**OPEN TO THE PUBLIC**

Barstow Cemetery District

Mtn. View Memorial Park

37067 Irwin Rd.

P.O. Box 1033 Barstow, CA 92312

www.mountainviewmemorial.specialdistrict.org

(760) 256-2797

**Board of Trustees**

Mark Franey

Tanya Gordon

Mark Vasquez

Paul Loveless

Victor Keaton

**MINUTES**

BOARD OF TRUSTEES

**Special Meeting**

Friday, July 28, 2023, 10:00 a.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:** Elisa Ford gave the invocation.

**CALL TO ORDER:** Chair Mark Franey called the meeting to order at 10:00 a.m.

**PLEDGE OF ALLEGIANCE:** Chair Franey led the Pledge of Allegiance.

**ROLL CALL:** Given and a quorum was established with the following present: Chair Mark Franey, Vice Chair Tanya Gordon, Trustee Paul Loveless and Trustee Mark Vasquez. Trustee Vic Keaton was absent.

**PRESENTATIONS:** None.

**PUBLIC HEARINGS:** None.

**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.** None.

**STAFF REPORTS:** None.

**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:** Vice Chair Gordon 2nd: Trustee Vasquez Vote: 4-0-0-1 (Trustee Keaton absent)

To approve the Agenda as presented.

**CONSENT CALENDAR ITEM:** None.

**BUSINESS / ACTION ITEMS / UPDATES:**

1. **APPROVAL OF CONSULTING CONTRACT WITH EMILY BARRY HELM**

**Recommended Action**: Approve Consulting Contract with Emily Barry Helm and authorize Chair Mark K. Franey to execute the contract on behalf of the Barstow Cemetery District.

**Trustee Loveless**

* Expressed his concern that the contract had not been reviewed by Legal Counsel.

**Elisa Ford**

* Asked how was the Consultant going to be paid.
* Stated that the District would have to pay the Consultant’s Workers Compensation.

**Vice Chair Gordon**

* Noted that the District would not be paying the wages and benefits for a General Manager for most of the contract term.

**Motion:** Trustee Vasquez 2nd: Vice Chair Gordon Vote: 3-1-0-1

(Nays: Trustee Loveless. Absent: Trustee Keaton absent)

To approve the Consulting Contract with Emily Barry Helm and authorize Chair Mark K. Franey to execute the contract on behalf of the Barstow Cemetery District.

1. **LIQUIDATION AND CLOSURE OF ALL ENDOWMENT ACCOUNTS WITH COOPERATIVE FUNERAL FUND, INC. (CFF)**

**Recommended Action**: Approve liquidation and closure of all endowment accounts with Cooperative Funeral Fund, Inc. (CFF), request that the disbursement check(s) for said funds be made out to the San Bernardino County Treasurer, authorize the funds to be disbursed to the District’s Endowment Fund and General Fund held for the District by the County of San Bernardino, and authorize Chair Mark K. Franey to sign all necessary documents to complete the transactions.

**Elisa Ford**

* Expressed her concerns about transferring the Endowment funds back to the County of San Bernardino, noting that the fees charged by the County and Wells Fargo were high.
* Stated the Board transferred the funds from Wells Fargo because of hidden fees; however, CFF fees were upfront.

**Chaiar Franey**

* Stated that the District was in dire need.
* Spoke about Ms. Helm’s leadership at the 29 Palms Public Cemetery District.

**Trustee Loveless**

* Noted that CFF gave a presentation at the last meeting and there were no concerns at that time.

**Chair Franey**

* Stated that this action had nothing to do with the performance of CFF.

**Motion:** Vice Chair Gordon 2nd: Trustee Vasquez Vote: 4-0-0-1 (Trustee Keaton absent)

To approve the liquidation and closure of all endowment accounts with Cooperative Funeral Fund, Inc. (CFF), request that the disbursement check(s) for said funds be made out to the San Bernardino County Treasurer, authorize the funds to be disbursed to the District’s Endowment Fund and General Fund held for the District by the County of San Bernardino, and authorize Chair Mark K. Franey to sign all necessary documents to complete the transactions..

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

None.

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

Chair Franey

* Noted that at the last meeting, staff was instructed to meet with Linda Gallagos regarding the care of a tree at her daughter’s gravesite and to let her know that the solution presented to the Board was not something the District could do, and that staff would work with her for alternative solutions.
* Stated that Ms. Gallegos was not fully informed that the Board was willing to work with her.
* Said he explained to her that the Board was wiling to work with her and suggested that she contact a local landscape service to see if they could come out to the District with water and water the tree for her two or three times a week.

Vice Chair Gordon

* Stated that she looked forward to Emily Helm joining the Barstow Cemetery District as a Consultant and looked forward to working with her.
* Felt that the District would see positive changes in the next year, noting that there would be challenges.

Trustee Vasquez

* Stated he appreciated Elisa Ford’s input as he felt it showed she was concerned.
* Said he was also looking forward to Emily Helm coming on board.

Trustee Loveless

* Concurred with everyone’s comments regarding Emily Helm coming on board as a Consultant.

Trustee Keaton

* Absent.

**CLOSED SESSION:**

None.

**ADJOURNMENT:**

**Motion:** Trustee Vasquez 2nd: Trustee Vasquez Vote: 4-0-0-1 (Trustee Keaton absent)

To adjourn the meeting at 10:47 p.m.

*Approved:*

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*Chairman of the Board Mark Franey Clerk of the Board Loveless*