

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

Aug 27, 2024—2:00 p.m.

District Office—42800 Ivy Street

- A. Call to Order** - Vice-chair Mejares -Pham called the meeting to order and 02:02 PM
- B. Pledge of Allegiance** - Complete
- C. Roll Call** Chair Penko, Vice-chair Pham, Trustee McConnell, Trustee Busch, Trustee Klein, General Manager Sauer, Office Manager Richi
Chair Penko not present, Trustee McConnell arrive late at 02:13 PM. All other Trustees and Managers present.
- D. Approval of Agenda**- Vice-chair Mejares -Pham made a motion of approval of the Agenda. Trustee Klein approved and Trustee Busch seconded the motion. Motion carried 3/0. (Trustee McConnell was not present at this time)
- 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.
Future Eagle Scout Joshua Kelly and family was present to meet the Board of Trustees and be thanked by staff for his donation of time and effort with providing Murrieta Cemetery with two new flower cup boxes. Trustees recommended that a plaque be placed on box(es) to show the community who donated these.
At 02:05 PM went into recess to view flower cup boxes visually on the grounds
Meeting Resumed at 02:17 PM
- F. Consent Calendar** – A motion to approve the consent calendar was made by Trustee Klein and seconded by Trustee McConnell. Motion Carried 4/0.
1. Accept Minutes
 2. Approve disbursements
 3. Receive and File Financial Statements
- G. Announcements**
1. Equipment and activities update
 - a. **New section F preparation** – General Manager Sauer provided photo of Section F to Trustees. Irrigation ready next is top soil and seeding, General Manager Sauer to get professional recommendation from Ewing regarding best type of grass to plant.
 - b. **Addition of two flower cup boxes**- Trustees Updated
 - c. **Hiring update** – Chris Hartle to start with Murrieta Cemetery on September 3rd, 2024 – Update provided to Board of Trustees.
- H. Discussion Items**
1. **Meeting dates for remainder of year for trustee planning** - Vice-chair Mejares -Pham will be absent from September 2024 meeting. October 22nd, 2024 meeting no date change made. Due to Thanksgiving Holiday the Board of Trustee recommended moving

meeting for November to November 19th, 2024. For December 2024 meeting board recommended putting this discussion back on the agenda for next month for approval. Recommendation for December meeting is having meeting on different date and at different time Proposed Date and time is Friday, December 13th, 2024 at 11:00 am , with noon lunch and early dismissal of employees.

2. Banc of California transition – General Manager Sauer gave update on new bank and also let Board of Trustees know about the progress on the California Class account and will provide an update when available

3. Juneteenth Holiday- The Board of Trustees recommended to bring back this item as an “action item”. The Board of trustees also wanted to see what the City of Murrieta does for this Federal Holiday. As well as possibly providing a “floating holiday” for employees.

I. Manager’s Reports

1. July recap: Sales and remaining inventory, pre-need requests- complete

2. Digitized files

3. Financials – June

J. Action Items- None

K. Trustee Reports-Trustee McConnell would like to have a Peace Tree from Hiroshima, Japan.

Entered into closed session at 02:48 PM

L. Closed Session Items

1. Potential Initiation of Litigation - Pursuant to Government Code Section 54956.9(d)(4)
Number of Potential Cases: 1

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

3. Public Employee Discipline/Dismissal/Release - Pursuant to Government Code Section 54957 Job Title: Groundskeeper

Came out of closed session at 03:14 PM with no reportable action. Board of Trustees recommended update evaluation plan be created by managers. As well as providing yearly goals.

M. Future Agenda Items- December 2024 meeting date and time, as well as 2025 meeting date. Nigro & Nirgo Audit approval by board of trustees.

Research new auditor

N. Next Meeting Date: September 24, 2024 2:00PM

O. Adjournment - Vice-chair Mejares -Pham adjourned the meeting at 03:16 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, Michael Sauer, District Manager of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing agenda was posted on Friday, Aug 23, 2024, at 02:00 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: Aug 23, 2024

By: Chelsea Richi, General Manager
Secretary of the Board

