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 28,2021—2:00 p.m. District Office—42800 Ivy Street

* **Call to Order**

Chair Penko called meeting to order at 2:00pm

* **Pledge of Allegiance**

Complete

* **Roll Call**

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

All present and Pat Jennings (public)

* **Approval of Agenda**

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

* **Public Comments**

Mr. Jennings asked if he could scan some of the historical records for the Murrieta Museum.

* **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 5/0.

* **Action Item**

1. Landscape “E”

Recommendation: To hire a contractor to landscape “E”. Finishing the road and the landscape around “E” when then allow us to open “E” to the public for future burials. Exterior Design is the potential contractor.

A motion to move this item to next month, with addition bids, was made by Trustee Klein, seconded by Trustee McConnell. Motion carried 5/0.

2. COVID

Recommendation: To approve the Resolution regarding days off due to COVID related illness. If an employee cannot come to work due to COVID related illness those days missed will not come out of their paid time off.

A motion was made to approve 10 paid days off for COVID, was made by Trustee Seymour, seconded by Chair Penko. Motion carried 5/0.

 **General Manager’s Reports**

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

1. Discuss when to hire the third groundskeeper

A complete grounds maintenance list and an overview of our burial services was requested before hiring a new groundskeeper.

2. Overtime

An action item was requested to see if we should change our policy to paid overtime rather than credited overtime.

3. Burial policy/schedule

4. Flower Policy

An action item for January’s Board Meeting to determine our new flower policy.

* **General Counsel Reports**
* **Trustee Reports**
* **Future Trustee Agenda Items**

* **Closed Session**

None

* **Announcements**
* **Next Meeting Date**

The next Regular Board Meeting will be held on10.26.21 at 2:00pm.

* **Adjournment**

With no further business to attend to Chair Penko adjourned the meeting at 4:05pm.

 Respectfully submitted,

 Debra Ross

 Administrative Assistant