

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

March 26, 2024—2:00 p.m.

District Office—42800 Ivy Street

- A. Call to Order** – *Chair Penko called meeting to order at 2:00 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 – *All present expect Vice-chair Pham & Office Manager Richi*
- D. Approval of Agenda** – *Trustee McConnell made a motion to approve the agenda, trustee Klein seconded the motion. Motion carried 4/0.*
- 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.
No public comments or attendance
- F. Announcements**
1. Equipment and activities update
 - a. Fuel shed pad poured – sets for two weeks then shed is assembled on it
 - b. South County Pest treated for squirrels and gophers, weeds in rip rap
 - c. ELM Tree to remove infected pine tree and dead tree on north fence line
 - d. Grounds Signage*General Manager Sauer reviewed items with Board of Trustees*
- G. Consent Calendar**
1. Accept Minutes
 2. Approve disbursements
 3. Receive and File Financial Statements
- Board of Trustees approved, 4/0*
- H. Discussion Items**
1. **Office Manager at CalPers training in San Diego** - *Discussed*
 2. **CAPC Conference follow up** - *Discussed*

3. **Logo student presentation – reschedule for April meeting -discussed**
4. **Columbaria ordering/funding—Board authorized payment of up to \$145,000 with funds coming out of General Fund Account. Motion carried 4/0.**
5. **Spoke with Pacific Western Bank (Bank of California) about moving banking there - discussed**
6. **Federal Jury Duty summons for General Manager – April 16 through April 29- discussed**
7. **Grounds walk to discuss proposed projects/improvements – completed and discussed**
Board of Trustees gave direction the General Manager Sauer to inquire about moving money from County of Riverside holding account to MVCD bank account.

I. Manager’s Reports

1. **February recap: Sales and remaining inventory, pre-need requests**
2. **Digitized files**
3. **Financials**
Completed

J. Action Items

1. **Approve expense for backhoe training - \$4000.00**

Trustee McConnell made a motion to approve, Trustee Klein seconded the motion – Motion carried 4/0.

2. **Approve expense for burial vault order \$5731.00**

Trustee McConnell made a motion to approve, Trustee Klein seconded the motion – Motion carried 4/0.

K. Trustee Reports – *Chair Penko shared about hazardous material disposal upcoming on Saturday 3/30/2024 from 9 to 2*

L. Future Agenda Items – *None*
Entered into closed session at 02:15 PM

M. Closed Session Items

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

Came out of closed session at 02:30 PM with no reportable action

N. Next Meeting Date: April 23, 2024 2:00PM

O. Adjournment Chair Penko adjourned the meeting at 03:42 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 March 22, 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: March 22, 2024

_____By: Michael Sauer, General Manager

DRAFT