

# 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

OCT 22, 2024—1:00 p.m.

District Office—42800 Ivy Street

**A. Call to Order** - *Chair Penko called the meeting to order at 1:00PM*

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

**C. Roll Call**

*Chair Penko (here), Vice-chair Pham (here), Trustee McConnell (here), Trustee Klein (here), General Manager Sauer (here), Office Manager Richi (Absent)*

**D. Approval of Agenda** – *Trustee Klein motioned to approve. Seconded by Chair Penko. Approved 4-0*

**E. Public Comments** – *Murrieta resident Joshua Barton was present. He announced that he submitted his application for trustee and wanted to come introduce himself.*

*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** – *Trustee McConnell motioned to approve all items on Consent Calendar. Trustee Klein seconded. Motion approved 4-0*

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

**G. Closed Session Items** – *Entered closed session at 01:10pm. Came out of closed session at 1:40pm following direction to staff.*

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

**H. Announcements**

- 1. Equipment and activities update*
  - a. GPR Mapping** – *General Manager Sauer indicated Sentry Mapping will be on site OCT 24, 2024 to provide GPR scanning service.*
  - b. CPR/First aid training completed** – *General Manager Sauer provided update and feedback from training completed on site SEP 30, 2024*

**I. Discussion Items**

1. **Trustee vacancies – meeting with Robyn Brock** – *Recapped meeting in which it was determined that the County Supervisor’s Office would vet trustee applicants, then forward successfully vetted applicant information to MVCD staff and board to review and interview, then return our recommendation to the Supervisor’s office. Direction given to staff to coordinate with Supervisor’s office in establishing a NOV 8 deadline for applications. Update public postings to reflect deadline. Applicants to be discussed at NOV 19<sup>th</sup> meeting. Will schedule special MVCD meeting to interview applicants as needed.*
  2. **Annual Auditor options** – *RFP sent to Kevin Brejnak*
  3. **Remaining 2024 meeting dates NOV 19 and DEC 13** - *Confirmed*
  4. **Chelsea at CSDA clerk conference, absent** - *confirmed*
  5. **Heather – GSRMA form signature needed** - *complete*
  6. **Subcommittees for 2025** – *tabled, to be brought up in March 2025 meeting*
  7. **MVCD Board internal election of Chair/Vice Chair date** – *per agreement among trustees, schedule this for DEC 2024 meeting’*
  8. **MVUSD potential school site on Ivy Street** – *discussed possible effect on cemetery from traffic or noise.*
  9. **Creating an Emergency Response plan and making action item / resolution to submit to state of California** – *tabled pending additional information*
- J. Manager’s Reports**
1. **September recap: Sales and remaining inventory, pre-need requests** - *completed*
  2. **Digitized files** – *20 files digitized*
  3. **Financials – SEP 2024** - *Discussed*
- K. Action Items**
- L. Trustee Reports** – *Trustee Penko announced she will reapply to renew her trustee position with MVCD.*
- M. Future Agenda Items** – *none specified*
- N. Next Meeting Date:** NOV 19, 2024                      2:00PM - *confirmed*
- O. Adjournment** – *Chair Penko adjourned meeting at 2:15PM*

**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, District Manager of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing agenda was posted on Friday October 18, 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: OCT 18, 2024

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By: Michael Sauer, General Manager