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: October 6, 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 *Vice-Chair Pham absent, all others present*

Chair Barton, Vice Chair Pham, Trustee McConnell, Trustee Penko, Trustee Gerber, GM Sauer

D. Approval of Agenda – *motion by Trustee McConnell, seconded by Trustee Penk, all in favor*

E. Public Comments - Time Limit: 3 minutes per speaker. *NO public present*

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 at 10:03AM*

1. **1.** Public Employee Performance Evaluation
   Pursuant to Government Code Section 54957
   Job Title: General Manger

G. Reconvene to Open Session *at 10:27AM with no reportable action*

H. Trustee Reports – *Discussion to move NOV meeting time to noon if needed due to Colony Veteran's Breakfast. Motion by Trustee Gerber, seconded by Trustee McConnell, all in favor*

I. General Manager's Reports

1. Operational summary – *GM updated board on staff, grounds, annual audit status, Veteran's Day flag placement and Parade.*
2. Burial Activity summary August and September – *presented data and discussed*
3. Financial Summary August – *presented and discussed*
4. Required training for trustees of the board – *noted all required training is complete for board and staff*

J. Discussion Items

1. Updated staff job descriptions – GM to submitted to HR business partner for review – *this was completed. Board reviewed and moved item to next meeting for approval to adopt*
2. Publicly Available Pay Scale – review drafts for format – *board reviewed and agreed on the version to adopt at next meeting*

K. Action Items.

1. Approve minutes 09/01/2026 meeting – *motion by Trustee Penko, seconded by Chair Barton, all in favor*
2. Approve AUG 2026 disbursements – *motion by Trustee McConnell, seconded by Chair Barton, all in favor*
3. Approve AUG 2026 financials - *motion by Trustee McConnell, seconded by Chair Barton, all in favor*
4. Resolution to adopt social media policy for the district – *adopted with 4 votes in favor and one trustee absent*

L. Future Agenda Items

M. Next Regular Meeting November 3, 2026 10:00AM

N. Adjournment

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 October 3rd, 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