

**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 September 17, 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](mailto: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 – August 20, 2025, 4:00 P.M.**

**Recommended Action:**

Approve Minutes as presented.

Motion to approve Minutes as presented:

Second:

All in favor:

**BUSINESS / ACTION ITEMS:**

**2. CASH HANDLING POLICIES AND PROCEDURES FY 25/26.**

**Recommended Action:**

Approve Cash Handling Policies as presented.

Motion to approve Cash Handling Policies as presented:

Second:

All in favor:

**BOARD OF TRUSTEES REPORTS / COMMENTS:**

**CLOSED SESSION:** None.

**ADJOURNMENT:**

The next meeting of the Board of Trustees will take place on October 15, 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](http://www.barstow.cemsites.com) and at the District office at 37067 Irwin Rd, Barstow, CA 92311 for public review.



Date: September 18, 2025

From: Ashley Tarpley, General Manager

To: Barstow Cemetery District Board

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Subject: Agenda Item - General Managers Report

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

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\*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.
  - Grounds  
Updates on working with the City of Barstow to make grounds improvements
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Subject: Agenda Item - Cash Handling Procedures FY 25/26

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#### General Managers recommendation

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The General Managers recommendation is to approve the cash handling policies and procedures for the FY 25/26 proposed to the Board at the previous meeting. This was recommended in the final audit for FY 23/24. No changes were requested to be made by the Board at the previous meeting.

### August 2025 Payments Processed

Account	Date	Vendor	Reference	Amount
5090	08.01.2025	Emacs	Payroll System	\$90.12
5090	08.22.2025	Kevin Brejnak	FY 23/24 Audit services	\$600.00
5090	08.22.2025	Ewilson	Clerical Services	\$945.00
5090	08.01.2025	Staff	Uniform Reembursement	\$200.00
5090	08.28.2025	Ewilson	Clerical Services	\$997.50
4415	08.01.2025	ADT	Security	\$135.10
4415	08.01.2025	Sandy Raynor	Quickbooks	\$300.00
4415	08.25.2025	SCE	Electricity Utility	\$394.51
4415	08.08.2025	CalPers	Retirement	\$1,931.62
4415	08.14.2025	Mercury	Insurance	\$191.09
4415	08.26.2025	Burrtec	Trash	\$7.26
62017	07.21.2025	Amazon	Bathroom Supplies	\$44.35
62017	07.21.2025	Amazon	Office Supplies	\$17.35
62017	07.21.2025	Amazon	ADA Bathroom Supplies	\$133.65
62017	07.30.2025	Food 4 less	Fuel	\$52.71
62017	07.30.2025	Food 4 less	Fuel	\$105.41
62017	07.30.2025	Tractor Supply	Grounds Supplies	\$25.43
62017	07.31.2025	Amazon	Office Supplies	\$34.69
62017	07.21.2025	Home Depot	Grounds supplies	\$47.20
62017	07.25.2025	Home Depot	Grounds supplies	\$148.82
62017	07.25.2025	Harbor Freight	Grounds Supplies	\$29.30

**Total** **\$6,431.11**

### August 2025 County Transfers Processed

Account From	Date	Account To	Reference	Amount
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7433	08.11.2025	5090	Endowment earned interest to Gen Fund	\$16,082.10
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This is a transfer between accounts only, this amount is accounted for in payments processed.

### August 2025 Payments Received

Account	Reference	Amount
General Fund	At Need Services	\$4,835.00
Pre Need	August Payments	\$4,624.71
Endowment	New contract Endowment collected	\$1,400.00
General Fund	Intrest Accrued (Quarterly)	\$0.00
Preneed	Intrest Accrued (Quarterly)	\$0.00
Endowment	Intrest Accrued (Quarterly)	\$0.00
Apportionment	Tax apportionment collected	\$0.00
<b>Total</b>		<b>\$10,859.71</b>