Murrieta Valley Cemetery District

Board of Trustees – Regular Meeting ***MINUTES***

Location: District Office – Laurel Cemetery
42800 Ivy Street, Murrieta, CA 92562
951.677.4223

Date: September 1, 2026
Time: 10:00 AM
www.murrietacemetery.org

A. Call to Order *by Chair Barton at 10:00AM*

B. Pledge of Allegiance *completed*

C. Roll Call *by Chair Barton*

Chair Barton, Vice Chair Pham, Trustee McConnell, Trustee Penko, Trustee Gerber, GM Sauer – *All Present*

D. Approval of Agenda *Motion by Trustee McConnel, Seconded by Trustee Gerber, all in favor*

E. Public Comments - Time Limit: 3 minutes per speaker. *No public in attendance*

Members of the public may address the Board regarding items not listed on the agenda but within the subject matter jurisdiction of the Board.

Speakers may also address agenda items at the time they are discussed.

F. Closed Session – *entered closed session at 10:04AM*

1. **Conference With Legal Counsel** –
   Significant Exposure to Litigation
   Pursuant to Government Code Section 54956.9(d)(2)
   Number of Potential Cases: 1

2. **Real Property Negotiation**
   Pursuant to Government Code Section 54956.8
   Property: within MVCD boundaries

G. Reconvene to Open Session at 10:34AM *with direction given to staff to enter a buyer representation agreement with a real estate agent regarding one property for cemetery expansion*

H. Trustee Reports - *none*

I. General Manager's Reports

1. Operational summary – *GM disussed current administrative projects including annual financial audit, risk management annual reconciliation and upcoming risk management premium reduction audit.*
2. Burial Activity summary July – GM *discussed, noting recent trends*
3. Financial Summary July – *GM discussed and reviewed*
4. Required training for trustees of the board – *GM noted each trustee's status of required trainings*

J. Discussion Items

1. Updated staff job descriptions – GM to submit to HR business partner for review
2. Social Media policy – draft review *completed, to be on agenda as resolution for OCT 2026 meeting*
3. SEP – DEC calendar review *noted upcoming Cemetery events, vice-chair Pham indicated the need to attend OCT and DEC meeting remotely*

K. Action Items.

1. Approve minutes 08/13/2026 meeting – *motion by Trustee Penko, seconded by Trustee McConnell, all in favor*
2. Approve July 2026 disbursements – *motion by vice-chair Pham, seconded by Chair Barton, all in favor*
3. Approve July 2026 financials - *motion by vice-chair Pham, seconded by Chair Barton, all in favor*

L. Future Agenda Items – *staggering trustee term dates, establishing Publicly Available Pay Scale, closed session*

M. Next Regular Meeting October 6, 2026 10:00AM

N. Adjournment *at 11:13AM by Chair Barton*

Important Notices

Americans with Disabilities Act (ADA) Compliance
In compliance with ADA Title II (28 CFR 35.102–35.104), if you require special assistance to participate in this meeting, please contact the District Manager at (951) 677-4223 at least 48 hours prior to the meeting when possible.

Public Records Availability
The agenda and select related documents are available online at: www.murrietacemetery.org, and all documentation is available for review at the District Office, 42800 Ivy Street, Murrieta, CA 92562 Monday through Friday 8:00AM to 4:00PM

Certification

I, Michael Sauer, General Manager of the Murrieta Valley Cemetery District, hereby certify that a copy of this agenda was posted on August 29th, 2026, at 10:00AM at 42800 Ivy Street, Murrieta, California, and on the District's website at least 72 hours prior to the time of this Regular Meeting.

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Michael Sauer
General Manager