

# 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/)

## AGENDA

### 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**

**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

**G. Announcements**

1. Staff Recognition – Groundskeeper one-year anniversary

**H. Discussion Items**

1. **Lee and Associates** – virtual attendance to discuss their services.
2. **Walking Tour** – Murriet Historical Society tour event OCT 19<sup>th</sup>, 2:00 PM
3. **Office Manager job description** – discuss possible changes

**I. Office Manager Reports**

1. **Press Release** – review and approve
2. **Business License** – trustee(s) that need to be on it
3. **Payment Vouchers** – for approval
4. **Cash receipts**

**J. Manager’s Reports**

**K. Action Items**

None

**L. Trustee Reports**

**M. Closed Session Items**

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

N. Policy Review – continuation of employee handbook review as time allows.

**O. Future Agenda Items**

P. **Next Meeting Date:** September 23, 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 September 5th, 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: September 5, 2025

By: Michael Sauer, General Manager