

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

May 29, 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- *Completed*

C. Roll Call

Chair Penko, Vice-chair Pham, Trustee McConnell, Trustee Busch, Trustee Klein, General Manager Sauer, Office Manager Richi – *All present except Vice-chair Pham. Vice-chair Pham arrived at 02:20 PM.*

D. Approval of Agenda- *Trustee Klein made a motion to adjust the order of the Agenda to address H, J and L first while quorum is present. Trustee McConnell seconded the motion. Motion Carried 4/0.*

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 comments*

F. Consent Calendar

1. Accept Minutes- *Trustee Klein made a motion to accept minutes, Trustee Busch seconded the motion. Minutes accepted 4/0.*
2. Approve disbursements - *Approved*
3. Receive and File Financial Statements- *Completed*

G. Announcements

1. Equipment and activities update
 - a. **Weed abatement complete**
 - b. **Flag placement for veterans**
 - c. **Memorial Day Event recap**

H. Discussion Items

1. **Spoke with Pacific Western Bank (Bank of California) accounts opened, next step, awaiting County approval of account ACH update**
2. **Interest earnings on county funds**
3. **Individual plot concern from 2021** -*Certificate holder's concern over plot occupancy reviewed. General Manager Sauer addressing with certificate holder including offer to exchange two plots for two different plots, and also offering to sell two additional plots.*

I. Manager's Reports

1. **March recap: Sales and remaining inventory, pre-need requests** -*Completed*
2. **Digitized files**- *Completed*
3. **Financials** - *Completed*

J. Action Items

1. **Approve 2024-2025 budget** -*Trustee Klein made a motion to approve the '24- '25 budget. Trustee McConnell seconded the motion. Motion carried 4/0*
2. **Approve updated employee handbook section of policy manual** - *Board of Trustees to review updated handbook and approve next regular board meeting.*

K. Trustee Reports – No Reports

Entered into closed session at 02:20 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 02:35 PM

M. Presentation: Student submission of MVCD logo entries

N. Future Agenda Items- Approval of updated employee handbook

O. Next Meeting Date: June 25, 2024 2:00PM

Recess taken at 03:09 PM, came back to order at 03:51 PM

P. Adjournment- *Chair Penko adjourned meeting at 03:52 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, Michael Sauer, District Manager of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing agenda was posted on Friday May 24, 2024, 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: May 24, 2024 _____ By: Michael Sauer, General Manager