

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 May 21, 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: None.

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 – April 16, 2025, 4:00 P.M.**

Recommended Action:

Approve Minutes as presented.

BUSINESS / ACTION ITEMS:

2. **FEE SCHEDULE FY 25/26**

Recommended Action:

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

3. **POLICIES AND PROCEDURES FY 25/26**

Recommended Action:

Approve the changes to the “Policies and Procedures” and “Rules and Regulations” by the General Manager for the FY 25/26.

4. **BUDGET FY 25/26**

Recommended Action:

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

4. **AUDIT FY 23/24**

Recommended Action:

Accept Audit as presented

BOARD OF TRUSTEES REPORTS / COMMENTS:

CLOSED SESSION: None.

ADJOURNMENT:

The next meeting of the Board of Trustees will take place on June 18, 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: May 21, 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.
- **Grant Update:**
Update on new grants being applied for and the status on previous grants

Subject: Agenda Item - Business/ Action Items

General Managers recommendation on **FEE SCHEDULE FY 25/26**

- The recommendation of the General Manager is to approve 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.

General Managers recommendation on **POLICIES AND PROCEDURES FY 25/26**

- The recommendation of the General Manager is to approve proposed changes made to the following Policies.
Policy: Board Meeting Conduct
Policy Number: 4210
Policy: Performance Evaluation
Policy Number 3130.

- The recommendation of the General manager is to approve 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 approve the budget for the 25/26 FY presented at the April meeting.

April 2025 Payments Processed

Account	Date	Vendor	Reference	Amount
			Payroll System Services	\$58.16
5090	04.01.2025	Emacs	Clerical Services	\$945.00
5090	04.11.2025	Ewilson	Clerical Services	\$945.00
5090	04.28.2025	Ewilson	Audit Services	\$10,200.00
5090	04.28.2025	Kevin Brejnak	Security	\$125.09
4415	03.03.2025	ADT	Quickbooks	\$300.00
4415	03.03.2025	Sandy Raynor	Electric Utility	\$306.98
4415	03.04.2025	Edison	Retirement	\$1,782.39
4415	03.10.2025	CalPERS	Cell phone	\$103.38
4415	03.26.2025	Verizon	Vehicle Insurance	\$191.09
4415	03.13.2025	Mercury	Workers comp Insurance	\$2,428.33
4415	03.11.2025	State Fund	Water utility	\$872.82
4415	03.14.2025	Golden State Water	Health Insurance	\$1,604.74
4415	03.24.2025	SDRMA	Trash	\$165.14
4415	04.24.2025	Burrtec	Door Repair	\$435.00
62017	03.21.2025	Precision Garage	Grounds supplies	\$55.01
62017	03.27.2025	Home Depot	Grounds repair	\$107.60
62017	03.31.2025	Home Depot	Vehicle Registration	\$54.00
62017	04.01.2025	DMV	Fax's	\$13.05
62017	04.01.2025	Printing solutions	Postage	\$10.10
62017	04.02.2025	USPS	Grounds supplies	\$125.67
62017	04.08.2025	Home Depot	Office Supplies	\$13.99
62025	03.27.2025	Stater Bros	Fuel	\$51.55
62025	03.19.2025	Food 4 Less	Fuel	\$102.90
62025	03.19.2025	Food 4 Less	Internet and Phone	\$396.01
62025	03.20.2025	UIA		

\$21,393.00

Total

April 2025 County Transfers Processed

Account From	Date	Account To	Reference	Amount
5090	01.30.2025	4415	Utility & Operations transfer	\$1,365.93

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

April 2025 Payments Received

Account	Reference	Amount
General Fund	At Need Services	\$1,703.88
Pre Need	April Payments	\$7,581.52
Endowment	New contract Endowment collected	\$1,200.00
General Fund	Intrest Accrued (Quarterly)	\$242.82
Preneed	Intrest Accrued (Quarterly)	\$49.00
Endowment	Intrest Accrued (Quarterly)	\$2,345.83
Apportionment	Tax apportionment collected	\$44,886.39
Total		\$58,009.44