

# 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

September 9, 2025—1:00 p.m.

District Office—42800 Ivy Street, Murrieta, CA

**A. Call to Order** -*Vice-Chair Penko called the meeting to order at 01:01 PM*

**B. Pledge of Allegiance** - *Complete*

**C. Roll Call** - *Barton, McConnell Penko and Managers Present a quorum is formed.*

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

*Chair Mejares-Pham arrived at 01:06 PM*

**D. Approval of Agenda**- *A motion was made to reformat agenda see below; and approve the updated agenda by Trustee McConnell, seconded by Trustee Barton. Motion carried 3/0.*

**Moved G-1 first now E-1 Announcements**

*Staff Recognition – Groundskeeper one-year anniversary*

**Item M-1 edited to reflect correct closed session item; updated to:MI- (Closed Session)Public Employee Performance Evaluation Pursuant to Government Code Section 54957. Job Title: General Manager**

**E. Announcements-**

**1.** *Staff Recognition – Groundskeeper one-year anniversary*

**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**

**1.** *Accept Minutes - A motion was made to accept the minutes by Trustee Barton and seconded by Trustee McConnell. Motion carried 3/0.*

*Chair Mejares-Pham arrived at 01:06 PM*

**H. Discussion Items**

**1. Lee and Associates** – virtual attendance to discuss their services.

*- Task to staff from Trustees, come back to Board with two other estimates regarding future cemetery development.*

**2. Walking Tour** – Murrieta Historical Society tour event OCT 19<sup>th</sup>, 2:00 PM -

*Trustees updated*

**3. Office Manager job description** – discuss possible changes - *Trustees requested this item be brought back as a discussion item at next meeting (9/23/25) and an action item for the 10/14/25 meeting*

**I. Office Manager Reports**

**1. Press Release** – review and approve - *Trustees approved of publication to move forward and OM Richi working with different vendors for Mr. Jones contribution*

**2. Business License** – trustee(s) that need to be on it - *Completed*

**3. Payment Vouchers** – *Reviewed and approved.*

**4. Cash receipts** -*Reviewed and approved.*

**J. Manager's Reports** - *None*

**K. Action Items** - *None*

**L. Trustee Reports**- *None*

*A motion was made by Trustee McConnell to change closed session verbiage seconded by Trustee Barton, motion carried 4/0.*

**Entered into closed 02:38 PM**

**M. Closed Session**- *Items Wrong item on draft Agenda Item D-1 input proper closed session item*

~~1. Conference With Real Property Negotiators (Pursuant to Government Code Section 54956.8)~~

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

**Out of closed session at 03:46 PM with no reportable action.**

**N. Policy Review** – continuation of employee handbook review as time allows. - **tabled until next meeting**

**O. Future Agenda Items**- **None**

**P. Next Meeting Date:** September 23, 2025                      1:00PM

**Q. Adjournment** - *Chair Mejares-Pham adjourned the meeting at 03:47 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](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 to the Board of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing minutes was posted on Tuesday, September 23, 2025 at 42800 Ivy Street, Murrieta, California.

Date: September 23, 2025

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