

# MURRIETA VALLEY CEMETERY DISTRICT

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

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

## MINUTES

### 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-** *Meeting was called to order by Chair Mejares-Pham at 01:00 PM*
- B. **Pledge of Allegiance-** *completed*
- C. **Roll Call-** Chair Mejares- Pham, Vice-Chair Penko, Trustee Barton, Trustee McConnell, Office Manager Richi, General Manager Sauer  
*All present- a quorum is formed.*
- D. **Approval of Agenda-** *A motion was made by Vice chair Penko to approve the agenda seconded by Trustee McConnell. Motion carried 4/0*  
*Item F-3 needs to be moved to I3*  
*Item K1 pending legal approval*
- 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.  
*No public present, no comments*
- F. **Consent Calendar -** *A motion was made by Trustee McConnell seconded by Trustee Barton to approve the consent calendar*
  1. Accept Minutes
  2. Approve Disbursements
  3. Receive and file Financial Statements
- G. **Announcements**
  1. Veteran's Day Parade entry- *Vice Chair Penko point person (for Chair) OM Richi and GM Sauer to do all planning and coordination*
  2. SAR Wreath Across America donation of wreaths- *OM Richi updated with gracious donations SAR made to MVCD*
  3. Public response to Valley News Article- *GM Sauer updated Trustees*
  - 4.
- H. **Discussion Items**
  1. Banking activity – update on new account opening- *GM has documents for Trustees and staff to fill out*
  2. Conflict of Interest Code – update recommended - *GM Sauer provided a sample conflict of interest code, Trustees approved of what was provided*
  3. Holiday Luncheon - *confirmed with Trustees food choices - OM Richi to coordinate with food vendors*
- I. **Office Manager Reports**
  1. Monthly Update – *Update given*
  2. Digitized Files – *Update given*

3. Financials –Sept. Payment Voucher \$51,218.35 Sept. Cash Rect.\$42,645  
CA Class contribution for Land Acquisition (\$10K) completed

**J. Manager’s Reports**

1. CAPC Meeting- Trustees requested that GM Sauer share the presentation with Trustees or do the presentation for the Holiday Luncheon  
OM Richi also gave dates for upcoming CAPC conferences and area meetings

**K. Action Items**

1. Policy update: age for residency eligibility - adult child interment  
**\*\* Pending legal approval - A motion was made to adopt a resolution regarding age for residency eligibility - adult child interment by Vice Chair Penko seconded by Trustee McConnell. Motion carried 4/0**

**L. Trustee Reports** - Trustee Penko shared her experience with doing a local truck or treat  
Chair Mejares-Pham recommended MVCD staff get in touch with local churches and schools to be apart of their events for next year - OM Richi and staff to do this task

*Entered into closed session at 02:01 PM*

**M. Closed Session Items entered into closed session**

1. Public Employee Performance Evaluation Pursuant to Government Code Section 54957. Job Title: General Manager  
*Came out of closed session with no reportable action - “proceed with updates”*

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

**O. Future Agenda Items -**

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

**Q. Adjournment** - Meeting adjourned at 02:50 PM by Chair Mejares-Pham

**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 Board of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing MINUTES was posted on October 28 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 28, 2025

By: Chelsea Richi, Office Manager / Secretary to the Board of Trustees