

MURRIETA VALLEY CEMETERY DISTRICT

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

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MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

NOV 19, 2024—2:00 p.m.

District Office—42800 Ivy Street

- A. Call to Order-** *Chair Penko called meeting to order at 02:01 PM*
- B. Pledge of Allegiance - Complete**
- C. Roll Call** Chair Penko, Vice-chair Mejares-Pham, Trustee McConnell, Trustee Klein, General Manager Sauer, Office Manager Richi – *All present, a quorum is present.*
- D. Approval of Agenda-** *A motion was made by Vice Chair Mejares-Pham for approval seconded by Trustee McConnell. Motion carried 4/0.*
- E. Public Comments – No 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.
- F. Consent Calendar**
1. Accept Minutes -complete
 2. Approve disbursements – complete
 3. Receive and File Financial Statements - complete
- G. Announcements**
1. Equipment and activities update
 - a. **Gravel spread 75% complete.** – *General Manager Sauer informed Trustees of progress made.*
 - b. **Recognition to staff for the great job preparing and carrying out last Friday’s service.-** *General Manager Sauer thanked staff for caring for the community*
- H. Discussion Items**
1. **Trustee vacancies update-** *Letter to Ric Co. Board of Supervisors shared with Trustees that was drafted by General Manager Sauer*
 2. **December meeting** – *discussed timeline for that upcoming meeting*
 3. **Cal Card agency credit card option-** *General Manager Sauer informed Trustees of findings. General Manager Sauer to start process of applying for Cal Card Credit Card.*
- I. Manager’s Reports**
1. **OCT recap: Sales and remaining inventory, pre-need requests - complete**
 2. **Digitized files - complete**
 3. **Financials – OCT – to be discussed at December Meeting, accountant has not come this month yet.**
- J. Action Items - NONE**
- K. Trustee Reports**

Trustee Klein brought up different numbering system for gravesites. Trustees recommended that Managers facilitate the completion of this task. No Board involvement needed.

Entered into closed session at 02:32 PM

L. Closed Session Items

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

Came out of closed session with no reportable action at 03:45 PM

M. Future Agenda Items

Chair Penko left meeting at 03:30 PM

N. Next Meeting Date: DEC 3, 2024 10:00AM

O. Adjournment *Vice Chair Mejares-Pham adjourned the meeting at 03:45 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/ Board Secretary of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing agenda was posted on Wednesday, November 20, 2024, at 10:00 am at 42800 Ivy Street, Murrieta, California, and on the District's website at least 72 hours prior to the time of this Regular Meeting.

Date: NOV 20, 2024

By: Chelsea Richi, Office Manager/ Board Secretary