

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 April 16, 2025, 4:00 p.m.

CALL TO ORDER:**ROLL CALL:**

- ☐ Mark Franey
- ☐ Tanya Gordon
- ☐ Mark Vasquez
- ☐ Victor Keaton
- ☐ Eugene Butticci

PLEDGE OF ALLEGIANCE:

PARTICIPATION IS INVITED: *Members of the public are encouraged to participate in Board meetings. If you wish to be heard on any item(s) on the Agenda, including Public Comments, please indicate so by filling out a Speaker Request Card and handing it to the General Manager prior to the start of the meeting. **Each Speaker is limited to three minutes.** 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. Comments may also be submitted to the Board of Trustees by e-mail to gmbarstowcem@gmail.com. If special accommodations are required, 48 hours notice must be given to the General Manager.*

PRESENTATIONS: Antonio Gallo with Cooperative Funeral Fund.

REVIEW AND APPROVAL OF AGENDA: *This is the time for members of the Board of Trustees to call for rearranging the order of the Agenda, adding items to or removing items from the Agenda, or removing items from the Consent Calendar for discussion and/or separate action. Items may only be added to the Agenda as allowed by State Law, including Government Code Section 54954.2(b) or (b)2.*

PUBLIC COMMENTS: *This is the time and place for the General Public to address the Board of Trustees on issues within the District's jurisdiction that are **NOT** on the Agenda. **Each Speaker is limited to three (3) minutes.** The Board of Trustees is prohibited by State law from acting or discussing items not included on the Agenda.*

GENERAL MANAGER REPORT:

The General Manager will provide an overview of financials, announce upcoming events, and report on Cemetery activities since the last meeting.

CONSENT CALENDAR:

1. **MINUTES REGULAR MEETING – MARCH 19, 2025, 4:00 P.M.**

Recommended Action:

Approve Minutes as presented.

BUSINESS / ACTION ITEMS:

2. **SALE OF LIFE QR PLAQUES.**

Recommended Action:

Approve the sale of Life QR plaques for \$250 per unit.

3. **FEE SCHEDULE FY 25/26- DISCUSSION ONLY.**

Recommended Action:

Discuss the price changes to the fee schedule proposed by the General Manager for the FY 25/26.

4. **POLICIES AND PROCEDURES FY 25/26- DISCUSSION ONLY.**

Recommended Action:

Discuss the changes to the "Policies and Procedures" and "Rules and Regulations" by the General Manager for the FY 25/26.

5. **BUDGET FY 25/26- DISCUSSION ONLY**

Recommended Action:

Discuss the proposed budget by the General Manager for FY 25/26.

BOARD OF TRUSTEES REPORTS / COMMENTS:

CLOSED SESSION: None.

ADJOURNMENT:

The next meeting of the Board of Trustees will take place on May 21, 2025, 4:00 p.m., in the Community Room of the Barstow Cemetery District, 37067 Irwin Road, Barstow, CA 92311.

NOTICE:

I, Ashley Tarpley, General Manager of the Barstow Cemetery District, do hereby declare that a copy of the foregoing Agenda was posted on the Cemetery website at www.barstow.cemsites.com and at the District office at 37067 Irwin Rd, Barstow, CA 92311 for public review.



Date: March 19, 2025

From: Ashley Tarpley, General Manager

To: Barstow Cemetery District Board

Subject: Agenda Item - General Managers Report

General Managers overview of financials, announcement of upcoming events, and brief report on activities of staff since the last meeting.

*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.

Subject: Agenda Item - Business/ Action Items

General Managers recommendation on **SALE OF LIFE QR PLAQUES**

- Review of the answers to the questions the Board asked at the previous meeting. The recommendation of the General Manager is to approve the sale of the Life QR Plaques at the company recommended price of \$250 per unit.
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General Managers recommendation on **FEE SCHEDULE FY 25/26**

- The recommendation of the General Manager is to increase fees for the services of open and close and to add fees for vault handling. These fee increases will keep the Barstow Cemetery District comparable to other Cemetery Districts in the surrounding areas and help the cemetery meet its fiscal needs.
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General Managers recommendation on **POLICIES AND PROCEDURES FY 25/26**

- The recommendation of the General Manager is to adjust the following Policies.
Policy: Board Meeting Conduct
Policy Number: 4210
Policy: Performance Evaluation
Policy Number 3130.
 - The recommendation of the General manager is to add additional regulations to the “Disinterment” Rules and Regulations to make them more thorough.
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General Managers recommendation on **BUDGET FY 25/26**

- The recommendation of the General Manager is to review the budget for the 25/26 FY by comparing to “Actuals” for the current fiscal year.

March 2025 Payments Processed

Account	Date	Vendor	Reference	Amount
5090	03.01.2025	Emacs	Payroll System Services	\$58.16
5090	03.04.2025	Ewilson	Clerical Services	\$1,044.75
5090	03.12.2025	Ewilson	Clerical Services	\$1,050.00
4415	03.03.2025	ADT	Security	\$125.09
4415	03.03.2025	Sandy Raynor	Quickbooks	\$300.00
4415	03.04.2025	Edison	Electric Utility	\$368.49
4415	03.10.2025	CalPERS	Retirement	\$1,782.39
4415	03.12.2025	AIS	Equipment Rental	\$206.24
4415	03.26.2025	Verizon	Cell phone	\$103.38
4415	03.13.2025	Mercury	Vehicle Insurance	\$192.86
4415	03.11.2025	State Fund	Workers comp Insurance	\$2,428.33
4415	03.14.2025	Golden State Water	Water utility	\$842.51
4415	03.20.2025	Unique Landscape	Water line repair	\$490.00
4415	03.24.2025	SDRMA	Health Insurance	\$1,604.74
62009	03.04.2025	Microsoft 365	Yearly subscription	\$129.99
62017	02.19.2025	Food 4 Less	Gas	\$13.43
62017	02.19.2025	Food 4 Less	Diesel	\$106.29
62017	02.27.2025	USPS	Postage	\$24.70
62017	03.04.2025	Hartford	Liability Insurance	\$1,435.25
62017	03.05.2025	McCurdy Wood	Donation plaque	\$80.81
62017	03.05.2025	Amazon	Restroom Supplies	\$102.01
62025	02.27.2025	UIA	Phone and internet Utility	\$396.01

Total **\$12,885.43**

March 2025 County Transfers Processed

Account From	Date	Account To	Reference	Amount
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5090	01.30.2025	4415	Utility & Operations transfer	\$6,322.04
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This is a transfer between accounts only, this amount is accounted for in payments processed.

March 2025 Payments Received		
Account	Reference	Amount
General Fund	At Need Services	\$6,700.00
Pre Need	February Payments	\$2,911.52
Endowment	New contract Endowment collected	\$1,800.00
General Fund	Intrest Accrued (Quarterly)	
Preneed	Intrest Accrued (Quarterly)	
Endowment	Intrest Accrued (Quarterly)	
Apportionment	Tax apportionment collected	\$7,982.85
Total		\$19,394.37

Proposed Fee Schedule

<u>Description</u>	<u>Current 24/25</u>	<u>Proposed 25/26</u>
Interment sites		
Regular Single	2950	2950
Courtyard Single	4400	4400
Courtyard Double	5600	5600
Cremation	1550	1550
Niche	4300	4300
Baby Single	1550	1550
Memorial Wall Plaque	550	550
Scattering	150	150
Endowment		
Single Full	450	450
Double Full	900	900
Cremation	250	250
Niche	250	250
Baby Full	250	250

Open/Close		
Single Full	850	1300
Double Full	1050	First Depth 1500
Cremation	650	900
Niche	450	800
Baby	650	900
Vaults		
Single Vault	850 + 65.87	850 + 65.87
Oversized Vault	2650 + 205.37	2650 + 205.37
Cremation Vault	350 + 27.12	350 + 27.12
Large Cremation Vault	350 + 27.12	350 + 27.12
Baby Vault	350 + 27.12	350 + 27.12
Vault Handling Fee		
Regular Single		200.00
Double Depth		400.00
Oversize		500.00
Cremation/Baby		100.00
Setting Fees		
Marker Single	350	350

Marker Double	450	450
Marker Cremains	200	200
Marker Baby	250	250
Bench	350	350
Administrative Fees		
Transfer Fee	100	100
Permit Re-file	35	35
Refund/reconveyance	100	100
Non Resident Fee	15% of total	15% of total
Payment plan (per year)	100	100
Service Fees		
Disinterment full	6000	6000
Disinterment Double	10000	10000
Disinterment Cremation	3000	3000
Disinterment Niche	2000	2000
Disinterment Baby	3000	3000

Policy and Procedures

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 4210

4210.4.1 Current: Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

4210.4.1 Proposed: 3 minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

POLICY TITLE: Performance Evaluation

POLICY NUMBER: 3130

3130.5 Current: The evaluation of the General Manager shall be conducted by the Chairperson and Vice Chairperson of the Board of Trustees. Their recommendations shall be brought to the Board in a Closed Session board meeting, discussed with the entire Board, voted on and presented to the General Manager in the regular session.

3130.5 Proposed: The evaluation and contract negotiations of the General Manager shall be conducted by the Chairperson and Vice Chairperson of the Board of Trustees. Their recommendations shall be brought to the Board in a Closed Session board meeting, discussed with the entire Board, voted on and presented to the General Manager in the regular session

Rules and Regulations

Disinterment additions

- Gates will be locked during Disinterment's, including pedestrian walk-in gate. Gates will be opened again after completion of disinterment and exposed remains have been removed from the property entirely.
- No persons other than Cemetery staff and involved Mortuary staff shall be allowed to be present during disinterment's.
- Disinterment's will be completed first thing in the morning and will be scheduled based on Cemetery Staff and time set by the General Manager, no later than 11am.

- Mortuary must provide the Cemetery with notice of the desired date of disinterment 2 weeks in advance.
- After the completion of the disinterment all staff will be released for the remainder of the day and the office will be closed. The office is to resume regular business hours the following day.
- No Cemetery staff will be involved in the removal of human remains, caskets, or urns. The Mortuary must provide their own staff to remove all elements from the site and grounds after the liner or vault lid are removed. Cemetery staff will operate equipment for assistance ONLY.
- In cases where the casket is damaged and unable to be removed with Cemetery equipment it is the responsibility of the Mortuary to provide means to remove the casket from the site. Cemetery staff will not be involved in any removal or handling of remains.

Budget vs. Actuals

July 1, 2024-March 31, 2025

Distribution account	Total		
	Actual	Budget 24/25	Budget 25/26
Income			
Burial Services & Fees	0.00	0.00	0.00
At-Need Burial Services & Fees	74,995.49	140,000.00	140,000.00
Pre-Need Burial Services & Fees	56,394.78	40,000.00	70,000.00
Total for Burial Services & Fees	\$131,390.27	\$0.00	\$210,000.00
Property Tax Apportionment	122,905.82	170,000.00	170,000.00
Refunds	0.00	5,000.00	0.00
SBC Interest Income	1,431.66	0.00	0.00
Total for Income	\$255,727.75	\$388,000.00	\$380,000.00
Cost of Goods Sold	0.00	0.00	0.00
Gross Profit	\$255,727.75	\$388,000.00	\$380,000.00
Expenses			
Advertising & Marketing	-38.24	500.00	0.00
Bank Charges & Fees	-24.68	0.00	0.00
Board Member Expenses	2,600.00	3,000.00	2,600.00
Equipment Expense	0.00	0.00	0.00
Grounds Equipment	205.79	1,500.00	1,500.00
Inventoriable Equipment	1,005.00	0.00	1,000.00
Maintenance of Equipment	0.00	0.00	0.00
Back Flow Testing	263.30	0.00	265.00
Total for Maintenance of Equipment	\$263.30	\$0.00	\$0.00
Non-Inventoriable Equipment	0.00	0.00	0.00
Supplies & Materials	897.95	5,000.00	3,000.00
Total for Non-Inventoriable Equipment	\$897.95	\$0.00	\$0.00
Repair & Maintenance	785.00	1,000.00	1,000.00
Total for Equipment Expense	\$3,157.04	\$0.00	\$0.00
Equipment Rental	0.00	5,000.00	0.00
Grounds Equipment	156.96	0.00	500.00
Office Equipment	2,550.43	2,500.00	3,000.00
Total for Equipment Rental	\$2,707.39	\$0.00	\$0.00
General Maintenance	0.00	0.00	0.00
Building Improvements	9,710.00	500.00	500.00
Grounds	0.00	0.00	0.00
Grounds Improvement	2,322.63	0.00	3,000.00
Landscaping	0.00	0.00	0.00
Hauling Expense	-40,000.00	11,000.00	0.00
Total for Landscaping	-\$40,000.00	\$0.00	\$0.00
Total for Grounds	-\$37,677.37	\$0.00	\$0.00

Total for General Maintance	-\$27,967.37	\$0.00	\$0.00
Grant Expense - Landscape Project	11,759.05	0.00	0.00
Insurance	0.00	0.00	0.00
Property & Liability Insurance	2,870.50	5,000.00	5,000.00
Vehicle Insurance	1,732.46	3,000.00	3,000.00
Total for Insurance	\$4,602.96	\$0.00	\$0.00
Interest Paid	539.43	0.00	0.00
Membership Dues & Subscriptions	4,084.03	5,000.00	5,000.00
Merchant Fees	3,185.83	2,000.00	2,000.00
AMEX	539.43	100.00	300.00
Total for Merchant Fees	\$3,725.26	\$0.00	\$0.00
Office Supplies	1,219.29	500.00	2,000.00
Postage	458.64	200.00	500.00
Total for Office Supplies	\$1,677.93	\$0.00	\$0.00
Payroll Expenses	0.00	0.00	0.00
CalPers	20,589.63	25,000.00	25,000.00
Employee Benefits	0.00	0.00	0.00
Health Insurance	15,585.96	25,000.00	25,000.00
Total for Employee Benefits	\$15,585.96	\$0.00	\$0.00
Payroll Tax Expenses	0.00	0.00	0.00
FICA - Medicare	1,777.35	2,200.00	2,200.00
FICA - OASDI	7,599.66	13,000.00	1,300.00
Total for Payroll Tax Expenses	\$9,377.01	\$0.00	\$0.00
Payroll Wage Expenses	0.00	0.00	0.00
Holiday Wages/Other Income	8,143.00	0.00	0.00
Overtime	40.00	0.00	0.00
Payroll Sick Leave/Other Earnings	3,661.50	0.00	0.00
Payroll Vacation	4,219.65	0.00	0.00
Regular Wages	106,511.00	0.00	0.00
Total for Payroll Wage Expenses	\$122,575.15	\$180,700.00	\$180,700.00
Workman's Comp. Insurance	19,556.09	30,000.00	30,000.00
Total for Payroll Expenses	\$174,722.00	\$0.00	\$0.00
Professional Services	0.00	0.00	0.00
Accounting & Bookkeeping Services	300.00	3,600.00	3,600.00
Clerical Services	19,969.50	15,600.00	25,000.00
Information Technology Services	0.00	0.00	0.00
Software	1,981.08	12,000.00	0.00
Total for Information Technology Services	\$1,981.08	\$0.00	\$0.00
Legal Services	6,133.80	5,000.00	5,000.00
Total for Professional Services	\$28,384.38	\$0.00	\$0.00
SBC Administrative Expenses	0.00	0.00	0.00
Payroll Processing Fees	2,344.80	3500	3,500.00
Total for SBC Administrative Expenses	\$2,344.80	\$0.00	\$0.00

Uniform Expenses	481.51	1,500.00	1,500.00
Utilities	0.00	0.00	0.00
Electricity	3,473.44	5,000.00	5,000.00
Internet & Phone	3,761.93	5,000.00	5,000.00
Cell Phone	1,033.34	1,500.00	1,500.00
Total for Internet & Phone	\$4,795.27	\$0.00	\$0.00
Security	1,128.81	0.00	2,000.00
Trash & Sewer	1,545.31	2,000.00	2,000.00
Water	7,407.75	10,500.00	10,500.00
Total for Utilities	\$18,350.58	\$0.00	\$0.00
Vehicles	0.00	0.00	0.00
Fuel	1,406.62	5,000.00	2,500.00
Vehicle Repair & Maintance	4,565.51	2,000.00	5,000.00
Total for Vehicles	\$5,972.13	\$0.00	\$0.00
Total for Expenses	\$237,078.20	\$411,350.00	\$370,465.00
Net Operating Income	\$0.00	\$0.00	\$0.00
Other Income			
Interest Earned	119.68	0.00	0.00
Total for Other Income	\$119.68	\$0.00	\$0.00
Other Expenses	0.00	0.00	0.00
Net Other Income	\$119.68	\$0.00	\$0.00
Net Income	\$6,007.39	\$23,350.00	\$9,535.00