

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/

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

September 23, 2025—1:00 p.m.

District Office—42800 Ivy Street, Murrieta, CA

- A. Call to Order** – Meeting called to order at 01:01 PM by Chair Mejares-Pham
- B. Pledge of Allegiance** - Complete
- C. Roll Call**- Chair Mejares-Pham, Vice-chair Penko, Trustee Barton, 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 and seconded by Trustee Barton for the approval of the agenda. 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.
Ms. J.A. from County Board of Supervisors in attendance
Item F started at 01:25 PM ; Items G through I handled first.
COS Ms.R.B. arrived tardy
Chris P from CSDA arrived to give a presentation and answer any questions that the Trustees may have.
- F. Welcome Riverside County Attendees**
 - 1. Introductions
 - 2. Open discussion about Murrieta Cemetery**Took a field Trip of the Cemetery grounds with guests at 01:31 PM**
Back into open session at 01:54 PM
- G. Consent Calendar** A motion was made by Trustee Barton and seconded by Trustee McConnell, motion carried 4/0
 - 1. Accept Minutes
 - 2. Approve Disbursements
 - 3. Receive and file Financial Statements
- H. Announcements**
 - 1. Participation with Every 15 Minutes program - OM Richi informed Trustees of progress on this.
- I. Discussion Items**
 - 1. Banking activity – update on fraud attempts – OM Richi gave update regarding attempted fraud on BOC accounts.
 - ~~2. Office Manager job description – discuss possible changes~~ **Tabled to next meeting no time for this on this meeting**
 - 3. Residency requirements for interment- Trustees feedback much appreciated will table for upcoming meeting as an action item, what is the federal requirement? 26 years and younger residing within TRA in Murrieta, CA

J. Office Manager Reports- Trustees updated

1. Monthly Update –
2. Digitized Files –
3. Financials –

K. Manager's Reports

1. Solicitor on grounds – *No solicitation allowed on MVCD property, direction was given to MVCD staff to put disclosure on website and also publicly post on grounds. Trustees would like in writing to individual whom is soliciting on the grounds GM Sauer to give notice.*
2. Financial Summary -

L. Action Items -None

M. Trustee Reports- None

Entered into closed session at 02:55 PM

N. Closed Session Items- Public Employee Performance Evaluation Pursuant to Government Code Section 54957. Job Title: General Manager

Out of closed session at 03:38 PM with no reportable action

Both item in Item O – policy review tabled by Trustees to next meeting

O. Policy Review – continuation of employee handbook review as time allows.

Office Manager job description – discuss possible changes

P. Future Agenda Items

Q. Next Meeting Date: October 14, 2025 1:00PM

R. Adjournment – Meeting adjourned by Chair Mejares-Pham at 03:43 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 minutes 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/ Board Secretary of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing minutes was 42800 Ivy Street, Murrieta, California, and on the District's website at least 72 hours prior to the time of this Regular Meeting.

Date: October 14th, 2025

By: Chelsea Richi, Office Manager / Secretary to the Board of Trustees