

MURRIETA VALLEY CEMETERY DISTRICT

Laurel Cemetery/District Office Phone: 951.677.4223

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Murrieta, CA 92562 [www.murrietacemetery.org/](http://www.murrietacemetery.org/)

AGENDA

REGULAR MEETING OF THE BOARD OF TRUSTEES

February 18th , 2024 — 02:00 PM 42800 Ivy Street, Murrieta, CA 92562

A. Call to Order *(at 2:00PM by Chair Mejares)*

B. Pledge of Allegiance *(done)*

C. Roll Call- *Chair Mejares-Pham (present), Vice Chair Penko (present), Trustee Barton (present), Trustee Klein (present), Trustee McConnell (present), Office Manager Richi (absent), General Manager Sauer (present).*

D. Approval of Agenda *(motion by Trustee Klein, 2<sup>nd</sup> by Trustee McConnell, unanimous approval)*

E. Announcements – *(none)*

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

1. Accept Minutes – *(motion by Trustee McConnell, 2<sup>nd</sup> by vice chair Penko, unanimous approval)*

2. Approve disbursements – *(none presented)*

3. Receive and File Financial Statements – *(none presented, accountant to execute for review for next meeting)*

H. Discussion Items –

1. Burial policy - burial (internment/inurnment) hours *(discussed that published burial policy can be modified to better accommodate the scheduling needs of families. Burials can be scheduled later than the existing policy indicates with no negative impact on payroll or employee scheduling.)*

2. New Employee handbook *(still being worked on by trustees and HR consultant)*

3. Ecofert Landscape Solution information (General Manager Sauer) *(EcoFert to be scheduled to give a brief presentation at either the first or second board meeting in March)*

4. Land Acquisition account explanation (General Manager Sauer) *(Land Acquisition account formerly with Wells Fargo was deposited into high yield saving account at Banc of California. Sub-account marked as land acquisition to be created and funds transferred to approximate the amount formerly in Wells Fargo Land Acquisition, deposits to new Land acquisition account to be made monthly)*

I. General Manager Report - New Endowment account information / update *(waiting for Pacific Premier to provide information. GM will also contact another bank to explore options.)*

J. Office Manager Report – *(none, office manager absent)*

2. Digitized Files – *(not reported, office manager absent)*

3. Financials – APS in tomorrow will have Jan.2025 for March meeting *(no further discussion)*

K. Action Items- 1. Burial policy - burial (internment/inurnment) hours *(policy to be updated to reflect: In -ground burial services may be scheduled Services outside of these times may be scheduled at the discretion of the General Manager. In ground burial services not concluded by 2:00PM are subject to an additional fee of \$100.00 per hour and are at the discretion of the General Manager. A burial on a Saturday may be allowed, but must be approved by the General Manager and will incur an additional overtime fee. Motion requested to update policy made by Chair Pham, motion made by trustee McConnell, 2<sup>nd</sup> by trustee Klein.)*

L. Closed Session Items – *(entered closed session at 2:47pm, out of closed session at 4:17 following continued discussion of General Manager's annual review.)*

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

M. Trustee Reports *(none)*

N. Future Agenda Items- Financials for January (Review March 4th meeting), Statement of Economic Interests- California Form 700, Subcommittees 2025, 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 4th, 2025 02:00 PM \*\*1:00 PM ceremony at MVCD\*\*

P. Adjournment (Chair Pham adjourned meeting 4:17PM)

#### 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, Michael Sauer, General Manager of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing minutes was posted on 02/28/2025 on the District's website.

Date: 02/28/2025

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Respectfully By: Michael Sauer, General Manager