



# 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/](http://www.murrietacemetery.org/)

## MINUTES

### REGULAR MEETING OF THE BOARD OF TRUSTEES

April 8, 2024 — 01:00 PM

42800 Ivy Street, Murrieta, CA 92562

**A. Call to Order-** Chair Mejares-Pham called the meeting to order at 01:01 PM.

**B. Pledge of Allegiance-** complete

**C. Roll Call-**

Chair Mejares-Pham, Vice Chair Penko, Trustee Barton, Trustee Klein, Trustee McConnell, Office Manager Richi, General Manager Sauer – All present Trustee Barton arrived at 01:03 PM

**D. Approval of Agenda-** A motion was made by Trustee Klein for the approval of the agenda, seconded by Trustee McConnell - motion carried 4/0.

**E. Announcements – None**

**F. Public Comments – None**

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 Penko, seconded by Trustee Klein- motion carried 4/0

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

**H. Discussion Items –**

1. Ecofert Presentation- 15 min. presentation for Ecofert staff regarding Cemetery beautification for grass – Complete – Direction was given to GM Sauer to check status of terms of contract and to move forward with getting EcoFert set up as a vendor for MVCD. Next meeting come back with action item for approval of yearly expense.
2. Health Benefits-(Chair Mejares-Pham)- No update, will put on next Agenda with Life insurance Disc.

**I. General Manager Report –**

1. Land Acquisition acct established through CA Class- Trustees Updated
2. Endowment Account – Trustees Form Information & Signatures for Pershing & JPMorganChase- GM Sauer has documentation for Trustees who are interested in being on accounts

**A recommendation was made to move endowment monies from Riv. Co.** diversify with different account, use interest from account to invest more.

10K in liquid account, Move \$120K from Gen Fund into CD (Titled Land acquisition)

**J. Office Manager Report -**

1. February / March Revenues
2. Recap on Families served, sales & remaining inventory
3. Payment Vouchers / Cash Receipts Riv. Co



## K. Action Items-

1. **Holland Invoice – \$4340.04 – 24 vases and bases** *A motion was made by Trustee McConnell, seconded by Trustee Penko, Motion carried 5/0*

**Entered into closed session @ 02:15 PM took recess resumed in closed session at 02:22 PM**

## L. Closed Session Item –

1. Conference With Real Property Negotiators (Pursuant to Government Code Section 54956.8.)
2. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)  
Job Title: Office Manager
3. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)  
Job Title: General Manager

**Came out of closed session at 03:16 PM**

**M. Trustee Reports-** *Chair Mejares-Pham brought up fundraising opportunities such as buy a brick to memorialize Loved One.*

**A recommendation was made to get lower D expansion completed;** *get bid on material bins, get section prepped for irrigation, sod, mapping and marker pins, future niches, redbrick or granite squares (fo buy-a-brick fundraising opportunity), get in touch with City of Murrieta to see who did their veteran memorial.*

*Colonial Life to join for next meeting April 22<sup>nd</sup>, 2025.*

*New discussion for next meeting; Comp Time – Over Time*

**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

**O. Next Meeting Date:** April 22<sup>nd</sup>, 2025 02:00 PM – meeting @ 01:00 PM

02:00 PM-- Public Hearing notice for Ordinance Increasing Trustee Compensation

**P. Adjournment-** *Chair Mejares-Pham adjourned meeting at 03:26 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 04/14/2025 on the District's website.

Date: 04/14/2025

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