



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

January 28, 2025 – 02:00 PM

District Office — 42800 Ivy Street

A. Call to Order- *called to order by Chair Mejares-Pham at 02:02 PM*

B. Pledge of Allegiance- *Completed*

C. Roll Call- Chair Mejares-Pham, Vice-chair Penko, Trustee Barton, Trustee Klein, Trustee McConnell, General Manager Sauer, Office Manager Richi -- *All present*

D. Approval of Agenda-McConnell made a motion to approve the agenda, seconded by Trustee Klein. Motion carried, 5/0.

E. Announcements-

1. New Trustee photo today- *Completed*
2. ~~Cemetery walk through w/ Trustees~~—Rescheduled to later date
3. Form 700- Trustees final day to submit 03/18/2025 – *Trustees informed*
4. Eagle Scout Project- section signs- *General Manager Sauer provided update*
5. Employee Recognition - *Completed*
6. ~~22 acres~~ For sale

F. Public Comments – *None, Letter read from R family regarding positive interaction that occurred.*
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 -- *Vice Chair Penko made a motion to approve the consent Calendar, Trustee McConnell seconded the motion. Motion carried 5/0.*

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

H. Discussion Items

1. Health insurance- which direction is Cemetery going? Kaiser? CultureWorks to provide guidance / coverage options? *A recommendation was made to have the Trustees table for future disc item.*
2. New Niche Wall Dedication Ceremony- discuss dates - *Tues. Mar 4, 2025 at 01:00 PM - Open to public*
3. CAPC 2025 Conference Seaside, CA – *Final headcount taken*
4. ICCFA Conference 2025 – Wednesday 4/30- Saturday 5/3 – Las Vegas NV – early bird pricing ends 2/14/25 *Final headcount taken*

I. General Manager Report -- *Audit finalized; Trustees updated*

J. Office Manager Report

1. November recap: Sales and remaining inventory, pre-need requests
2. Digitized files
3. Financials – November / December

K. Action Items-



1. \$1 million in “endowment” County fund – direction from trustees on future investment - *Legal Direction from Legal Counsel. The Trustees recommend to invest monies into a Stifel endowment account, withdrawal funds from Riv. Co.*
2. Sale of plot to individual requesting- *Trustee recommended to OM Richi F Family request be granted Trustee Klein first, seconded by Trustee McConnell. Motion carried 5/0.*
3. Resolution of All pre-need purchases -- *Recommendation of word correction, with correction Trustee Klein made a motion to adopt Resolution of in ground advance purchase Resolution 2025-01, seconded by Trustee McConnell. Motion carried 5/0*
4. Approval of Sunset Columbarium Final Invoice INV#29117FMurrietaCA (\$64,136.00) - *Vice Chair Penko made a motion to approve invoice \$64,136.00, seconded by Chair Mejares-Pham. Motion carried 5/0*
5. Nigro & Nigro Final Audit Invoice Approval INV # 21093 - \$5,000.00 - *Nigro & Nigro final invoice for audit \$5000 approved by Trustee McConnell Seconded by Trustee Klein, motion carried 5/0*

L. Trustee Reports- None

Entered into closed session at 03:41 PM ; Office Manager & Secretary to the Board excused out of closed session Chair Mejares-Pham came out of closed session with no reportable action at 04:20 PM

M. Closed Session Items-

1.Public Employee Performance Evaluation Pursuant to Government Code Section 54957

Job Title: General Manager

N. Future Agenda Items- New employee handbook, Health Coverage Options

O. Next Meeting Date: February 4th, 2024 at 02:00 PM

P. Adjournment- Chair Mejares-Pham adjourned at 04:20 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 2/4/2025 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: 02/04/2025

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