

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

## AGENDA

### REGULAR MEETING OF THE BOARD OF TRUSTEES

October 14, 2025—1:00 p.m.

District Office—42800 Ivy Street, Murrieta, CA

#### A. Call to Order

#### B. Pledge of Allegiance

#### C. Roll Call

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

#### D. Approval of Agenda

#### E. 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.

#### F. Consent Calendar

1. Accept Minutes
2. Approve Disbursements
3. Receive and file Financial Statements – Payment vouchers/Cash Receipts

#### G. Announcements

1. Veteran's Day Parade entry
2. SAR WAA donation of wreaths
3. Public response to Valley News article
4. Volunteer Flyer for MVHS

#### H. Discussion Items

1. Banking activity – update on new account opening
2. Conflict of Interest Code – update recommended
3. Holiday Luncheon

**I. Office Manager Reports**

1. Monthly Update –
2. Digitized Files –
3. Financials –

**J. Manager's Reports**

1. CAPC Meeting

**K. Action Items**

1. Policy update: age for residency eligibility - adult child interment

**L. Trustee Reports**

**M. Closed Session Items**

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

**N. Policy Review** – continuation of Office Manager job description review and employee handbook review as time allows.

**O. Future Agenda Items**

**P. Next Meeting Date:** October 28, 2025 1:00PM

**Q. 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, Michael Sauer, General Manager of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing agenda was posted on Friday October 10th, 2025, at 4 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: October 10, 2025

By: Michael Sauer, General Manager