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/)

**AGENDA**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

September 26, 2023 at 2:00pm District Office: 42800 Ivy Street

* **Call to Order**
* **Pledge of Allegiance**
* **Roll Call**

Chair McConnell, Trustee Penko, Trustee Busch, Trustee Mejares, Trustee Klein, District Interim Manager Meredith, Board Admin Assistant Ross

* **Approval of Agenda**
* **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 Murrieta Valley Cemetery District.  Members of the public may address the Board on agenda items when those matters come up for discussion.

* **Consent Calendar**
* Approve Disbursements
* Accept Minutes
* Receive and File Financial Statements
* **Action Items**
	1. **Job Description,** **Compensation and posting - General Manager**

Recommendation: To review and accept Description and Compensation Range

* 1. **Job Description, Compensation and posting - Administrative Assistant to the Board of Trustees**

Recommendation: To review and accept Description and Compensation Range

**General Manager’s Reports**

* **General Manager’s Administrative/Operations Report**
	+ LAFCO - questionnaire complete and submitted
	+ Groundskeeper positions (2) filled by Craig’s List applicants.
		- Bryon Gylling
		- Kevin Ackerman
	+ New MVCD website went live 9/22 after fine tuning
* **Discussions**
	+ Land Acquisition – moving forward
	+ Policies and Procedure Manual – legal issues
	+ Logo Project update-
	+ Dealing with families that exceed our 1-hour time limit.
	+ Debra’s leave - update

**Administrative Assistant Reports**

 **General Counsel Reports**

* **Trustee Reports**
* **Future Trustee Agenda Items**

* **Closed Session**
* **Announcements**
* **Next Meeting Date: October 24**, **2023 at 2:00pm**
* **Adjournment**

In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Manager at (951) 677-4223. (28 CFR 35.102.35.104 ADA Title II)

**All supporting documentation is available for public review at the Murrieta Valley Cemetery District Office located at 42800 Ivy St. Murrieta, California, during regular business hours:**

**8:00 a.m. – 4:00 p.m. – Monday through Friday.**

**Agenda items are also available online at** [**www.murrietacemetery.org**](http://www.murrietacemetery.org/)

CERTIFICATION

I, Richard Meredith, Interim District Manager of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing agenda was posted on *Friday, September 22, 2023* at 2:00 pm at 42800 Ivy Street, Murrieta, California, and on the District’s website at least 72 hours prior to the time of this Regular Meeting.

Date: September 22, 2023

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By: Richard Meredith, Interim District Manager