

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.barstow.cemsites.com
(760) 256-2797 Office / (442) 309-0038 Cell

OPEN TO THE PUBLIC
Ashley Tarpley,
General Manager

BOARD OF TRUSTEES
Regular and Closed Session Meeting Agenda
Wednesday, October 16, 2024, 4:00pm

1. Call to Order:

- a. Roll Call by Board Secretary: (Ashley)
 1. Mark Franey
 2. Tanya Gordon
 3. Mark Vasquez
 4. Victor Keaton
 5. Eugene Butticci
- b. Pledge of Allegiance
- c. Consider additions of emergency or urgency items to the agenda to be placed on the Consent or Discussion Calendar at the Board's discretion pursuant to Government Code section 54954.2(b) or (b)(2)
- d. Notice of minor revisions to agenda items, items removed or continued

2. Public Comments:

Members of the public are encouraged to participate in Board meetings in person or by alternative means by submitting any comments to the Board of Trustees on matters either on, or not part of, the Board of Trustees meeting agenda by email to:
gmbarstowcem@gmail.com

This is the time for the public to address the Board on issues within their jurisdiction that are NOT on this agenda. All comments are to be directed to the Board and shall not consist of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during their comments. There is a time limit of three minutes per person. The Board of Trustees is prohibited by State law from acting or discussing items not included on the printed agenda. Public comments on specific agenda items will be deferred until consideration of the item on the agenda.

3. Consent Calendar:

- a. Meeting minutes for the Board of Trustees Regular meeting on September 18, 2024, were emailed to the Board of Trustees on Wednesday, October 9, 2024, for their review.
Discussion:
Motion to accept September 18, 2024, Regular Meeting minutes as presented:
Second:
All In Favor:

4. General Manager Reports:

- a. September 2024 Financial Overview: Flagstar Bank Accounts, San Bernardino County Funds/SAP Reports 1, and Treasure's Deposit.
- b. Cemetery Staff and Operations Review

5. Action and Information Items:

- a. Unfinished Business:
 - 1. ARPA Funded Restroom Update
- b. New Business:
 - 1. 4000 Section Landscaping Bid Discussion and Vote

6. Closed Session:

- a. General Manager's Contract Discussion and Vote

7. Post Closed Session Announcements:

8. Items for Future Agenda:

- a. None

9. Cemetery Board and Employee(s) Reports/Comments (Limit comments to items not appearing on this agenda)

Chair Franey:

Vice Chair Gordon:

Trustee Vasquez:

Trustee Keaton:

Trustee Butticci:

10. Announcements:

- a. None

11. Adjournment:

- a. Motion to Adjourn: Time: _____
 - 1. Second:
 - 2. All In Favor:
- b. The next meeting of the Board of Trustees will take place on November 20, 2024, in the Community Room of the Cemetery at 4:00pm

IMPORTANT NOTICES

Declaration of Posting: I, Ashley Tarpley, General Manager of the Barstow Cemetery District, do hereby declare that a copy of the foregoing agenda posted on the cemetery website:

www.barstow.cemsites.com and on the District's Office located outside of the building at 37067 Irwin Rd, Barstow CA 92311 for public review.



Date: October 16, 2024

From: Ashley Tarpley, General Manager

To: Barstow Cemetery District Board

Subject: Agenda Item #4- General Managers Report

September 2024 Financial Overview: Flagstar Bank Accounts, San Bernardino County Funds/SAP Reports 1, and Treasure's Deposit

Cemetery Staff and Operations Review

The General Manager report will consist of the following items. These items are subject to change or update. It is the intention of the General Manager to give a small report on each of these items some in more detail than others.

- **Monthly Interments:**
This will include the number of interments including cremations and full burials.
- **Progress on Block 16 and timeline:**
This will be a small presentation on the plan of the Cemetery staff for block 16 and what we would like to accomplish. As well as what we have accomplished so far.

- **Audit Status:**
Status on where we are for the FY 23/24 Audit
- **Staff safety training update:**
Information on what training the staff have taken and completed
- **Landscaping presentation:**
An announcement regarding a landscaping presentation the General Manager is working on to present to the Board for a future meeting before the end of the year.

Subject: Agenda Item #5- New Business

4000 Section Landscaping Bid Discussion and Vote

- **General Manager Ashley Tarpley will provide her recommendations to the Board in regard to the bid and it being awarded to a contractor.**

Barstow Cemetery District September 2024 Financials

September 2024 Payments Processed

Account	Date	Vendor	Reference	Amount
5090	09.01.24	Emacs	Payroll System Services	\$65.43
5090	09.12.24	Ewilson	Clerical Services	\$987.00
5090	09.12.24	ATC Controller	Payroll 2023 Qrt 2 Billing	\$948.15
5090	09.27.24	Precision	Garage Door Payment	\$9,710.00
5090	09.27.24	Ewilson	Clerical Services	\$735.00
4415	09.03.24	ADT	Security	\$125.09
4415	09.03.24	Sandy Raynor	Quickbooks	\$300.00
4415	09.03.24	SDRMA	Health Insurance	\$2,308.23
4415	09.11.24	Amex	Credit Card Payment	\$1,264.43
4415	09.16.24	Mercury	Vehicle Insurance	\$256.60
4415	09.19.24	CalPERS	Retirement	\$1,230.33
4415	09.19.24	Burrtec	Trash	\$224.19
4415	09.25.24	CalPERS	Retirement	\$1,898.95
62017	08.23.24	Amazon	Office Supplies	\$19.46
62017	08.26.24	Getstreamline	Close streamline website and pay invoices	\$588.00
62017	08.28.24	Chevron	Diesel	\$104.76
62017	08.28.24	Chevron	Fuel	\$94.47
62017	08.30.24	Local ADV	Bid advertisement Daily Press	\$555.35
62017	08.30.24	Barstow Industrial	Maintenance supplies	\$28.47
62017	09.07.24	Amazon	Uniform supplies	\$390.84
62017	09.10.24	USPS	Postal	\$9.85
62017	09.11.24	USPS	Postal	\$9.85
62017	09.13.24	Amazon	Cleaning supplies	\$27.41
62025	09.06.24	UIA	Internet and Phone	\$395.44
62009	09.15.24	Amex	Annual membership fee	\$95.00
5091	09.12.24	Brand	Site Reconveyance	\$1,658.00
5091	09.12.24	Depue	Site Reconveyance	\$500.00
Total				\$24,530.30

September 2024 County Transfers Processed

Account From	Date	Account To	Reference	Amount
5091	09.12.24	5090	For preneed services performed	\$28,540.60
5090	09.12.24	4415	August Utilities Reimbursement	\$2,927.02
5090	09.12.24	4415	Amex payment Reimbursement	\$1,264.43
5090	09.12.24	4415	Operation Expense Reimbursement	\$6,177.65
Total				\$38,909.70

September 2024 Payments Received

Account	Reference	Amount
General Fund	At Need Services	\$4,641.00
Pre Need	September Payments	\$3,709.52
Endowment	New contract Endowment collected	\$900.00
Preneed	Intrest Accrued	\$213.12
Endowment	Intrest Accrued	\$2,171.14
Total		\$11,634.78