



MURRIETA VALLEY CEMETERY DISTRICT

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

Phone: 951.677.4223
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www.murrietacemetery.org/

AGENDA

REGULAR MEETING OF THE BOARD OF TRUSTEES

December 13th, 2024—11:00 a.m.

District Office — 42800 Ivy Street

A. Call to Order-

B. Pledge of Allegiance-

C. Roll Call-

Chair Penko, Vice-chair Mejares-Pham, Trustee McConnell, Trustee Klein, General Manager Sauer, Office Manager Richi

D. Approval of Agenda-

E. Announcements-

F. Public Comments –

Members of the public are invited to address the Board concerning any items not on the agenda, but within the subject matter jurisdiction of the Board of Trustees. Members of the public may address the Board on agenda items when those matters come up for discussion for a total of three minutes.

G. Consent Calendar

1. Accept Minutes -
2. Approve disbursements
3. Receive and File Financial Statements

H. Discussion Items

I. General Manager Report

J. Office Manager Report

1. November recap: Sales and remaining inventory, pre-need requests
2. Digitized files
3. Financials – November

K. Action Items-

1. Digital Calendar creation and 2025 meeting dates confirmation
2. Increase regular board meeting from one meeting a month to two meetings a month for 2025.
3. Approval of Burial Vaults Invoice (15)-

L. Trustee Reports-

M. Closed Session Items-

1. Public Employee Performance Evaluation Pursuant to Government Code
Section 54957

Job Title: Office Manager

N. Future Agenda Items- New Trustee Photo, Cemetery walk through with Trustees

O. Next Meeting Date: January 28th, 2024 at 02:00 PM

P. Adjournment-

IMPORTANT NOTICES

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)

The agenda and all related documents are available for public review online at www.murrietacemetery.org and 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.

CERTIFICATION

I, Chelsea Richi, Office Manager/ Secretary of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing agenda was posted on Monday, December 9th, 2024 at 02:00 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: December 9th, 2024

Respectfully By: Chelsea Richi,
Office Manager & Secretary to the Board

DRAFT