

MURRIETA VALLEY CEMETERY DISTRICT

Laurel Cemetery/District Office
42800 Ivy Street
Murrieta, CA 92562

Phone: 951.677.4223
Fax: 951.677.5559
www.murrietacemetery.org/

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

July 25, 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
- **Welcome new Trustees**
- **Roll Call**
Chair McConnell, Trustee Penko, Trustee Busch, Trustee Mejares, Trustee Klein, District Interim Manager Meredith, Board Admin Assistant Ross
All present
- **Approval of Agenda**
A motion to approve the Agenda was made by Trustee Penko, seconded by Trustee Mejares. Motion carried 5/0.
- **Public Comments**
Gary, Linda and Patricia Stenson talked of their headstone covered in mud.
- **Consent Calendar**
 - Approve Disbursements
 - Accept Minutes
 - Receive and File Financial StatementsA motion to approve the Consent Calendar was made by Trustee Busch, seconded by Trustee Mejares. Trustee Klein abstained from minutes. Motion carried 5/0.
- **Action Items**
 1. **Chamber of Commerce Membership**
Recommendation: To discuss advantages/disadvantages and vote
A motion to not join the Chamber was made by Trustee Mejares, seconded by Chair McConnell. Motion carried 4/1.

2. Move Pontem software to the Cloud

Recommendation: To discuss advantages/disadvantages vote in favor

A motion to approve moving Pontem to the Cloud was made by Trustee Klein, seconded by Trustee Busch. Motion carried 5/0.

General Manager's Reports

• General Manager's Administrative/Operations Report

- Completed conversion from old accounting software (SAGE 50) to QuickBooks Online active July 1, 2023 –integrated with Osiris software.
- John Deere Gator – presented quote C. Washingtons office. Told no funds available until after November elections. Manger was given direction to bring PO to next meeting.
- Received one bid (so far) for sprinkler system repair/replacement \$302,000.00 – (prevailing wages). Manager to include time and penalties on any contract.
- Both mowers and JD GATOR (UV) were out for repair. All are back and running.
- Robert Blum – resigned for work closer to home
- Posted Groundskeeper position on Craig's List. Reviewing respondents.
- Completed network hardware installation
- Extreme heat conditions – modified work schedule, bought “wet bulb meter”

• Discussions

- Development plan – “MVCD 10 Year Plan”
- Policy reviews – need to clarify numerous issues
- Trustee compensation Trustees are not in favor
- Trustee Committees No committees
- Business Cards for Trustees for 2 Trustees
- Posting for General Manager and Administrative Assistant to the Board positions.
- Review MVCD WEB
- Debra's leave for surgery beginning 7/27/2023

Administrative Assistant Reports

General Counsel Reports

None

• Trustee Reports

None

• Future Trustee Agenda Items

September's Agenda a final Sprinkler Contract

• Closed Session

None

• Announcements

None

Next Regular Board Meeting will be August 22, 2023 at 2:00pm

- **Adjournment**
Chair McConnell adjourned meeting at 3:45pm

Respectfully submitted,

Debra Ross
Administrative Assistant to the Board of Trustees

DRAFT

Murrieta Valley Cemetery District

Payroll-Wells Fargo Bank, Period Ending 07/31/2023

RECONCILIATION REPORT

Reconciled on: 08/16/2023

Reconciled by: districtsecretary@murrietacemetery.org

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance.....	30,117.22
Interest earned.....	1.18
Checks and payments cleared (8).....	-22,961.46
Deposits and other credits cleared (2).....	22,865.39
Statement ending balance.....	<u>30,022.33</u>
Uncleared transactions as of 07/31/2023.....	-91.45
Register balance as of 07/31/2023.....	29,930.88

Details

Checks and payments cleared (8)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/03/2023	Expense		PEACHTREE	-2.80
07/06/2023	Expense		PEACHTREE	-9.80
07/07/2023	Journal	JE-073123-01		-9,431.80
07/07/2023	Journal	JE-073123-01		-91.45
07/14/2023	Expense		Employment Development De...	-1,086.76
07/14/2023	Expense		U.S. Treasury	-3,779.70
07/20/2023	Expense		PEACHTREE	-7.00
07/21/2023	Journal	JE-073123-02		-8,552.15
Total				-22,961.46

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/10/2023	Expense		MURRIETA CEMETERY	12,139.30
07/20/2023	Expense		MURRIETA CEMETERY	10,726.09
Total				22,865.39

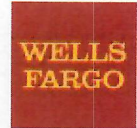
Additional Information

Uncleared checks and payments as of 07/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/07/2023	Journal	JE-073123-01		-91.45
Total				-91.45

State/Local Government Checking

July 26, 2023 ■ Page 1 of 4



MURRIETA VALLEY CEMETERY DISTRICT
PAYROLL
42800 IVY ST
MURRIETA CA 92562-7218

Questions?

Available by phone Mon-Sat 7:00am-11:00pm Eastern Time, Sun 9:00am-10:00pm Eastern Time:

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A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking



Online Statements



Business Bill Pay



Business Spending Report



Overdraft Protection



Statement period activity summary

Beginning balance on 6/27	\$30,117.22
Deposits/Credits	22,866.57
Withdrawals/Debits	- 22,961.46
Ending balance on 7/26	\$30,022.33

Account number: 6071343997

MURRIETA VALLEY CEMETERY DISTRICT
PAYROLL

California account terms and conditions apply

For Direct Deposit use

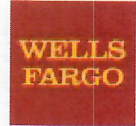
Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$1.18
Average collected balance	\$28,720.65
Annual percentage yield earned	0.05%
Interest earned this statement period	\$1.18
Interest paid this year	\$9.46



Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
7/3	<	Business to Business ACH Debit - Cn77840 Murrieta Fees 230703 Cn77840 Cn77840 S00005165978 M		2.80	30,114.42
7/6	<	Business to Business ACH Debit - Cn77840 Murrieta Fees 230707 Cn77840 Cn77840 S00005167503 M		9.80	
7/6	<	Business to Business ACH Debit - Cn77840 Murrieta Payroll 230707 Cn77840 Cn77840 Murrieta Valle		9,431.80	20,672.82
7/7	1115	Check		91.45	20,581.37
7/10		Online Transfer From Murrieta Valley Cemetery District Ref #b0K3RC8Ls State/Local Government Chec Pp14	12,139.30		32,720.67
7/14	<	Business to Business ACH Debit - Employment Devel EDD Eftpmnt 49907942 Txp*49907942*01300*230630*T*12600*T*000*T*12600*O		126.00	
7/14	<	Business to Business ACH Debit - Employment Devel EDD Eftpmnt 49907942 Txp*49907942*01101*230630*T*21851*T*74225*T*96076		960.76	
7/14	<	Business to Business ACH Debit - IRS Usatapynt 071423 270359544595111 Murrieta Valley Cemete		3,779.70	27,854.21
7/20		Online Transfer From Murrieta Valley Cemetery District Ref #lb0K6Grb4N State/Local Government Chec Pp15	10,726.09		
7/20	<	Business to Business ACH Debit - Cn77840 Murrieta Fees 230721 Cn77840 Cn77840 S00005180242 M		7.00	
7/20	<	Business to Business ACH Debit - Cn77840 Murrieta Payroll 230721 Cn77840 Cn77840 Murrieta Valle		8,552.15	30,021.15
7/26		Interest Payment	1.18		30,022.33
Ending balance on 7/26					30,022.33
Totals			\$22,866.57	\$22,961.46	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

< Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

Summary of checks writer (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount
1115	7/7	91.45

Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 06/27/2023 - 07/26/2023	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$1,000.00	\$28,721.00 <input checked="" type="checkbox"/>
• Minimum daily balance	\$500.00	\$20,581.37 <input checked="" type="checkbox"/>

WG/WG

Murrieta Valley Cemetery District
Wells Fargo Green, Period Ending 07/31/2023

RECONCILIATION REPORT

Reconciled on: 08/16/2023

Reconciled by: districtsecretary@murrietacemetery.org

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	58,304.81
Interest earned	2.19
Checks and payments cleared (3)	-47,040.19
Deposits and other credits cleared (6)	12,580.00
Statement ending balance	<u>23,846.81</u>
Register balance as of 07/31/2023	23,846.81

Details

Checks and payments cleared (3)

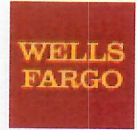
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/03/2023	Expense		Wells Fargo Bank	-1,060.19
07/19/2023	Check	2438	County of Riverside	-10,350.00
07/19/2023	Check	2437	County of Riverside	-35,630.00
Total				-47,040.19

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/06/2023	Deposit		Herrera, Enrique	3,030.00
07/10/2023	Deposit		Cuevas, Manuel DeLa Trinidad	2,450.00
07/17/2023	Deposit		Fine, Denis Ward	320.00
07/18/2023	Deposit		Romanello, Salvator	320.00
07/21/2023	Deposit		Jimenez, Frances	1,930.00
07/21/2023	Deposit		NASRAOUI, DANIEL	4,530.00
Total				12,580.00

State/Local Government Checking

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MURRIETA VALLEY CEMETERY DISTRICT
42800 IVY ST
MURRIETA CA 92562-7218

Questions?

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Account options

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Business Online Banking	<input checked="" type="checkbox"/>
Online Statements	<input checked="" type="checkbox"/>
Business Bill Pay	<input type="checkbox"/>
Business Spending Report	<input checked="" type="checkbox"/>
Overdraft Protection	<input type="checkbox"/>

Statement period activity summary

Beginning balance on 7/1	\$58,304.81
Deposits/Credits	12,582.19
Withdrawals/Debits	- 47,040.19
Ending balance on 7/31	\$23,846.81

Interest summary

Interest paid this statement	\$2.19
Average collected balance	\$51,693.73
Annual percentage yield earned	0.05%
Interest earned this statement period	\$2.19
Interest paid this year	\$12.91

Account number: 3112178326

MURRIETA VALLEY CEMETERY DISTRICT

California account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248



Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
7/3	<	Business to Business ACH Debit - Bankcard Mthly Fees 230630 628115000751539 Murrieta Valley Cemete		43.00	
7/3	<	Business to Business ACH Debit - Bankcard Mthly Fees 230630 628115000762367 Murrieta Cemetery		1,016.04	57,245.77
7/5	<	Business to Business ACH Debit - Firstfund ACH Firstfund 070323 000000005203643 Murrieta Valley Cemete		1.15	57,244.62
7/6		Bankcard Settlement 230705 628115000762367 Murrieta Cemetery	3,030.00		60,274.62
7/10		Bankcard Settlement 230707 628115000762367 Murrieta Cemetery	2,450.00		62,724.62
7/17		Bankcard Settlement 230714 628115000762367 Murrieta Cemetery	320.00		63,044.62
7/18		Goe E-Check Settlement 071723 000000005355054 Murrieta Cemetery	320.00		63,364.62
7/21		Deposit	6,460.00		69,824.62
7/24	2438	Check		10,350.00	
7/24	2437	Check		35,630.00	23,844.62
7/31		Interest Payment	2.19		23,846.81
Ending balance on 7/31					23,846.81
Totals			\$12,582.19	\$47,040.19	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

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Summary of checks writer (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount
2437	7/24	35,630.00	2438	7/24	10,350.00

Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 07/01/2023 - 07/31/2023	Standard monthly service fee \$10.00	You paid \$0.00
The bank has waived the fee for this fee period.		
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$1,000.00	\$52,319.00 <input checked="" type="checkbox"/>
• Minimum daily balance	\$500.00	\$23,844.62 <input checked="" type="checkbox"/>

WG/WG

Murrieta Valley Cemetery District
Impressed Cash Blue, Period Ending 07/31/2023

RECONCILIATION REPORT

Reconciled on: 08/16/2023

Reconciled by: districtsecretary@murrietacemetery.org

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	394,663.65
Interest earned	34.82
Checks and payments cleared (32)	-63,626.13
Deposits and other credits cleared (2)	63,589.25
Statement ending balance	<u>394,661.59</u>
Uncleared transactions as of 07/31/2023	
Register balance as of 07/31/2023	-203.10
Cleared transactions after 07/31/2023	394,458.49
Uncleared transactions after 07/31/2023	0.00
Register balance as of 08/16/2023	-11,237.12
	<u>383,221.37</u>

Details

Checks and payments cleared (32)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/27/2023	Check	9714	Lowe's Pro	-23.75
06/27/2023	Check	9715	Granger	-45.89
06/27/2023	Check	9716	ADT Security Systems	-154.98
06/29/2023	Check	9718	Steven B Quintanilla A Profes...	-348.00
06/29/2023	Check	9719	Guardian -Philadelphia	-275.34
07/03/2023	Expense		COMPASSHR	-197.00
07/10/2023	Expense		MURRIETA CEMETERY	-12,139.30
07/12/2023	Check	9721	Southern California Edison	-157.72
07/12/2023	Expense		CalPERS	-1,142.67
07/12/2023	Expense		CalPERS	-122.40
07/12/2023	Expense		CalPERS	-200.00
07/13/2023	Expense		CalPERS	-6,055.00
07/19/2023	Check	9730	Frontier Communications	-274.93
07/19/2023	Check	9735	Garcia's Lowering Device Ser...	-345.00
07/19/2023	Check	9734	southwest Fire Protection	-1,000.00
07/19/2023	Check	9733	Golden State Risk Manageme...	-2,134.00
07/19/2023	Check	9732	WEBRAND Digital Marketing Inc	-330.00
07/19/2023	Check	9731	Waste Management	-213.19
07/19/2023	Check	9729	Western Municipal Water Distr...	-253.39
07/19/2023	Check	9728	Western Municipal Water District	-1,725.33
07/19/2023	Check	9727	County of Riverside LAFCO	-329.84
07/19/2023	Check	9726	United Rentals	-866.91
07/19/2023	Check	9725	Well Fargo Visa	-3,434.81
07/19/2023	Check	9723	Cintas	-1,052.41
07/19/2023	Check	9722	Sparkletts	-201.34
07/19/2023	Check	9720	ALFARO equip repairs	-1,749.00
07/20/2023	Expense		MURRIETA CEMETERY	-10,726.09
07/24/2023	Expense		CalPERS	-973.82
07/25/2023	Check	9738	Lowe's Pro	-64.52
07/25/2023	Check	9739	ALFARO equip repairs	-5,415.00
07/25/2023	Check	9737	Anderson Professional Services	-712.50
07/25/2023	Check	9736	Polyguard & Co.	-10,962.00

Total -63,626.13

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/19/2023	Check	9724	Murrieta Chamber of Commerce	0.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/19/2023	Deposit		County of Riverside	63,589.25
Total				63,589.25

Additional Information

Uncleared checks and payments as of 07/31/2023

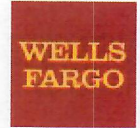
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/25/2023	Check	9740	ADT Security Systems	-203.10
Total				-203.10

Uncleared checks and payments after 07/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/07/2023	Check	9741	South County Pest Control Inc.	-124.00
08/07/2023	Check	9742	JEV Enterprises LLC	-250.00
08/07/2023	Check	9743	United Rentals	-866.91
08/07/2023	Check	9749	Pontem Software	-5,030.00
08/07/2023	Check	9744	Western Municipal Water District	-3,794.35
08/07/2023	Check	9745	Western Municipal Water Distr...	-434.78
08/07/2023	Check	9746	Waste Management	-213.19
08/07/2023	Check	9747	Southern California Edison	-248.55
08/07/2023	Check	9748	Guardian -Philadelphia	-275.34
Total				-11,237.12

State/Local Government Checking

July 31, 2023 ■ Page 1 of 5



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Online Statements	<input checked="" type="checkbox"/>
Business Bill Pay	<input checked="" type="checkbox"/>
Business Spending Report	<input checked="" type="checkbox"/>
Overdraft Protection	<input type="checkbox"/>

Statement period activity summary

Beginning balance on 7/1	\$394,663.65
Deposits/Credits	63,624.07
Withdrawals/Debits	- 63,626.13
Ending balance on 7/31	\$394,661.59

Interest summary

Interest paid this statement	\$34.82
Average collected balance	\$409,949.68
Annual percentage yield earned	0.10%
Interest earned this statement period	\$34.82
Interest paid this year	\$240.33

Account number: 580115875

MURRIETA VALLEY CEMETERY DISTRICT

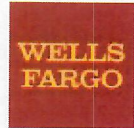
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For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

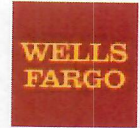


Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
7/3	9714	Check		23.75	
7/3	9715	Check		45.89	394,594.01
7/5	9718	Check		348.00	394,246.01
7/6	<	Business to Business ACH Debit - Compass Hr Billing Murrieta Cemetery		197.00	394,049.01
7/10		Online Transfer to Murrieta Valley Cemetery District Ref #1b0K3RC8Ls State/Local Government Chec Pp14		12,139.30	
7/10	9719	Check		275.34	
7/10	9716	Check		154.98	381,479.39
7/12	<	Business to Business ACH Debit - Calpers 1900 3544064853 100000017210637		122.40	
7/12	<	Business to Business ACH Debit - Calpers 1900 3544064853 100000017218537		200.00	381,156.99
7/13		Riverside Cnty Payment 230713 0000031769 Rmr*IV*7/10/2023**63589.25\	63,589.25		
7/13	<	Business to Business ACH Debit - Calpers 3100 3544064853 100000017163847		1,142.67	
7/13	<	Business to Business ACH Debit - Calpers 1900 3544064853 100000017216334		6,055.00	437,548.57
7/20		Online Transfer to Murrieta Valley Cemetery District Ref #1b0K6Grb4N State/Local Government Chec Pp15		10,726.09	426,822.48
7/21	9733	Check		2,134.00	
7/21	9720	Check		1,749.00	
7/21	9732	Check		330.00	422,609.48
7/24	9725	Check		3,434.81	
7/24	9726	Check		866.91	
7/24	9735	Check		345.00	
7/24	<	Business to Business ACH Debit - Calpers 3100 3544064853 100000017189965		973.82	
7/24	9723	Check		1,052.41	
7/24	9734	Check		1,000.00	
7/24	9727	Check		329.84	414,606.69
7/25	9721	Check		157.72	
7/25	9729	Check		253.39	
7/25	9728	Check		1,725.33	412,470.25
7/26	9730	Check		274.93	
7/26	9722	Check		201.34	411,993.98
7/27	9739	Check		5,415.00	406,578.98
7/28	9737	Check		712.50	405,866.48
7/31	9731	Check		213.19	
7/31	9738	Check		64.52	
7/31	9736	Check		10,962.00	
7/31		Interest Payment	34.82		394,661.59
Ending balance on 7/31					394,661.59
Totals			\$63,624.07	\$63,626.13	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

< Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.



Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
9714	7/3	23.75	9723	7/24	1,052.41	9732	7/21	330.00
9715	7/3	45.89	9725 *	7/24	3,434.81	9733	7/21	2,134.00
9716	7/10	154.98	9726	7/24	866.91	9734	7/24	1,000.00
9718 *	7/5	348.00	9727	7/24	329.84	9735	7/24	345.00
9719	7/10	275.34	9728	7/25	1,725.33	9736	7/31	10,962.00
9720	7/21	1,749.00	9729	7/25	253.39	9737	7/28	712.50
9721	7/25	157.72	9730	7/26	274.93	9738	7/31	64.52
9722	7/26	201.34	9731	7/31	213.19	9739	7/27	5,415.00

* Gap in check sequence.

Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 07/01/2023 - 07/31/2023 Standard monthly service fee \$10.00 You paid \$0.00

The bank has waived the fee for this fee period.

How to avoid the monthly service fee

Have any ONE of the following account requirements

- Average ledger balance
- Minimum daily balance

Minimum required

\$1,000.00
\$500.00

This fee period

\$409,950.00
\$381,156.99

WG/WG

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	32	200	0	0.50	0.00
Total service charges					\$0.00

 IMPORTANT ACCOUNT INFORMATION

Effective July 25, 2023, the paragraph in the "Standard Overdraft Coverage" subsection of the "Available Balance, Posting Transactions, and Overdraft" section of the Deposit Account Agreement that reads: