

MURRIETA VALLEY CEMETERY DISTRICT

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

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Minutes

REGULAR MEETING OF THE BOARD OF TRUSTEES

February 17, 2026—1:00 p.m.

District Office—42800 Ivy Street, Murrieta, CA

A. Call to Order – *Chair Barton*

B. Pledge of Allegiance - *completed*

C. Roll Call - *all present, Vice Chair Pham at 1:06PM via phone and at 1:53PM in person*

Chair Barton, Vice-chair Pham, Trustee McConnell, Trustee Penko, , General Manager Sauer

D. Approval of Agenda – *motion by Trustee McConnell, second by Trustee Penko*

E. Public Comments – *no public in attendance*

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 – *motion to accept by Trustee Penko, second by Trustee McConnell*

1. Accept Minutes
2. Approve Disbursements
3. Receive and file Financial Statements

G. Action Item – *motion by Trustee McConnell, 2nd by Chair Barton, resolution passed*

1. Elimination of Office Manager job position

H. Discussion Items

1. Community Outreach – *discussed Veteran's Breakfast at Colony, Memorial Day, Veteran's Parade and Wreaths Across America*
2. Memorial Day event strategy – *10:00AM event time, add a rehearsal meeting*

3. ICCFA Event attendees – *Vice Chair Pham, 2nd attendee undecided*
4. Staffing organization – *direction given to GM to create an organizational chart*
5. Attorney update – *GM recommendation to enlist new legal counsel*
6. Community outreach employee participation stipend – *GM to draft stipend policy for future approval*
7. Social Media involvement – *GM to create MVCD controlled Facebook page*
8. Employee benefit stipend – *deferred to future meeting*

I. Manager’s Reports

1. February Interment activity - reviewed
2. Financial Summary - reviewed
3. Land acquisition accounts and contributions - reviewed
4. Grant application – discussed by GM
5. CPR First Aid training 03/06/2026 11:30AM – 4:00PM - reminder
6. General Manager planned time off – discussed with board
7. The Colony Veteran’s Day Breakfast 03/03/2026 9:00AM – GM and Trustee Penko to attend
8. Every 15 Minutes participation – *GM to get plan for filming MVCD portion*

J. Trustee Reports – *Trustee McConnel requested information on Land Acquisition Fund and Contingency Budget, conversation continued regarding reporting financial savings for the next months following staff reorganization and to ensure County was updated regarding our recent change of staff. Vice Chair Pham recommended utilizing an automated note application for board meetings and suggested GM attend ICCFA.*

K. Closed Session Items – *Entered closed session at 2:03PM*

1. Public Employee Performance Evaluation Pursuant to Government Code Section 54957. Job Title: General Manager
Exited closed session at 2:52PM with direction to GM to draft Publicly Available Pay Scale, schedule and report at least two continuing education components per year for GM, continue with annual employee survey.

L. Future Agenda Items – *Budgetary freeze resolution, approval of policy for community event stipend*

M. Next Meeting Date: 03/10/2026 1:00PM

N. Adjournment at 02:53PM

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 select documents are available for public review online at www.murrietacemetery.org and all documents 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 agenda was posted on Saturday FEB 14, 2026, at 1:00 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: 02/14/2026

By: Michael Sauer, General Manager