



MURRIETA VALLEY CEMETERY DISTRICT

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

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MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

SEPT 24, 2024—2:00 p.m.

District Office — 42800 Ivy Street

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

B. Pledge of Allegiance- *Complete*

C. Roll Call

Chair Penko(here), Vice-chair Pham(absent), Trustee McConnell(here), Trustee Busch(resigned), Trustee Klein(here), General Manager Sauer(here), Office Manager Richi(here) -*A quorum is present, Vice-chair Mejarez-Pham not present and Trustee Busch resigned as a Trustee as of September 9th, 2024.*

D. Approval of Agenda-*A motion was made by Trustee McConnell to approve the agenda, seconded by Trustee Klein. Motion carried 3/0.*

E. Public Comments – *No 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 - *A motion was made by Trustee Klein to approve the minutes, seconded by Trustee McConnell. Motion carried 3/0.*
2. Approve disbursements
3. Receive and File Financial Statements

G. Announcements

1. Equipment and activities update
 - a. **New section F preparation-** *General Manager Michael Sauer provided Trustees update of top soil and Trustee Klein inquired about what type of seed would be used. General Manager Michael Sauer stated he would get the name of grass from Cindi at Temecula Public Cemetery.*
 - b. **Columbaria foundations-** *General Manager Michael Sauer stated footings had been poured and the remaining brickwork was being completed by grounds crew of MVCD. Delivery of new columbaria will be received in two different shipments, delivery expected November 2024 and December of 2024. A recommendation was made by Trustee Klein regarding a trip hazard and to place barrels with sand along foundations until new columbaria is installed.*
 - c. **Tree Donation-** *General Manager Michael Sauer updated the Trustees that the donated Peace Trees had been planted in Section C & G. Staff to work on getting a plaque produced to be placed in the future.*
 - d. **Hiring update – new hire introduction-** *Christopher Hartle was introduced to the Trustees.*

H. Discussion Items

1. **Trustee vacancies “attributes of new trustee for Board of Supervisors office”-** *It was recommended by the Trustees to provide said list to Riv. Co. Board of Supervisors. Managers will accomplish this recommendation.*
2. **Nigro & Nigro auditing-** *Cost is \$10,000 per year. The Trustees recommended that the Cemetery obtain a different firm for the next audit.*
3. **Floating holiday in lieu of Juneteenth holiday-** *Office Manager Richi updated Trustees that City of Murrieta does not observe closure on Juneteenth. Trustees recommended that Murrieta Valley*



Cemetery District do the same. There will be no floating Holiday for employees. Eleven paid Holidays per year will continue to be offered to employees and managers.

4. Remaining 2024 meeting dates OCT 22, NOV 19 and DEC 13- October meeting to stay the same as scheduled, November meeting to be moved to one week sooner than usual to Tuesday November 19th, 2024 at 02:00 PM- only for Office Manager Review nothing else to be put on agenda unless needed.

5. F Section compost expense approval \$3231.47- Approved

6. Pontem update expense approval \$3325- not approved - it was recommended to come back to the Board of Trustees with other new options of cemetery mapping software before this new mapping expense will be approved.

7. Chelsea to attend CSDA clerk conference, absent next meeting (October 2024) – Michael Sauer will be the secretary of the board and take minutes for upcoming October meeting.

8. RIVCO ADM – 3 form update - Completed

I. Manager’s Reports

1. August recap: Sales and remaining inventory, pre-need requests Completed

2. Digitized files Completed

3. Financials – August Completed

J. Action Items- None

K. Trustee Reports- Trustee Penko will not be reterming for the upcoming Trustee position. Entered into closed session at 03:12 PM

L. Closed Session Items

1. Potential Initiation of Litigation - Pursuant to Government Code Section 54956.9(d)(4)
Number of Potential Cases: 1

Came out of closed session at 03:23 PM with direction to General Manager Sauer to draft a letter to Riv. Co. County Board of Supervisors for our Future in the City of Murrieta

M. Future Agenda Items- 1. Donation plaque for in honor of former Trustee Mr. Al Vollbrecht stating the significance of the Peace Tree.

2. Get different credit card close Wells Fargo credit card.

3. Comparison for GIS mapping software

N. Next Meeting Date: October 22, 2024 2:00PM

O. Adjournment- Meeting was adjourned by Chair Penko at 03:24 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 agenda was posted on Friday, September 20, 2024, at 02:00 PM 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 24, 2024

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