

Board of Trustees

Mark Franey
Tanya Gordon
Mark Vasquez
Victor Keaton

**Barstow Cemetery District
Mtn. View Memorial Park**

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(760) 256-2797

OPEN TO THE PUBLIC
Emily Barry Helm
Interim General Manager

**Board of Trustees
Regular Meeting Minutes**

Wednesday, November 15, 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, November 15, 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.

Public Comments:

4. Mr. Peter Castillo addressed the Board requesting a "roadmap of operations" for the cemetery's future. What is the "break even" amount of income for the cemetery to keep it in "the black"?
5. Cecelia Cordova addressed the Board requesting the "Friends of the Cemetery Task Force" continue to meet with 2 Trustees. Please contact Joe Gomez or David Maya to schedule. Who replaced Jeanette Hayhurst and will the replacement person have the same role as Ms. Hayhurst?

Consent Calendar:

6. Meeting minutes for the Board of Trustees Regular Meeting on September 13, 2023, were emailed to the Board of Trustees on Wednesday, November 8, 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

General Manager Reports:

7. Cemetery Manager presented the financials for the September and October Flagstar Bank Account statements, and the San Bernardino County Funds/SAP Reports for periods 3 and 4, and the Treasurers Deposits for July, August, September, and October 2023. An increase in the Endowment Fund was shown which satisfied the deficit noted in the Audit for FY 2021.2022. The main Flagstar account is now being utilized as "Income only" which will account for all Cemetery sales. The monthly Treasurers Deposit to the County will be written from this account.

8. Cemetery Staff Operations Review: Staff changes were made which resulted in the release of Elsie Ford as the Administrative Assistant. New additions to the Staff were introduced. A new fence has been installed to create additional room within the bay areas as well as eliminate the clutter of markers being left out while creating the cement surround. A new ATV was purchased, aided by the donated funds from the hospital, to be used for towing the new trailer. Split units have been installed for heating and Air Conditioning and new windows have been ordered. Additional tools and equipment have been purchased as well as PPE and uniforms for the Maintenance Staff. Proper HAZMAT cabinets have been installed and all HAZMAT has been properly removed and disposed of by a licensed company and a manifest filed with the County. New computers and email addresses are in progress of being implemented. 90% of the mapping has been completed in order to move forward with CemSites. Flags poles for Memorial Day and Veteran's Day have been fabricated and new flags purchased. Vaults have been relocated from the North side of Blocks 15, 15R and 16 to the rear of the property. The Cemetery Staff has had to disinter and relocated a gentleman due to a previous GM reselling the site.

Action and Information Items:

9. Unfinished Business: None
10. New Business:
Discussion: Friends of the Cemetery David Maya asked about the status of defaulted account for PreNeed clients and Burials.
The vote on the new fee schedule was tabled until the December 20, 2023, meeting.

Items for Future Agenda:

11. Fee Schedule vote
12. Rules and Regulations Review
13. Policy Review

Cemetery Board and Employee Comments:

14. Mark Franey: Attended Veteran's Day Service and it was the 1st time, to his knowledge, that the staff was thanked, specifically Ashley Tarpley and the Maintenance Staff. He was happy and satisfied with the event. Feedback concerning Veteran's site and clarification of which entities provide flags and places the flags on the Veteran's sites. Chairperson Franey thanked the Maintenance staff for all of the work that has been done and keeping up with the weeding and trash, which is making a big difference.
15. Tanya Gordon: Vice Chairperson Gordon thanked the staff for the tremendous improvements.
16. Mark Vasquez: Great Job to the Staff.
17. Victor Keaton: Great job to the Staff

Announcements:

18. None

Closed Session:

19. None

Adjournment:

20. Motion to Adjourn at 1:55 pm: Victor Keaton

Second: Mark Vasquez

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

21. The next meeting of the Board of Trustees will take place on Wednesday, December 20, 2023, in the Community Room of the Cemetery at 1:00 PM.

Minutes submitted by:

Emily Barry Helm, Interim General Manager, Barstow Cemetery District

Accepted after Board Approval by:

Mark Franey, Chairperson
Barstow Cemetery District

