

**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  
www.mountainviewmemorial.specialdistrict.org  
(760) 256-2797

**OPEN TO THE PUBLIC**

**Ashley Tarpley**  
**General Manger**

**Board of Trustees**  
**Regular Meeting Minutes**

Wednesday, December 20, 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, and Trustees Mark Vasquez. Victor Keaton was absent.
2. All present stood and recited the pledge of allegiance.
3. Notice of changes to Agenda items: None

**Public Comments:**

4. Cecelia Cordova addressed the Board requesting to know what the mechanism for responses to questions is that is in place.
5. David Maya addressed the Board requesting a general timeline for the plan of the cemetery. He also inquired about a collaboration with the Friends of the Barstow Cemetery that was voted on in a previous board meeting pertaining to cemetery matters and would like to know about the meeting arrangements. Brought to the attention of the board that the website does not have the agenda or meeting minutes posted for previous meetings and would like to know what is going on with the postings.

**Consent Calendar:**

6. Meeting minutes for the Board of Trustees Regular Meeting on November 15, 2023, were emailed to the Board of Trustees on Thursday, December 14, 2023, for their review.  
Discussion: None  
Motion to accept the November 15, 2023, Regular Meeting minutes as presented: Trustee Mark Vasquez  
Second: Trustee Mark Franey  
All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton Absent

**General Manager Reports:**

7. Cemetery Manager presented the financials for the November and December Flagstar Bank Account statements, and the San Bernardino County Funds/SAP Reports for periods 3 and 4, and the Treasurers Deposits for November 2023. only" which will account for all Cemetery sales. Presented that trucking for fines has been confirmed and set up to start making deliveries the first week of January. Due to prevailing wage and other factors that can delay a project the cemetery feels that it has sufficient fund

to be able to pay for the loads to be delivered weekly from the general fund. As we do not know how long we will have access to the donated materials we do not want to prolong the process of getting the materials. Hale Electric came in and installed all necessary lines for our network and data lines. They also updated the already existing electrical that was old and out of compliance> the building, garage bays, and maintenance office now all have proper electrical. We have brought on a QuickBooks pro who has helped us updated the accounts in the program, our goal is to have a QuickBooks finances report to accompany the financials by the February meeting. We are in the process of completing the documents requested by the auditor who will be coming to site on December 27<sup>th</sup> for an in person visit. This includes an up-to-date preneed list. Eugenia has been working diligently on getting customers up to date burial rights. Dennis Moon has finished the mapping for Cem Sites, those maps are being uploaded to further completion of Cemsites. The cemetery staff and board will be reviewing the policies and procedures provided by Emily from the Twenty-Nine Palms Cemetery and altering them to fit the specific needs of the Barstow Cemetery. We are working on getting these completed to be voted on by the February meeting. Emily Helm stated that the General Manager, Ashley Tarpley, will be reaching out to the "Friends of the Cemetery" group to confirm a time and date for the requested meeting, to include two Trustees.

8. **LAFCO presentation:**

Michael Tuerpe and attorney Sam Martinez gave presentation on special review of the Barstow Cemetery District. Noted full review could be found on LAFCO website. LAFCO will present the draft at their January 17<sup>th</sup>, 2024, meeting.

**Action and Information Items:**

9. Unfinished Business: Adoption of Fee schedule  
Discussion: None  
Motion to accept new Fee Schedule as presented: Vice Chair Tanya Gordon made motion.  
Seconded by: Mark Vasquez Trustee  
Motion passed unanimously. Victor Keaton absent
10. New Business:  
None

**Items for Future Agenda:**

11. Rules and Regulations Review
12. Policy Review

**Cemetery Board and Employee Comments:**

13. Mark Franey: Recommended that people understand how to request information by reaching out to the general manager. Concerned about the holidays that fall on a weekend and how they will be managed in the future due to him receiving a call about services being interrupted. Noted that he has reached out to the community about questions they have asked and has provided answers.
14. Tanya Gordon: Vice Chairperson Gordon Thanked consultant and general manager and wished everyone a Merry Christmas
15. Mark Vasquez: Thanked staff and wished everyone a Merry Christmas

**Announcements:**

16. None

**Closed Session:**

17. None

**Adjournment:**

18. Motion to Adjourn at 1:49 pm: Tanya Gordon

Second: Mark Vasquez

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

19. The next meeting of the Board of Trustees will take place on Wednesday, January 17, 2023, in the Community Room of the Cemetery at 4:00 PM.

Minutes submitted by:

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Ashley Tarpley, General Manager, Barstow Cemetery District

Accepted after Board Approval by:

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Mark Franey, Chairperson  
Barstow Cemetery District