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**

May 25,2021—2:00 p.m. District Office—42800 Ivy Street

* **Call to Order**

Chair Penko called meeting to order at 2:00 pm

* **Pledge of Allegiance**

Complete

* **Roll Call**

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

All present except Trustee Klein

* **Approval of Agenda**

A motion to approve the Agenda was made by Trustee McConnell, seconded by Trustee Seymour. Motion carried 4/0. Closed session to be placed before Action Items.

* **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 Seymour, seconded by Trustee McConnell. Motion carried 4/0.

* **Action Item**

1. General Budget

Recommendation: To discuss and approve the General Budget for fiscal year

2021-2022.

A motion to approve the General Budget, with a change made on salaries for increases, retirement, Medicare, Trustees, etc., was made by Trustee Seymour, seconded by Chair Penko. Motion carried 4/0.

2. Turf Management Equipment

Recommendation: To discuss and approve the equipment needed to maintain our turf.

Cost is approximately $16,000.

A motion to table this Turf Management Equipment until all Trustees are present was made by Trustee McConnell, seconded by Trustee Penko. Motion carried 4/0.

3. Open Session

District Manager Employment Agreement Compensation Adjustment

Postponed until next month.

4. Management in General Managers absence

Recommendation: Board Chair Penko will form an Ad-Hoc committee during the

absence of the General Manager. General Manager will be gone June 7th-21st. Should a

situations arise that needs Management approval, the Ad-Hoc committee will handle it.

A motion to place District Administrative Assistant in the position as acting management when manager not here was made by Trustee Seymour, seconded by Chair Penko. Motion carried 4/0.

**General Manager’s Reports**

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

None

* **General Counsel Reports**
  1. None
* **Trustee Reports**

None

* **Future Trustee Agenda Items**

None

* **Closed Session**

Public Employee Appointment (Government Code Section 54957 (B))

Position: District Manager

Labor negotiations -Unrepresented Employee

(Government Code Section 54957.6(a))

District Representative Heather Penko-Board Chair

Unrepresented Employee Marc Baker-General Manager

No reportable action was taken.

* **Announcements**

None

* **Next Meeting Date:**

The next Board meeting will be on 6/29/21 at 2:00 pm

* **Adjournment**

With no further business to attend to, Chair Penko adjourned the meeting at 3:34pm

Respectfully submitted,

Debra Ross

Administrative Assistant