



# MURRIETA VALLEY CEMETERY DISTRICT

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

Phone: 951.677.4223  
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[www.murrietacemetery.org/](http://www.murrietacemetery.org/)

## MINUTES

### REGULAR MEETING OF THE BOARD OF TRUSTEES

December 13th, 2024—11:00 a.m.

District Office — 42800 Ivy Street

**A. Call to Order-***Chair Penko called the meeting to order at 11:00 AM*

**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 expect Vice-chair Mejares-Pham. Vice-chair Mejares-Pham arrived at 11:07 AM*

**D. Approval of Agenda-***Removal of K.action item #3 – A motion was made by Trustee Klein to approve the agenda, seconded by Trustee McConnell. Motion carried 3/0.*

**E. Announcements-** *None*

**F. Public Comments –** *No public present. Letter from Duttons' shared with trustees.*

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 Klein to approve the consent calendar, seconded by Trustee McConnell.*

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

**H. Discussion Items -** *None*

**I. General Manager Report -** *Complete*

**J. Office Manager Report -** *Complete*

1. November recap: Sales and remaining inventory, pre-need requests
2. Digitized files
3. Financials – November

**K. Action Items-**

1. **Digital Calendar creation and 2025 meeting dates confirmation** – *Office Manager Richi completed and will share with Trustees and public as Trustees have recommended.*
2. **Increase regular board meeting from one meeting a month to two meetings a month for 2025.-** *A motion was made by Vice-chair Mejares-Pham made a motion to increase the number of regular board meetings from once a month to twice a month for 2025, Trustee McConnell seconded the motion. Motion carried 4/0.*
3. ~~**Approval of Burial Vaults Invoice (15)**~~ – *Removed-will table for next regular board meeting.*

**L. Trustee Reports-** *None*

**M. Closed Session Items-***Entered into closed Session at 11:38 AM*

**1.Public Employee Performance Evaluation Pursuant to Government Code  
Section 54957**

**Job Title: Office Manager**



*Came out of closed session at 11:55 AM with direction of a board study session (special meeting) January 10<sup>th</sup>, 2025 time=TBD at off-site location. Vice-chair Mejares-Pham to draft agenda and share with Secretary to the Board*

**N. Future Agenda Items- New Trustee Photo, Cemetery walk through with Trustees, General Manager Sauer evaluation February 2025, Swearing in of new Head Chair / Vice Chair, Time off policy approval, Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Job Title: Office Manager(closed session)**

**O. Next Meeting Date:** January 10, 2025 at time to be determined

**P. Adjournment-** *Meeting was adjourned by Vice-chair Mejares-Pham at 11:58 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 Friday, December 20th, 2024 at 03:15 PM 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: December 20, 2024

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