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**

August 23, 2022—2:00 p.m. District Office—42800 Ivy Street

* **Call to Order**

Chair McConnell called meeting to order at 2:00 pm

* **Pledge of Allegiance**

Complete

* **Roll Call**

Chair McConnell, Trustee Penko, Trustee Wolter, Trustee Seymour, Trustee Klein, District Interim Manager Meredith, Board Admin Assistant Ross

All present, except Trustee Seymour

* **Approval of Agenda**

**A motion to approve the Agenda was made by**

* **Public Comments**

At this time, members of the public are invited to address the Board concerning any items not on the agenda, but within the jurisdiction of the District.  Members of the public may address the Board on agenda items when those matters come up for discussion.

Mr. & Mrs. Dutton and Steve were here to discuss their issues of the grounds

* **Consent Calendar**
* Approve Disbursements
* Accept Minutes
* Receive and File Financial Statements

A motion to remove the minutes from the Consent Calendar for discussion, with approval of the Disbursements and Financials was made by Trustee Klein and seconded by Trustee Wolter. Motion carried 4/0.

After discussion a motion to approve the Minutes was made by Trustee Klein, seconded by Trustee Wolter. Motion carried 4/0.

* **Action Item**

1. Wells Fargo

Recommendation: To continue discussion of converting the Wells Fargo business accounts to a commercial account with fraud protection.

A motion to move forward with manager making an appointment with Pacific Western Bank was made by Trustee Klein, seconded by Chair McConnell. Motion carried 4/0.

1. Pre-employment Physicals and Drug testing

Recommendation: To discuss re-instating as requirement for hiring

A motion to reinstate the testing was made by Chair McConnell, seconded by Trustee Penko. Motion carried 4/0.

1. Irrigation

Recommendation: To discuss issues with performance of current configuration, problems, and possible resolutions.

A motion to direct the manager to purchase a pump was made by Trustee Klein, seconded by Trustee Wolter, motion carried 4/0.

1. Accounting Software

Recommendation: To discuss other options for accounting solution

A motion to change accounting software to QuickBooks was made by Trustee Penko, seconded by Trustee Klein. Motion carried 4/0.

1. Section E

Recommendation: To discuss status of plot plan and options for Section E

A motion to rotate section E to have more plots was made by was made by Trustee Klein, seconded by Chair McConnell. Motion carried 3/1.

1. Lowering Device

Recommendation: To discuss condition and resolution of current equipment.

A motion to approve the purchase a new lowering device was made by Chair McConnell, seconded by Trustee Penko. Motion carried 4/0.

1. Chain link fence – Ivy

Recommendation: To discuss current condition and resolution

A motion to a have a new fence placed, removing the plants, was made by Trustee Klein, seconded by Chair McConnell. Motion carried 4/0.

**General Manager’s Reports**

* General Manager’s Administrative/Operations Report

1. Status of groundskeeper position
2. Time Clocks – Wi-Fi link to Shop
3. Hunter irrigation specialist
4. Irrigation consultant – Brian Ambrose at Parks & recreation
5. Steve from Exterior Designs fixed the union leak on water.
6. Lees & Associates video conference- 90% finished
7. Conversations with Golf Course Landscape Managers, Aerating, amending and overseeding of the grass

* **Discussions**

1. Register new dump truck as EXEMPT.

**Administrative Assistant Reports**

* **Discussions**
* **General Counsel Reports**
* **Trustee Reports**
* **Future Trustee Agenda Items**

Niche decoration policy

Sell off assets

* **Closed Session**
* **Announcements**
* **Next Meeting Date:**

September 27, 2022, at 2:00pm

* **Adjournment**

With no further business to attend to Chair McConnell adjourned the meeting at 3:33pm

Respectfully submitted,

Debra Ross

Board Administrative Assistant