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/](http://www.murrietacemetery.org/)

**MINUTES**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**February 27, 2024—2:00 p.m. District Office—42800 Ivy Street**

1. **Call to Order-** *Chair Penko called meeting to order @ 1:59 PM.*
2. **Pledge of Allegiance -** *Complete*
3. **Roll Call**

Chair Penko, Vice-chair Pham, Trustee McConnell, Trustee Busch, Trustee Klein, General Manager Sauer, Office Manager Richi -*All Present*

1. **Approval of Agenda –** *A motion to approve the Agenda was made by Trustee Klein, seconded by Trustee McConnell. Motion carried 5/0.*
2. **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.

1. **Announcements**
2. Introduction of new employees **-** *Complete*
3. Equipment and activities update**-** *Complete*
4. 700 forms due **-** *Complete*
5. Managers and Trustees photo for website **-** *Complete*
6. **Consent Calendar**
7. Accept Minutes
8. Approve disbursements
9. Receive and File Financial Statements
10. **Discussion Items**

**1.** **Life insurance information-** *A recommendation was made to table this discussion and to come back next meeting with more information provided to Board of Trustees.*

**2. Office staffing during CPAC conference March 14-15 –** *A recommendation was made to post signs and let public know in advance that office staff will not be present for March 14-15, 2024.*

**3. OCT CalPers conference** *– Trustees approved Office Manager Richi to attend conference for training. Motion approved, 5/0.*

1. **Manager’s Reports**

**1. January recap: Sales and remaining inventory -** *Complete*

**2. Digitized files –** *60 files already scanned, 1,500 files left, will continue to work on this project*

1. **Action Items**

**1. Review and select Cemetery logo from submissions -***Recommendation made for selected logo to go back to selected designer to provide three more drafts and to have designer present at next board meeting.*

**2. Gifts for CAPC conference (quantity and price)-** *Two gifts valued at $60 each – cutting board, cheese spreaders. A motion was made by Vice Chair Pham and seconded by Trust McConnell. Motion Carried 5/0.*

**3. Columbaria Selection (including ROI information) –** *A motion was made by Trustee Klein and seconded by trustee McConnell to approve Columbaria expansion with Sunset Memorial and Stone Limited. Motion carried 5/0.*

**4. Pontem expense for columbaria and new section -** *A motion was made to approve expense for Pontem Mapping by trustee Klein and seconded by trustee Busch.*

**5. Employee payment in lieu of health benefits: arbitrary cap or actual benefit cost?** *Board of Trustees confirmed $1,000 cap.*

1. **Trustee Reports -** *None*
2. **Future Agenda Items –** *New Logo, Kubota*

*Entered into closed session at 03:56 PM*

1. **Closed Session Items**
2. Public Employee Performance Evaluation - Pursuant to California Government Code Section 54957
3. Potential Initiation of Litigation - Pursuant to Government Code Section 54956.9(d)(4)

Number of Potential Cases: 1

*Came out of closed session at 04:58 PM*

1. **Next Meeting Date:** March 26, 2024
2. **Adjournment-** *Meeting was adjourned by Chair Penko at 04:58 PM with direction to General Manager to take steps as needed to into negotiation to acquire property for cemetery expansion.*

**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, District Manager of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing agenda was posted on Friday February 23, 2024*,* at 2 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: February 23, 2024

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By: Michael Sauer, General Manager