

**Board of Trustees**

Mark Franey  
Tanya Gordon  
Mark Vasquez  
Victor Keaton  
Eugene Butticci

**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, May 15, 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, May 15, 2024. Board Members present at roll call were, Vice Chair Tanya Gordon, Trustees Mark Vasquez, Trustee Eugene Butticci, and Trustee Victor Keaton
2. All present stood and recited the pledge of allegiance.
3. Notice of minor revisions to agenda items, items removed or continued: Vote on amendment of Rules and Regulations

**Public Comments:**

David Maya: Issued apology on behalf of "The Friends of Barstow Cemetery" Facebook page for negative comments. These do not represent the feelings of the "Task Force". Noted several of the Cemetery's accomplishments and gave compliments to Board and staff.

Cecilia Cordova: Would like to see public documents on the Landscaping project for area A as well as for the Tree Removal bid and Grants submitted.

Peter Castillo: Requested something of a "road map" so the public could see the course of the Cemetery and to cause less confusion about what is being done. Suggested talking to the mayor about getting people out on the grounds to help with the weeding, along with weed killer. In hopes this would provide more manpower and equipment to the grounds to help with the weeding.

**Consent Calendar:**

4. Meeting minutes for the Board of Trustees Regular Meeting on April 17, 2024, were emailed to the Board of Trustees on Wednesday May 8, 2024, for their review.

Discussion: None

Motion to accept the April 17, 2024, Regular 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, Eugene Butticci: Aye

### **General Manager Reports:**

5. Interments for the month of May were 8 cremains and 1 full. Attended the LAFCO meeting where a report on the updates of the Barstow Cemetery was submitted and reviewed. The report stated that LAFCO sees improvements in the Cemetery and its staff. LAFCO suggested putting together a list of goals to be able to follow the improvements before the next follow up in September. The Memorial Day event will be held on Monday May 27<sup>th</sup> at 11am on the Cemetery grounds. Eugenia has been adamantly working on getting an updated and correct list of Veterans interred at the Cemetery and accurate maps to help volunteers more effectively put out flags on the sites for the Veterans, so no one is missed. Management and staff attended the Veterans Support Board Meeting to be able to provide some information and future plans with the Veterans and community members. Benches have been set in Block 5 of the Cemetery as the landscaping is completed in that Block. Moving forward all benches will follow suit and be set on the outer perimeter and not inside the Blocks. If the site is not on the outer perimeter the bench will be set in the same row or as close as possible. The Tree Removal Bid has been submitted. We are now accepting bids from contractors as the next phase of the landscaping project. There is continued training for the General Manager being taken including a payroll class through CSDA and a meeting with the head of the Public Works Department for Financials. This has resulted in recommendations for developing in-house procedures that will be able to be implemented and used as standard practice moving forward.

### **Action and Information Items:**

6. Unfinished Business:
  - a. Vote on "Conflict of Interest" 2024  
Discussion: Vice Chair Gordon inquired if management felt that the document should be more specified and specific names added. Management and other members agreed that keeping it inclusive without specification would be better to include all positions of staff.  
Motion to Accept "Conflict of Interest" as presented: Trustee Eugene Butticci  
Second: Trustee Victor Keaton  
All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: aye, Eugene Butticci: Aye
  - b. Vote on Chairperson and Vice Chair  
Discussion: Trustee Mark Vasquez stated that Board should remain the same. Members agreed.  
Motion to reappoint Mark Franey and Tanya Gordon: Trustee Mark Vasquez  
Second: Eugene Butticci  
All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: aye, Eugene Butticci: Aye
7. New Business:
  - a. FY 2024/2025 Budget  
Discussion: General Manager advised that due to the recordkeeping in the QuickBooks system the income is inaccurate. This budget would be a starting point and every budget to come would be from this point on as the funds from this year would not be the same. Moving forward we will have a more accurate basis to go off when making the budget. This is a proposed budget to submit

to the county and the final budget will be voted on in July after things like the retirement fund and Workers Comp insurance have been gone over to see if they can be lowered.

Motion to accept "Proposed Budget" as is presented: Vice Chair Tanya Gordon

Second: Trustee Eugene Butticci

All in Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: aye, Eugene Butticci: Aye

b. Rules and Regulations Amendment

Discussion: Board opened the floor for Joe Moormen to speak on the subject.

Joe Moormen: The hours set into place for the summer months currently effects the Catholic Church in their services and how they can accommodate the families including having proper staff. Chairperson Mark Franey advised that he was under the impression in the initial vote of the Rules and Regulations that the 1pm time would be for all year.

Vice Chair Tanya Gordon requested if in the hotter months the Church would be able to also work with the Cemetery so families could have services as early as 9am to avoid the heat. Joe advised that they do allow services at that time it would be on the mortuary to advise and set the time with the families.

Motion to amend "Rules and Regulations": Chairperson Mark Franey

Second: Vice Chair Tanya Gordon

All in Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: aye, Eugene Butticci: Aye

**Items for Future Agenda:**

1. None

**Cemetery Board and Employee Comments:**

1. Chair Franey: Thanked the "Friends of Barstow Cemetery" for the Volunteer weed cleaning weekend. Asked about the comment on page that the "Friends" will be planting trees. Cecilia Cordova advised it was a misunderstanding in wording and the "Friends" will not be planting trees or advising others to do so.
2. Vice Chair Gordon: None
3. Trustee Vasquez: Feels that there is a need for a cart for the Office Staff especially in the summer months as the grounds are vast and it is hot outside. Consultant Emily Helm advised next year when the grants for the MDAQM get accepted for the two vehicles we will submit this is something that could be acquired.
4. Trustee Keaton: Advised an individual has come to him and would like to make a donation. Trustee Keaton will get with management to see items that donations can be made towards.
5. Trustee Butticci: Announced there is a resource fair on June 27<sup>th</sup> that he feels would be a good way to make connections for staff and management. If management is interested, he will get them the information for signing up.

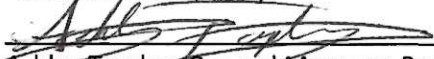
**Announcements:**

1. Cemetery Consultant Emily Helm announced that she will continue to come to the Cemetery to assist through September with no contract. Her contract will be up in July, but she feels that she can still help management and wants to see the project through.

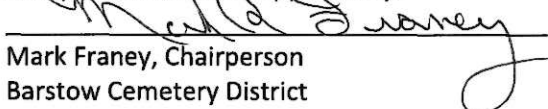
**Adjournment:**

1. Motion to Adjourn at 4:57 pm: Trustee Eugene Buttici  
Second: Trustee Mark Vasquez  
All In Favor: Mark Franey: Aye, Tanya Gordon: Aye, Mark Vasquez: Aye, Victor Keaton: Aye, Eugene Buttici: Aye
2. The next meeting of the Board of Trustees will take place on Wednesday, June 26, 2024, 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:

  
\_\_\_\_\_  
Mark Franey, Chairperson  
Barstow Cemetery District