



MURRIETA VALLEY CEMETERY DISTRICT

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

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www.murrietacemetery.org/

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

February 4th, 2025 --- 02:00 PM

42800 Ivy Street, Murrieta, CA 92562

A. Call to Order- Chair Mejares-Pham called the meeting to order at 02:00 PM

B. Pledge of Allegiance- Completed

C. Roll Call- Chair Mejares-Pham, Vice-chair Penko, Trustee Barton, Trustee Klein, Trustee McConnell, Office Manager Richi, General Manager Sauer – All present; Quorum formed

D. Approval of Agenda – Trustee Klein made a motion for the approval of the Agenda, Trustee McConnell seconded the motion. Motion carried 5/0.

E. Announcements - None

F. Public Comments – None

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- Vice chair Penko made a motion to approve the consent calendar, Trustee Barton seconded the motion. Motion carried 5/0

1. Accept Minutes –

2. Payment Voucher – Jan. 2025(\$120,915.74)

3. Cash Receipts – Jan. 2025(\$12,240 and \$34,075)

4. Approve disbursements *NONE*

5. Receive and File Financial Statements *NONE*

H. Discussion Items –

1. Health Insurance Coverage Options – Some of Trustees got information – Tabled for further discussion in the future

2. New employee handbook – A recommendation was made to review the handbook a section at a time each meeting. General Manager Sauer will share stricken out version mock up with Trustees

3. Invitation for Niche Dedication Ceremony (Trustees Review) – Trustees gave direction to OM Richi – final proof will be delivered via email

4. US Bank New account for Endowment- General Manager Sauer gave update, will continue to work on getting separate “endowment” account

I. General Manager Report - Took recess to walk grounds with Trustees

Meeting back in order by Chair Mejares-Pham at 02:45 PM

J. Office Manager Report -

1. January Recap of Families Served, Sales & Remaining Inventory

2. Digitizing files

K. Action Items-

1. Approval of Computer System update- Motion was made by

2. Approval of Budget for New Cleaning Company-

Chair Mejares-Pham recommended these items be moved to G- consent calendar

~~3. Payment Voucher – Jan. 2025~~

~~4. Cash Receipts – Jan. 2025~~

L. Closed Session Items-

1. Pursuant to Government Code Section 54956.8. Property: [Murrieta, CA]

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



Job Title: General Manager

M. Trustee Reports-

N. Future Agenda Items-

Financials for January (Review March 4th meeting), Statement of Economic Interests- California Form 700, Subcommittees 2025,

O. Next Meeting Date: February 18th, 2025 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 minutes was posted on 02/18/2025 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: 02/18/2025

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