

Board of Trustees
Mark Franey
Tanya Gordon
Mark Vasquez
Paul Loveless
Victor Keaton

Barstow Cemetery District
Mtn. View Memorial Park
37067 Irwin Rd.
P.O. Box 1033 Barstow, CA 92312
www.mountainviewmemorial.specialdistrict.org
(760) 256-2797

General Manager
Melinda Johnson
OPEN TO THE PUBLIC

AGENDA
BOARD OF TRUSTEES
Regular Meeting
Wednesday, July 12, 2023, 1:00 p.m.

PARTICIPATION IS INVITED: THE PUBLIC IS INVITED TO ADDRESS THE BOARD OF TRUSTEES ON ALL ITEMS ON THE AGENDA. Anyone interested in commenting on an Agenda item during any Board meeting must submit a “Speaker Card”, which is available from the Board Secretary. The “PUBLIC COMMENT” section below is the appropriate time for the public to address the Board.

INVOCATION:

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PRESENTATIONS:

1. **Presentation by Antonio Gallo of Cooperative Funeral Fund, Inc.**
Recommended Action: Presentation only.

PUBLIC HEARINGS:

PUBLIC COMMENTS: This is the time and place for the public to address the Cemetery District on matters within its jurisdiction that are not currently on the Agenda. State law prohibits the Board of Trustees from addressing any issue not previously included on the Agenda. The Cemetery District may receive comment and set the matter for a subsequent meeting. Speakers are asked to **limit their comments to three minutes; yielding time to another speaker is never allowed.**

STAFF REPORTS:

2. **General Manager Updates and Reports**
Recommended Action: Updates and reports only.

REVIEW AND APPROVAL OF AGENDA: This is the time for members of the Board of Trustees to call for rearranging the order of the agenda; adding items to or removing items from the agenda; or removing items from the Consent Calendar for discussion and/or separate action.

Motion: _____ 2nd: _____ Vote: _____

CONSENT CALENDAR ITEM:

3. **Approval of the June 14, 2023, Regular Meeting Minutes**
Recommended Action: Approve as presented.
4. **Approval of the June 27, 2023, Special Meeting Minutes**
Recommended Action: Approve as presented.

Motion: _____ 2nd: _____ Vote: _____

BUSINESS / ACTION ITEMS / UPDATES:

5. Landscape Conversion Project Committee Report / Discussion

Recommended Action: Report and discussion only.

6. Friends of Barstow Cemetery Committee Report / Discussion

Recommended Action: Report and discussion only.

7. Approval of Barstow Cemetery District Organizational Chart, Job Descriptions, Salary Schedule, and Employee Performance Review Form

Recommended Action: Approve the Barstow Cemetery District Organizational Chart, job descriptions for the General Manager, Administrative Assistant, Lead Groundskeeper and Groundskeeper, Salary Schedule (deferring implementation of Salary Schedule to the District’s budget preparation and subcommittee recommendation), and Employee Performance Review form for the General Manager to use for yearly performance reviews of employees that report to him/her, and dissolve the Personnel Committee established on November 10, 2021.

Motion: _____ 2nd: _____ Vote: _____

8. Approve Attendance, Travel and Lodging for Trustees and General Manager to the California Special Districts Association Annual Conference on August 28 - 31, 2023

Recommended Action: Approve attendance, travel and lodging for Trustees and General Manager to the California Special Districts Association Annual Conference on August 28 - 31, 2023.

Motion: _____ 2nd: _____ Vote: _____

DEFERRED ITEMS: (Items previously tabled or pulled from the Consent Calendar will be considered by the Board of Directors at this time)

BOARD OF TRUSTEES REPORTS: (Requests for future Board Items / Comments / Suggestions / Requests)

Chair Franey

Vice Chair Gordon

Trustee Vasquez

Trustee Loveless

Trustee Keaton

CLOSED SESSION: (Employee Evaluation/Discipline/Dismissal/Real Property Negotiations/Conference with Legal Counsel/ Etc./ per Gov. Code 54954.5)

1. Conference With Legal Counsel – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2) (7 Potential Cases)

**2. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: General Manager**

ADJOURNMENT:

Motion: _____ 2nd: _____ Vote: _____ Time: _____

I hereby certify, UNDER PENALTY OF PERJURY, that this agenda has been posted 72 hours prior to the stated meeting in a place accessible to the public. Posted as of July 10, 2023.

Approved:

Chairman of the Board Mark Franey

General Manager Melinda Johnson