



# 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/](http://www.murrietacemetery.org/)

## AGENDA

### REGULAR MEETING OF THE BOARD OF TRUSTEES

**January 28, 2025 – 02:00 PM**

**District Office — 42800 Ivy Street**

**A. Call to Order-**

**B. Pledge of Allegiance-**

**C. Roll Call-** Chair Mejares-Pham, Vice-chair Penko, Trustee Barton, Trustee Klein, Trustee McConnell, General Manager Sauer, Office Manager Richi

**D. Approval of Agenda-**

**E. Announcements-**

1. New Trustee photo today
2. Cemetery walk through w/ Trustees
3. Form 700- Trustees final day to submit 03/18/2025 – Turn in documents to OM Richi
4. Eagle Scout Project- section signs
5. Employee Recognition
6. 22 acres – For sale

**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**

1. Health insurance- which direction is Cemetery going? Kaiser? CultureWorks to provide guidance / coverage options?
2. New Niche Wall Dedication Ceremony- discuss dates
3. CAPC 2025 Conference Seaside, CA – Give final headcount of attendees to OM Richi for travel arrangements
4. ICCFA Conference 2025 – Wednesday 4/30- Saturday 5/3 – Las Vegas NV – early bird pricing ends 2/14/25 <- review handout for details

**I. General Manager Report**

**J. Office Manager Report**

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

**K. Action Items-**

1. \$1 million in “endowment” County fund – direction from trustees on future investment
2. Sale of plot to individual requesting
3. Resolution of All pre-need purchases

**L. Trustee Reports-**

**M. Closed Session Items-**



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

- N. Future Agenda Items- Approval of new employee handbook**
- O. Next Meeting Date:** February 4<sup>th</sup>, 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](http://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 Friday, January 24<sup>th</sup>, 2025 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: January 24<sup>th</sup>, 2025

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