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**

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

* **Call to Order**

*Chair McConnell called meeting to order at 2:00pm*

* **Pledge of Allegiance**

*Complete*

* **Roll Call**

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

*All present except Board Admin Assistant Ross*

* **Approval of Agenda**

*A motion to approve the Agenda was made by Trustee Klein, seconded by Trustee Penko Motion carried 5/0*.

* **Public Comments**

*Mr. Ralph Watkins presented his credentials as a candidate for the General Manager position.*

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

*A motion to approve the Consent Calendar was made by Trustee Busch, seconded by Trustee Penko. Motion carried 5/0.*

* **Action Items**
	1. **Job Description,** **Compensation and posting - General Manager**

Recommendation: To review and accept Description and Compensation Range

*A motion to approve the revised version of the General Manager job description and salary range of $65K to $75K was made by Trustee Busch, seconded by Trustee Klein. Motion carried 5/0.*

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

Recommendation: To review and accept Description and Compensation Range

*A motion to approve the revised version of the Office Manager (formerly Administrative Assistant to the Board of Trustees) job description and compensation range of $26.00 to $28.00 per hour was made by Trustee Busch, seconded by Trustee Klein. Motion carried 5/0.*

**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**
	1. *Trustee Mejares presented an update to the Logo competition and it was agreed that the prize would be a $400.00 check and that entries would need to include the founding teay 1886.*
* **Future Trustee Agenda Items**

*Include Close Session topic for October 24, 2023meeting*

* **Closed Session**

*None*

* **Announcements**

*None*

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

*Chair McConnell adjourned meeting at 3:47 pm*

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