MURRIETA VALLEY CEMETERY DISTRICT

Laurel Cemetery/District Office Phone: 951.677.4223

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

**MINUTES**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**March 22, 2022—2:00 p.m. District Office—42800 Ivy Street**

1. **Call to Order**

Chair Klein called meeting to order at 2:00 pm

1. **Pledge of Allegiance**

Complete

1. **Roll Call**

Chair Klein, Trustee McConnell, Trustee Wolter, Trustee Seymour, and Trustee Penko, District Manager M. Baker, Administrative Assistant to the Board D. Ross

All present except for Trustee Wolter’s who joined us at 3:05pm.

1. **Approval of Agenda**

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

1. **Public Comments**

None

1. **Presentation**

None

1. **Consent Calendar**
2. Approve Disbursements
3. Accept Minutes
4. Receive and File Financial Statements

Well Fargo bills and receipts to be discussed

A motion to remove Financials for discussion and approve the Disbursements and Minutes was made by Trustee McConnell, seconded by Trustee Penko.

Motion carried 5/0.

A motion to approve the Financials was ma

1. **Action Items** (\*indicates follow up item)
2. Mid-Year Budget Adjustment – Salaries and Benefits

A motion to approve raises, if the budget allowed, was made by Trustee McConnell, seconded by Trustee Seymour. Motion carried 5/0.

1. **General Manager’s Reports** (\* indicates follow up item)
2. Report on Daily Work Routines of District Manager and Staff - Prioritize
3. Maintenance- Turf, Irrigation, Equipment, Drive Aisles, etc. – 16-6-8 Fertilizer was delivered
4. Safety – Kubota 2 tires are being installed, JCB tire to be installed Wednesday and a lawnmower tire was replaced
5. Compass HR - new time clocks are needed
6. ARPA Funds – Awaited Board approval
7. Staffing – Spoke with HR, they will advertise. Awaiting response
8. \*New Hire Training Status (provide written progress report) – Neil is working out well
9. \*Review and Analysis of District Fees and Prices – (Wildomar RFPs) [February 2022]
10. \*Providing Security Codes and Office to Trustees [February 2022]
11. \*Dump Truck Replacement [2021]
12. \*Status of Canvas Replacement for Mobile Shade Structure [January 2022]
13. \*Kiosk [2021] – Old posting in Kiosk
14. \*Status of Section “C” Internment Area [2021] – Only 2 items of concern. This item is for Debra to correct in Pontem. Email our Attorney to figure out steps
15. \*Status of Perimeter Screening Fence (provide Lowe’s invoice) [January 2022] – Board requests the screening be returned and another larger slat be ordered
16. \* Review & Approval of Monthly Invoices by Chair [February 2022] – Chair will be called when invoices/checks are ready for signature.
17. \*Requests for Proposals (RFPs) accompanying Exterior Design Landscape Invoices

Board request 3 request for proposal

1. CAPC Conference (provide written report on sessions attended, receipts)- All receipts were submitted, and talk was on ethics
2. \*Decoration Policy (Wildomar) – next month place in action items – To be placed on next month’s Action Items. Print both sides and currant draft.
3. **Grounds Maintenance Staff Reports**

A list of items was named that the groundskeepers need to do their job correctly. New tires for the JCB and the Kubota was some of the items on their list.

Internet for connection to shop so to have Osiris on Tablets

1. **Secretary to the Board Reports**

Walkie Talkies have been purchased and working, registered with FCC

Reported that a complaint was made and dealt with by her regarding flowers.

Reported that the groundskeepers came in and told her the management was telling them not to complain to the Board.

1. **Discussion Items**
2. Cemetery Grounds Inspection Tour
3. Equipment Needs
4. Staffing Needs

Items were skipped in this meeting, moved on the closed session.

1. **Trustee Reports**

None

1. **Future Agenda Items**

None

1. **Closed Session Items**
2. Potential Initiation of Litigation (One Case)

## Pursuant to California Government Code Section 54956.9

1. Public Employee Performance Evaluation - General Manager

Pursuant to California Government Code Section 54957

1. Public Employee Discipline/Dismissal/Release – District Manager

Pursuant to California Government Code Section 54957

No reportable action was taken.

1. **Post-Closed Session Announcements**

None

1. **Next Meeting Date:**

The next Regular Board Meeting will be held April 26, 2022, at 2:00pm

1. **Adjournment**

With no further to discuss Chair Klein adjourned the meeting at 6:10 pm

Respectfully submitted,

Debra Ross

Administrative Assistant to the Board