



# 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

August 12th, 2025 — 01:00 PM

42800 Ivy Street, Murrieta, CA 92562

- A. **Call to Order-** Chair Mejares-Pham called meeting to order at 01:00 PM
- B. **Pledge of Allegiance-** Completed
- C. **Roll Call-** Chair Mejares-Pham, Vice Chair Penko, Trustee Barton, Trustee McConnell, Office Manager Richi, General Manager Sauer  
*Trustee Penko not present (absent)- 3 trustees here: Mejares-Pham, Barton and McConnell present as well as Ms.Richi & Mr. Sauer A quorum is formed.*
- D. **Approval of Agenda-** A motion was made by Trustee McConnell for the approval of the agenda seconded by Trustee Barton. 3/0- Motion Carried
- E. **Announcements – 1. New Crosses Installation-** Trustees recommended that staff sends a thank you/certificate note to Scout for contribution. Trustees would also like website updated with photos.

*No public comments, no public present.*

- F. **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.
- G. **Consent Calendar-** A motion was made by Trustee Barton for the approval of the consent calendar, seconded by Trustee McConnell. Motion carried 3/0.
  - 1. **Accept Minutes** – Accepted
  - 2. **Approve disbursements-**Approved
  - 3. **Receive and File Financial Statements-**Received
- H. **Discussion Items – 1. Part time position interview recap**
  - 2. **Employee Handbook Review -** Spent 15 minutes reviewing, table to next meeting, A recommendation was made by Chair Mejares-Pham to continue placing this on Agenda at the bottom so that way this can be worked through and addressed.
- I. **General Manager Report – None**
- J. **Office Manager Report - 1. July Revenues-- \$56,941.30**
  - 2. **Recap on Families served, sales & remaining inventory –** this meeting is for policy not business will continue to update Trustees Monthly at last meeting of the month
  - 3. **Payment Vouchers / Cash Receipts Riv. Co –** Payment Voucher for July \$53,873.72, Cash Receipts \$56,941.30



**K. Action Items-1. Shoring Resolution General Manager Sauer** – *A motion was made by Trustee Barton and seconded by Trustee McConnell for the resolution. Motion carried 3/0. The Trustees asked that shoring be placed overnight as well as a locking cover.*

**2. Endowment Fund withdrawal / Reinvestment Resolution-** *A motion was made for the approval of the resolution of \$100,000 from Riv. Co. endowment fund be invested into outside account that has a higher rate of return than what is currently being generated by Trustee McConnell and seconded by Trustee Barton. Motion carried 3/0.*

**Entered into closed session at 01:40 PM**

**L. Closed Session Item –1.** Conference With Real Property Negotiators (Pursuant to Government Code Section 54956.8.)

**Came out of closed session at 01:52 PM with nothing to report**

*Board of Trustees requested a new account for the endowment funds be established as well as research fee schedule with local bank versus Stifel.*

*Trustees requested an appointment be made for next board meeting with Lees and Associates regarding an estimate of future Cemetery planning.*

**M. Trustee Reports- NONE**

**N. Future Agenda Items-** Health Benefits / Life insurance, New Employee handbook, US Bank (endowment account), Put on November: Professional Development assessment and budget for 2026, Subcommittees

**O. Next Meeting Date:** August 28th, 2025 01:00 PM

**P. Adjournment-** *Meeting was adjourned at 02:20 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](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, Chelsea Richi, Office Manager/ Secretary of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing MINUTES was posted on 08/25/2025 on the District's website.

Date: 08/25/2025

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