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**

September 22, 2020—2:00 p.m. District Office—42800 Ivy Street

* **Call to Order**

Chair Seymour called meeting to order at 2:00 pm

* **Pledge of Allegiance**

Complete

* **Roll Call**

Chair Seymour, Trustee Vollbrecht, Trustee McConnell, Trustee Wolter, Trustee Penko, District Manager Baker, District Secretary Ross

All present

* **Approval of Agenda**

A motion to approve the agenda was made by Trustee Vollbrecht, seconded by Trustee Wolter. Motion carried 5/0.

* **Public Comments**

None

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

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

* **Action Item**

1. CAPC Board renewal

Recommendation: To discuss the General Manager renewing his term on the CAPC

Board as Secretary/Treasurer.

A motion to approve the CAPC Board renewal was made by Trustee McConnell, seconded by Trustee Penko. Motion carried 5/0.

2. Price Increases

Recommendation: To discuss a 5% price increase for our endowment.

A motion to approve the increases but to check with attorney for any resolution that may be needed was made by Trustee McConnell, seconded Trustee Penko. Motion carried 5/0.

3. Complete Paperless Solutions

Recommendation: To discuss hiring Complete Paperless Solutions to convert our

permanent paper records to a digital format.

No action taken at this time, to be placed on next months Agenda was made by Trustee Vollbrecht, seconded by Trustee McConnell. Motion carried 5/0.

4. Use Restrictions Ordinance

Recommendation: To discuss and approve the ordinance as is until the following

Board Meeting when ordinance can be approved with any changes made.

After review, a motion to place this on next months Agenda was made by Trustee McConnell, seconded by Trustee Vollbrecht. Motion carried 5/0.

**General Manager’s Reports**

* General Manager’s Administrative/Operations Report
* **Discussions**

1. Policy and Procedure manual Section 3 pages 1-6

* **General Counsel Reports**

None

* **Trustee Reports**

None

* **Future Trustee Agenda Items**

None

* **Closed Session**

None

* **Announcements**

None

* **Next Meeting Date:**

The next Regular Board meeting will be held October 27, 2020 at 2:00 pm.

* **Adjournment**

With no further business to attend to, Chair Seymour adjourned meeting at 3:50 pm

Respectfully submitted

Debra Ross

Administrative Assistant