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**

**February 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

All present

1. **Approval of Agenda**

A motion to approve the Agenda was made by Vice-Chair McConnell, seconded by Chair Klein. Motion carried 5/0.

1. **Public Comments**

None

1. **Presentation**
2. Daneen Ashworth, Compass HR
3. **Consent Calendar**
4. Approve Disbursements
5. Accept Minutes
6. Receive and File Financial Statements

Chair Klein request the Financial Statements to be removed and placed on next agenda seconded by Trustee Seymour. Motion carried 5/0.

A motion to approve the Consent Calendar without Financial Statement was made by Trustee Seymour, seconded by Trustee Penko. Motion carried 5/0.

1. **Action Items**
2. Review and Analysis of District Fees and Prices - Request for Proposals

A motion to place Request for Proposals on next Agenda was made by Vice-Chair McConnell, seconded by Trustee Penko. Motion carried 5/0.

1. Revising Hours of Operation from 7:30 am – 4:00 pm to 8:00 am - 4:30 pm or 8:30 am - 5:00 p.m.

A motion to remain the same working hours was made by Chair Klein, seconded by Vice-Chair McConnell. Motion carried 5/0.

1. Reporting Planned and Unplanned Absences and General Work Schedules of District Manager and Staff

A motion to approve that reporting absences and general work schedules of management and staff immediately was made by Trustee Wolter, seconded by Vice-Chair McConnell. Motion carried 5/0.

1. Providing Security Codes and Office and Gate Keys to Trustees

A motion to approve the gate keys and security codes be giving to Trustees, was made by Vice-Chair McConnell, seconded by Trustee Wolter. Motion carried 5/0.

1. New Screening Fence Installation - Request for Bids

This item was discussed in Manager’s report

1. Review & Approval on Monthly Invoices by Chair

A motion to Review and Approve monthly invoices was made Trustee Wolter, seconded by Vice-Chair McConnell. Motion carried 5/0.

1. **General Manager’s Reports**
2. Report on Daily Work Routines of District Manager and Staff
3. Use of Gator (tools) vs. Golf Cart - (golf cart is for Customer Service)
4. Status of Mobile Shade Structure Replacement – ASCO said it should be ready in April
5. Status of Driveway Maintenance – New gravel is working well
6. Status of Area “C” Internment Area – Only 2 items of concern left
7. Status of Perimeter Screening Fence – direction to proceed with privacy slats
8. Pontem and Osiris Demonstration – Manager gave a demonstration
9. **Discussion Items**
10. Cemetery Grounds Inspection Tour – postponed due to rain
11. Equipment Needs – dump truck – Quotes to be presented at next board meeting.
12. Staffing Needs
13. Future Interment Needs and Land Acquisition

Niche wall was approved last year, next month agenda to give quote and lock in price.

1. **Trustee Reports**

None

1. **Future Agenda Items**

Cemetery grounds and fees

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

No reportable action was taken

1. **Announcements**

None

1. **Next Meeting Date:**

The next Regular Board meeting will be held March 22, 2022

1. **Adjournment**

With no further business to attend to Chair Klein adjourned meeting at 5:31pm

Respectfully submitted,

Debra Ross

Secretary to the Board

Marc Baker

District Manager