

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 Meeting Agenda
Wednesday, December 18, 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 November 20, 2024, were emailed to the Board of Trustees on Thursday, December 12, 2024, for their review.
Discussion:
Motion to accept November 20, 2024, Regular Meeting minutes as presented:
Second:
All In Favor:

4. General Manager Reports:

- a. November 2024 Financial Overview: Flagstar Bank Accounts, San Bernardino County Funds/SAP Reports 5, and Treasure's Deposit.
- b. Cemetery Staff and Operations Review

5. Action and Information Items:

a. Unfinished Business:

- 1. None

b. New Business:

- 1. Approval of the Employment Agreement for General Manager Position for the Barstow Cemetery District.

Motion to accept the Employment Agreement for General Manager Position:

Second:

All In Favor:

- 2. Use of Upright Headstones: Discussion only

- 3. Amendments to "Policies and Procedures" and "Rules and Regulations"

Motion to accept amended "Policies and Procedures" and "Rules and Regulations":

Second:

All In Favor:

6. Items for Future Agenda:

- a. None

7. 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 Buttici:

8. 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 January 15, 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: December 18, 2024

From: Ashley Tarpley, General Manager

To: Barstow Cemetery District Board

Subject: Agenda Item #4- General Managers Report

November 2024 Financial Overview: Flagstar Bank Accounts, San Bernardino County Funds/SAP Reports 4, 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.
- **Landscaping Project Update:**
Update on the progress of the project. Projected timelines and grant management
- **Grant Information and updates:**
Update on Grants applied for, and status on San Manuel.

Subject: Agenda Item #5- Action and Information Items

Use of Upright Headstones: Discussion only

Amendments to “Policy and Procedures” and “Rules and Regulations”

- Recommendation On Upright Headstones:
This will be the General Managers recommendation based on benefits or drawbacks to operations.
 - Amendments to Rules and Regulations:
A request to make amendments to the current “Rules and Regulations” from the General Manager including verbiage to be added to site care rules.
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November 2024 Payments Processed

Account	Date	Vendor	Reference	Amount
5090	11.01.2024	Emacs	Payroll System Services	\$87.24
5090	11.12.2024	Ewilson	Clerical Services	\$997.50
5090	11.21.2024	SDRMA	Insurance (2 months)	\$3,847.05
5090	11.21.2024	BBK	Legal Services	\$1,434.00
5090	11.21.2024	Treasurer	Payroll Billing	\$851.40
4415	11.04.2024	ADT	Security	\$125.09
4415	11.04.2024	Sandy Raynor	Quickbooks	\$300.00
4415	11.06.2024	Golden state water	Water utility	\$879.85
4415	11.12.2024	Amex	CC payment	\$203.00
4415	11.14.2024	Mercury	Insurance	\$256.60
4415	11.19.2024	CalPERS	Retirement	\$983.44
4415	11.21.2024	Verizon	Phone Utility	\$206.74
4415	11.25.2024	Amex	CC payment	\$8,166.00
4415	11.25.2024	CalPERS	Retirement	\$1,472.00
4415	11.25.2024	Edison	Electric	\$274.62
4415	11.25.2024	Golden state water	Water utility	\$879.85
62017	10.21.2024	USPS	Postage	\$10.45
62017	10.25.2024	Precision	Maintenance Repair	\$350.00
62017	10.28.2024	Food 4 Less	Fuel	\$10.33
62017	10.28.2024	Food 4 Less	Diesel	\$101.08
62017	10.30.2024	Printing Solutions	Fax Services	\$9.79
62017	11.04.2024	USPS	Postage	\$10.45
62017	11.07.2024	The Home Depot	Grounds supplies	\$92.32
62025	10.22.2024	Barstow Industrial	Maintenance Supplies	\$83.83
62025	11.01.2024	UIA	Phone and Internet	\$395.86
Total				\$22,028.49

November 2024 County Transfers Processed

Account From	Date	Account To	Reference	Amount
5090	10.01.2024	4415	Utility & Operations transfer	\$12,604.76

Total **\$12,604.76**

This is a transfer between accounts only, this amount is accounted for in payments processed.

November 2024 Payments Received

Account	Reference	Amount
General Fund	At Need Services	\$7,075.00
Pre Need	November Payments	\$3,662.44
Endowment	New contract Endowment collected	\$450.00
Preneed	Intrest Accrued	\$0.00
Endowment	Intrest Accrued	\$0.00
Apportionment	Tax apportionment collected	\$16,393.43
Total		\$27,580.87