



MURRIETA VALLEY CEMETERY DISTRICT

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

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www.murrietacemetery.org/

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

March 4th, 2024 — 02:00 PM

42800 Ivy Street, Murrieta, CA 92562

- A. Call to Order-** *Chair Mejares-Pham called the meeting to order at 02:05 PM*
- B. Pledge of Allegiance-** *Completed*
- C. Roll Call-** *Chair Mejares-Pham, Vice Chair Penko, Trustee Barton, Trustee Klein, 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 for approval of the agenda. Trustee Klein seconded the motion. Motion carried 5/0.*
- E. Announcements – 1.700 Forms** submit by next meeting (3/18/25) to OM Richi
- 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 McConnell for approval of the Consent Calendar. Trustee Klein seconded the motion. Motion carried 5/0.*
1. Accept Minutes - *Approved*
 2. Approve disbursements- *Approved*
 3. Receive and File Financial Statements - *Approved*
- H. Discussion Items – 1. Subcommittees 2025** (examples: land acquisition, financial committee, community outreach events, conference liaison, policies, general price list, investments, land acquisition)
Table for another time, Trustees do not see a need for subcommittees at this time. Trustee McConnell stated there has been subcommittees in the past.
2. Increase of Board Stipend – *Do research of the increase amount limitations, will there be retroactive pay? Trustee Klein recommended an increase to \$150 per meeting*
 3. MVCDD Policy Manual – *Culture Works (H.R. company) handling*
- Added on 4. Health Benefits / Life insurance - Spoke with Debbie Garcia a health insurance representative regarding different plans. Chair Mejares-Pham, Vice Chair Penko will be working together to go over benefits and costs and will report back to the Trustees and Managers their findings.**
- I. General Manager Report - New Endowment account – GM Sauer to update Trustees – General Manager Sauer working with First Citizen’s Bank to get accounts set up. Will provide updates.**
- J. Office Manager Report –**
1. Monthly update- *Families Served, income from sales.*
 2. Digitized Files – *Trustees updated*
 3. Financials – *Bank statements, cash receipts, RCIT, Payment Advance from Riv. Co.*
- K. Action Items – 1. Update to burial / niche policy – changes still needing to be made with changes a motion was made to update burial / niche policy by Vice-Chair Penko seconded by Trustee McConnell. Motion Carried, 5/0**



L. Closed Session Item –*Entered into closed session at 03:24 PM*

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

Came out of closed session at 04:18 PM

M. Trustee Reports- None

N. Future Agenda Items-

Subcommittees, 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

O. Next Meeting Date: March 18th, 2025 02:00 PM

P. Adjournment- *Chair Mejares-Pham adjourned the meeting at 04:19 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 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 03/17/2025 on the District's website.

Date: 03/17/2025

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