



# 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/)

## AGENDA

### REGULAR MEETING OF THE BOARD OF TRUSTEES

May 13<sup>th</sup>, 2024 — 02:00 PM

42800 Ivy Street, Murrieta, CA 92562

**A. Call to Order-**

**B. Pledge of Allegiance-**

**C. Roll Call-**

Chair Mejares-Pham, Vice Chair Penko, Trustee Barton, Trustee McConnell, Office Manager Richi, General Manager Sauer

**D. Approval of Agenda-**

**E. Announcements – 1. EcoFert installed**

2. Endowment Account at 1<sup>st</sup> Citizen's Bank – All parties signed?

**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-**

1. Accept Minutes –

2. Approve disbursements-

3. Receive and File Financial Statements-

**H. Discussion Items – 1. Calendar of Events for MVCD**

2. Insurance Andy Morris (GM Sauer)

3. Memorial Day Event (GM Sauer)

4. CTO / PYO (GM Sauer)

5. HR outsourcing information (GM Sauer)

6. Job contracts review for General Manager & Office Manager

**I. General Manager Report –**

**J. Office Manager Report -**

1. Report of ICCFA

2. April Revenues

3. Recap on Families served, sales & remaining inventory

4. Payment Vouchers / Cash Receipts Riv. Co

**K. Action Items-**

**L. Closed Session Item – 1. Conference With Real Property Negotiators**

(Pursuant to Government Code Section 54956.8.)

**M. Trustee Reports-**

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



**O. Next Meeting Date:** May 27th, 2025 at 01:00 PM

**P. Adjournment-**

**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 Agenda was posted on 05/09/2025 on the District's website.

Date: 05/09/2025

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

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