

Board of Trustees

Mark Franey
Tanya Gordon
Mark Vasquez
Victor Keaton
Eugene Butticci

Barstow Cemetery District
Mtn. View Memorial Park
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OPEN TO THE PUBLIC

Ashley Tarpley
General Manger

Board of Trustees
Regular Meeting Minutes

Wednesday, February 21, 2024, 4:00 PM

Call To Order:

1. The Board of Trustees Chairperson, Mark Franey, called the Regular meeting of the Barstow Cemetery District to order at 4:00 PM on Wednesday, February 21, 2024. Board Members present at roll call were, Vice Chair Tanya Gordon, Trustees Mark Vasquez, Victor Keaton, and Eugene Butticci
2. All present stood and recited the pledge of allegiance.
3. Notice of minor revisions to agenda items, items removed or continued: None

Public Comments:

None

Consent Calendar:

4. Meeting minutes for the Board of Trustees Regular Meeting on January 17, 2024, were emailed to the Board of Trustees on Tuesday, February 13, 2024, for their review.
Discussion: Vice Chairperson Tanya Gordon noted that Trustee Keaton's last name was misspelled.
Motion to accept the January 17, 2024, Regular Meeting minutes with corrections: Trustee Victor Keaton
Second: Trustee Eugene Butticci
All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: Aye, Eugene Butticci: Aye

General Manager Reports:

5. For the month of January, the cemetery had 4 Full Interments no cremains. Maintenance office and outside restroom have been completed for remodel and construction. The staff and the board have begun LAFCO recommended trainings provided by the CSDA. Michael Tuerpe has put me in touch with the Deputy Executive Officer for the county. He will be setting up regular 1 hour meetings for me to meet with different department heads for one on one training. Cemsites has received the final DOS update from us to move forward with the site as well as information that they need to build the new website. We have decided to move forward with an alarm system provided by ADT and a new internet service. This will result in the gates no longer needing to be closed saving the Cemetery hundreds of dollars in overtime. Fines for the landscaping are still being brought in and delivered. We have confirmed with the MWA that the landscaping fund will pay for this expense. MWA has received the 3rd and 4th quarter Progress report for the landscaping project from the Cemetery. There was a meeting with the "Friends of the Barstow Cemetery" to discuss questions that they feel they had not gotten answers to previously. The staff were able to provide information that can be shared with the

public. Cemetery staff will be setting up a call with the contracted company for the 1st phase of the landscaping and the 3rd party verification company to resolve communication issues the two are having on terminology for payroll verification. This will be to aid in the finalization of the 1st phase of landscaping that has been completed.

Action and Information Items:

6. Unfinished Business: None
7. New Business:

1. Policy and Procedures and Rules and Regulations

Discussion: Chairperson Mark Franey voiced his concern with the section stating that services would not be available after 11:30am. He is concerned families who have religious traditions or other special requests may not have enough time before their services at the Cemetery. Requested that we move the time to 2pm for final services.

Being that this could result in workers staying for overtime to close a site it was agreed to move time to 1pm for final service.

Vice Chairperson Tanya Gordon requested that definition of "Scattering Site" and "Plot" be added to the "Rules and Regulations" section. She stated that some of the phrasing and terminology in the "Policies and Procedures" may be outdated and discussed updating in the future.

Management was asked to consider adding rules in for noise admitting decorations, birthday decorations, and placing a policy for review and voting on new policies yearly.

Items for Future Agenda:

1. Vote on Rules and Regulations
2. Vote on Policies and Procedures

Cemetery Board and Employee Comments:

Chair Franey: No comments

Vice Chair Gordon: No comments

Trustee Vasquez: No comments

Trustee Keaton: Regarding the mission statement would like to know how we are bringing architecture and art to the grounds. Requested an update on grants with MDAQM and to know how the staff are keeping track of the expenses and income.

Emily Helm advised that the building itself is historical and there is planning to bring in local artwork along with the already built and donated monuments on the grounds.

General Manager advised that the use of daily data sheets to input incoming revenue and SAP reports to track the expenses that are also emailed to the Board help everyone informed on what the income and expenses are monthly.

Trustee Butticci: Noted his name structured differently than the other board members in the Agenda. Management advised they will correct the name structure on the next agenda.

Announcements:

3. None


Closed Session:

4. None

Adjournment:

5. Motion to Adjourn at 4:52 pm: Victor Keaton
Second: Mark Vasquez
All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: Aye, Eugene Buttici: Aye
6. The next meeting of the Board of Trustees will take place on Wednesday, March 20, 2024, in the Community Room of the Cemetery at 4:00 PM.

Minutes submitted by:



Ashley Tarpley, General Manager, Barstow Cemetery District

Accepted after Board Approval by: 

Mark Franey, Chairperson
Barstow Cemetery District