

MURRIETA VALLEY CEMETERY DISTRICT

Laurel Cemetery

District Office Phone: 951.677.4223

42800 Ivy Street Fax: 951.677.5559 Murrieta, CA 92562

www.murrietacemetery.org/

MINUTES

SPECIAL MEETING OF THE BOARD OF TRUSTEES

DEC 3, 2024—10:00AM

District Office—42800 Ivy Street

A. Call to Order – *Chair Penko called the meeting to order at 10:00 AM*

B. Pledge of Allegiance - *Complete*

C. Roll Call – *All present*

Chair Penko, Vice-chair Pham, Trustee McConnell, Trustee Klein, General Manager Sauer, Office Manager Richi

D. Approval of Agenda – *Trustee Klein made a motion for the approval of the agenda, Trustee McConnell seconded the motion. 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 – *A motion was made by Vice chair Mejares-Pham to accept the minutes, seconded by Trustee Klein. Motion carried 4/0.*

G. Announcements

1. Wreathes Across America – Chelsea – *A recommendation was made by the Trustees to offer an invite at the Murrieta City Council meeting tonight. Office Manager Richi will present.*

Also, for next year starting January 2025 invite Dignitaries, VFW, American Legion, Scouts, DAR and other local entities. See if one the high school JROTC's can provide color guard support.

Recommended by Trustee Klein to draft a letter to American Legion regarding expectation of 2025 Memorial Service participation.

For letter send out in March for May 2025 ceremony.

H. Discussion Items 1. December regular meeting DEC 13 at 11:00AM -*confirmed*

I. Trustee Reports – *Trustee Klein made a recommendation to the board and managers to feather out dirt slope.*

J. Closed Session Items

Entered into closed session at 10:23 AM

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

Came out of closed session at 12:06 PM with no reportable action

K. Future Agenda Items –

Vice Chair Mejares-Pham requested that a calendar be created and shared with Trustees for 2025 Board of Trustee Meetings. – Manager Richi to work on this request.

Put this as an action item for the next board meeting.

Trustee Klein made a recommendation to schedule two meetings per month for the upcoming year for the Board of Trustees to accomplish policy and procedure updates.

A recommendation was made by the Board of Trustees to put on January's meeting agenda as an action item the resolution regarding pre sales of cemetery plots.

L. Next Meeting Date: DEC 13, 2024 11:00AM

M. Adjournment – *Meeting was adjourned at 12:08 PM with no reportable action.*

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 Thursday, December 5, 2024, at 02:00 PM at 42800 Ivy Street, Murrieta, California, and on the District's website at least 24 hours prior to the time of this Regular Meeting. Date: December 5th, 2024

By: Chelsea Richi, Office Manager/ Board Secretary