

# MURRIETA VALLEY CEMETERY DISTRICT

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

Phone: 951.677.4223  
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[www.murrietacemetery.org/](http://www.murrietacemetery.org/)

## MINUTES

### REGULAR MEETING OF THE BOARD OF TRUSTEES

October 28, 2025—1:00 p.m.

District Office—42800 Ivy Street, Murrieta, CA

- A. Call to Order-** *Meeting called to order at 01:00 PM by Chair Mejares-Pham*
- B. Pledge of Allegiance-** *completed*
- C. Roll Call** – Chair Mejares-Pham, Vice-chair Penko, Trustee Barton, Office Admin Ms. Hagerty, Trustee McConnell, Office Manager Richi, General Manager Sauer  
*All present a quorum is formed*
- D. Approval of Agenda** – *A motion was made by Trustee McConnell to approve the agenda, seconded by Vice-chair Penko. 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 present for comment*
- F. Consent Calendar** - *A motion was made by Trustee Barton to approve the consent calendar, seconded by Vice Chair Penko motion carried 4/0.*
1. Accept Minutes
  2. Approve Disbursements
  3. Receive and file Financial Statements
- G. Announcements**
1. Veteran's Day Parade update
  2. Elsinore Cemetery open house NOV 12
- H. Discussion Items**
1. Banking activity – update on new account opening
- I. Office Manager Reports**
1. Monthly Update – Revenues and families served
  2. Digitized Files –
  3. Financials – Payment Vouchers and Cash Receipts RivCo
  4. WAA update
  5. Health Fair recap
  6. Oasis Rivco
  7. CSDA renewal paid
  8. Compliments from two recent families
- J. Manager's Reports**
1. Annual Audit update - *Draft auditor to visit or have zoom meeting with Trustees*
  2. Financial Snapshot
- K. Action Items**
1. Policy update: age for residency eligibility - adult child interment - *A motion was made for the approval of action item by Trustee McConnell, seconded by Trustee Barton Motion carried 4/0.*

2. Resolution for limited withdrawal of Endowment Funds from County for reinvestment in private banking institutions.  
*A motion was made by Trustee Barton, seconded by Trustee McConnell motion carried 4/0.*

**L. Trustee Reports-** *Trustee McConnell reported about her experience with a local truck or treat. Chair Mejares Pham's input about Trustee applicant*  
**Entered into closed session at 01:36 PM**

**M. Closed Session Items**

1. Public Employee Performance Evaluation Pursuant to Government Code Section 54957. Job Title: General Manager

**Came out of closed session at 02:48PM**

**N. Policy Review** – continuation of Office Manager job description review and employee handbook review as time allows.

**O. Future Agenda Items**

**P. Next Meeting Date:** November 18, 2025 1:00PM

**Q. Adjournment** – *Meeting was adjourned by Chair Mejares-Pham at 02:48 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 to the Board of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing minutes was posted on on the District's website.

Date: November 18, 2025

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By: Chelsea Richi Office Manager / Secretary to the Board