



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/

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

July 22nd, 2025 — 01:00 PM

42800 Ivy Street, Murrieta, CA 92562

A. Call to Order-Meeting called to Order by Vice Chair Penko

B. Pledge of Allegiance-Complete

C. Roll Call- Chair Mejares-Pham, Vice Chair Penko, Trustee Barton, Trustee McConnell, Office Manager Richi, General Manager Sauer – *All present- Chair Mejares-Pham arrived at 01:02 PM*

D. Approval of Agenda- *A motion was made for the approval of the Agenda by Trustee McConnell, seconded by Trustee Barton, motion carried 3/0.*

E. Announcements – 1. New Phones- General Manager Sauer

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- *A motion was made for the approval of the consent calendar by Vice Chair Penko and seconded by Trustee McConnell. Motion carried 4/0*

1. Accept Minutes -
- 2.Approve disbursements -
- 3.Receive and File Financial Statements -

H. Discussion Items - 1. Summary and conclusion regarding concerns from O internment in Feb 2025- *The Board of Trustees would like a policy created for best practices for hand delivery and delivery of cremated remains via USPS*

2.Employee Handbook- *Trustees made a recommendation to move this item to the next meeting*

Meeting adjourned at 01:45 PM for trip with staff and Trustees to Bank

I. General Manager Report –

1. End of year snapshot

J. Office Manager Report –

1. Monthly update -
2. Digitized Files –
3. Financials –

K. Action Items –*Tabled to 2nd draft rewrite and present to Trustees next meeting*

1. Resolution to address shoring requirement for double depth graves

No closed item discussing nothing to report

L. Closed Session Item –1. Conference With Real Property Negotiators (Pursuant to Government Code Section 54956.8.)

Meeting back in session at 02:55 returning from going to bank

M. Trustee Reports - *Chair Mejares-Pham would like date for joint meeting*
Trustee McConnell inquired about browning grass and a resolution for concern.

N. Future Agenda Items-

Health Benefits / Life insurance, New Employee handbook, US Bank (endowment account), Travel Expense Policy/ Resolution, Put on November: Professional Development assessment and budget for 2026, Subcommittees, Non-profit (Foundation), 5th Trustee, Future development of plots, Lee & Associates Cemetery planning, Joint meeting with public cemeteries regarding TRA/SOI, Policy regarding receiving cremated remains

O. Next Meeting Date: August 26th, 2025 at 01:00 PM

Closing report for meeting coming up with two new policies; follow CalOSHA regarding shoring resolution, 2nd resolution / policy for receiving ashes.

P. Adjournment- *Meeting was adjourned at 03:07 PM*



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 08/12/2025 on the District's website.

Date: 08/12/2025

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