MURRIETA VALLEY CEMETERY DISTRICT

Laurel Cemetery/District Office Phone: 951.677.4223

42800 Ivy Street Fax: 951.677.5559

Murrieta, CA 92562 [www.murrietacemetery.org/](http://www.murrietacemetery.org/)

**MINUTES**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

May 17, 2022—3:00 p.m. District Office—42800 Ivy Street

* **Call to Order**

Chair McConnell called meeting to order at 3:00pm.

* **Pledge of Allegiance**

Complete

* **Roll Call**

Chair McConnell, Trustee Penko, Trustee Wolter, Trustee Seymour, Trustee Klein

All present

* **Approval of Agenda**

A motion to approve the Agenda was made by Trustee Penko, seconded by Trustee Seymour. Motion carried 5/0.

* **Public Comments**

None

* **Consent Calendar**
* Approve Disbursements
* Accept Minutes
* Receive and File Financial Statements (none)

A motion to approve the Consent Calendar was made Trustee Seymour, seconded by Trustee Penko. Motion carried 5/0.

* **Action Item**

1.Vote for Chair and Vice Chair:

Recommendation: For the Board to discuss and vote for the Chair and Vice-Chair positions

A motion to make Chair McConnell remain the Chair and Trustee Penko to be Vice-Chair was made by Trustee Seymour, seconded by Trustee Wolter. Motion carried 5/0.

2. Burial Pricing

Recommendation: To discuss hiring LEES & ASSOCIATES for a fee and charges strategy

A motion to approve going into a contract with LEES & ASSOCIATES with anything over $12,000.00 to be approved, was made by Trustee Seymour, seconded by Trustee Klein. Motion carried 4/0/1.

3. Decoration policy

Recommendation: To discuss and approve the amended Decoration and Maintenance Policy.

A motion to approve the amended Decoration policy was made by Chair McConnell, seconded by Trustee Seymour. Motion carried 5/0. Amendment is to remove “always” and to reword to every other week.

 **General Manager’s Reports**

* General Manager’s Administrative/Operations Report

Trustee Klein mentioned markers in B are too high, water box too high, and to contact Western Water for irrigation efficiency

* **Discussions**
1. Administrative reports – Pontem will be looked at after my vacation, shredding, and Gater (used and purchased 7 years ago) issues were addressed
2. Budget fiscal year 2022-2023
3. Computer issue and IT help. How to address IT problems. Manager is to contact to manager services. (ask Daneen for some companies)
4. Bank accounts – Trustee Seymour discussed the phone call and will have proposal information sent to us in a couple of weeks.
5. Dirt removal – Do not remove the dirt
6. Dump truck
7. Report on job application activities – no job applicants at this time. Manager to work with Daneen regarding placing the ad on INDEED.
8. No mobile mechanic yet – Manager has found 3 mechanics
* **General Counsel Reports**

None

* **Trustee Reports**

None

* **Future Trustee Agenda Item**

None

* **Closed Session**

1. Personnel matters

No action was taken

Closed session ended at 5:30pm

* **Announcements**

None

* **Next Meeting Date:**

The next Regular Board meeting will be on June 28, 2022, at 3:00pm.

* **Adjournment**

With no further business to attend to Chair McConnell adjourned the meeting at 5:35pm

Respectfully submitted,

Debra Ross

Board Administrative Assistant