Interim General Manager

**BOARD OF TRUSTEES**  
**Regular Meeting Agenda**  
**Wednesday, September 13, 2023, 1:00 p.m.**

**1. Call to Order:**

- a. Roll Call by Board Secretary:
  1. Mark Franey
  2. Tanya Gordon
  3. Mark Vasquez
  4. Victor Keaton
  5. Vacant
- b. Pledge of Allegiance
- c. Consider additions of emergency or urgency items to the agenda to be placed on the Consent or Discussion Calendar at the Board's discretion pursuant to Government Code section 54954.2(b) or (b)(2)
- d. Notice of minor revisions to agenda items, items removed or continued

**2. Public Comments:**

**Members of the public are encouraged to participate in Board meetings in person or by alternative means by submitting any comments to the Board of Trustees on matters either on, or not part of, the Board of Trustees meeting agenda by email to:**  
Barstowcemetery@hotmail.com

This is the time for the public to address the Board on issues within their jurisdiction that are NOT on this agenda. All comments are to be directed to the Board and shall not consist of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during their comments. There is a time limit of three minutes per person. The Board of Trustees is prohibited by State law from acting or discussing items not included on the printed agenda. Public comments on specific agenda items will be deferred until consideration of the item on the agenda.

**3. Consent Calendar:**

- a. 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:  
Motion to accept the July 20, 2023, Special Meeting minutes as presented:  
Second:  
All In Favor:

- b. 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:

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

Second:

All In Favor:

- c. 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:

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

Second:

All In Favor:

- d. 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:

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

Second:

All In Favor:

**4. Presentation of Grant Check: Mr. Adam Loris, CEO, Barstow Community Hospital**

**5. General Manager Reports:**

- a. July and August 2023 Financial Overview: Flagstar Bank Accounts, San Bernardino County Funds/SAP Reports 1 and 2, and Tax Apportionments for FY 2022.2023.
- b. Cemetery Staff Operations Review

**6. Action and Information Items:**

a. Unfinished Business:

- 1. None

b. New Business:

- 1. Adoption of the Employee Handbook and Job descriptions:

Discussion:

Motion to accept the Employee Handbook and Job Descriptions as presented (or with modifications):

Second:

All In Favor:

- 2. Policy

**7. Items for Future Agenda:**

- a. Rules and Regulations Review
- b. Fee Schedule Policy Review
- c. Policy Review

**8. Cemetery Board and Employee(s) Reports/Comments** (Limit comments to items not appearing on this agenda)

Chair Franey:

Vice Chair Gordon:

Trustee Vasquez:

Trustee Keaton:

**9. Announcements:**

- a. None

**10. Adjournment:**

- a. Motion to Adjourn: Time: \_\_\_\_\_
  - 1. Second:
  - 2. All In Favor:
- b. The next meeting of the Board of Trustees will take place on October \_\_\_\_\_ 15, 2023, in the Community Room of the Cemetery at 1:00 PM.

**IMPORTANT NOTICES**

Declaration of Posting: I, Emily Barry Helm, Interim General Manager of the Barstow Cemetery District, do hereby declare that a copy of the foregoing agenda posted on the cemetery website: [mountainviewmemorial.specialdistrict.org](http://mountainviewmemorial.specialdistrict.org) and on the District's Office located outside of the building at 37067 Irwin Rd, Barstow CA 92311 for public review.