



Murrieta Valley Cemetery District

Board of Trustees – Regular Meeting Minutes

Location: District Office – Laurel Cemetery
42800 Ivy Street, Murrieta, CA 92562
951.677.4223

Date: April 7, 2026
Time: 1:00 PM
www.murrietacemetery.org

A. Call to Order *By Chair Barton at 2:00PM*

B. Pledge of Allegiance - *completed*

C. Roll Call – *completed, all trustees and General Manager in attendance, trustee Penko arrived at 1:04PM*

Chair Barton, Vice Chair Pham, Trustee McConnell, Trustee Penko, GM Sauer

D. Approval of Agenda – *motion by Trustee McConnel, seconded by Vice-Chair Pham*

E. Public Comments - **Time Limit:** 3 minutes per speaker.

Members of the public may address the Board regarding items not listed on the agenda but within the subject matter jurisdiction of the Board.

Speakers may also address agenda items at the time they are discussed.

Trustee applicant Glenn Gerber in attendance, introduced himself and spoke with the board and G.M.

F. Consent Calendar – *motion to approve and accept by Trustee McConnel, Seconded by Vice-Chair-Pham*

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

G. Discussion Items



1. Zoom meeting with Brian Hughes – *zoom meeting not completed, board discussed and will address as action item next meeting*
2. CPR/First Aid training recap – *discussed, all agreed it is beneficial*
3. Colony Veteran Breakfast recap – *discussed, plan to attend again in May*
4. Bank and ADM-3 signature updates – *discussed trustee completion of required items*
5. Form 700 electronic filing update – *discussed compliance to date*
6. Plan for General Manager vacation – *detailed plans for coverage while GM is on vacation in April*
7. Every 15 Minutes participation – *discussed cemetery scene filming to take place on site the week of April 13th.*
8. Publicly Available Pay Scale – Draft Review – *discussed with direction to review in June for the start of 2026/2027 fiscal year*
9. Board Staffing – *discussed Glenn Gerber application and his qualifications*
10. LAFCO candidate recommendation – *GM recommendation of Steve Corona discussed and supported*
11. ICCFA conference – *determined attendees to be Vice-chair Pham and Trustee Penko.*
12. Cemetery use plan – *GM presented draft visual defining remaining space available for burials and reinforcing the need to acquire additional cemetery property.*
13. Memorial Day plan – *discussed order of service and participation of Chair, Vice-chair and GM*

H. General Manager's Reports

1. Financial Recap – *GM presented financial overview*
2. Clarification of previously reported attempted bank fraud – *GM clarification that no loss was ever incurred (to clear up misconception from previous communication)*
3. February Interment Activity – *reviewed 2026 interments to date, noting that the trend is higher than last year and reinforces the need for land acquisition to meet the needs of the community for the long term.*
4. GSRMA RMAP Information – *reviewed results and benefit from GM completion of insurance carrier risk management assessment program.*
5. 2026 CARB Reporting – Completed – *discussed reporting requirements*
6. Gov Compensation In CA report – Completed – *discussed reporting requirements*
7. Land Acquisition Fund Update – *GM discussed current funds in Land Acquisition account.*

I. Action Items

1. Policy for MVCD Employee Stipend for Community Outreach Event Attendance – *The board decided not to approve this policy.*
2. Resolution for Budgetary Freeze for Remainder of Current Fiscal Year – *Resolution implementing a budgetary freeze for the remainder of the current fiscal year was*



discussed and Unanimously passed. Motion made by Chair Barton and seconded by Trustee McConnell. All trustees approved and none dissented.

J. Trustee Reports – *Vice-Chair Pham recommended changing agenda to list consent calendar items as separate item for individual approval, as well move those items to end of agenda. Agenda reformat to start with GM reports after public comments, then trustee reports, discussion items, action items and consent items, followed by closed session if needed and adjournment.*

Chair McConnel commented on the favorable look of the grounds and the positive morale of the staff.

K. Closed Session – *entered closed session at 03:02PM, exited closed session at 03:58PM with direction to GM regarding job performance*

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

L. Future Agenda Items – *include action item for social media site guidelines, include action item for change of attorney representation, add discussion item for website review, preview of Memorial Day ceremony and how we should implement staff performance evaluations going forward.*

M. Next Regular Meeting MAY 12, 2026 - *confirmed*

N. Adjournment – *meeting adjourned at 03:58PM*

Important Notices

Americans with Disabilities Act (ADA) Compliance

In compliance with ADA Title II (28 CFR 35.102–35.104), if you require special assistance to participate in this meeting, please contact the District Manager at (951) 677-4223 at least 48 hours prior to the meeting when possible.

Public Records Availability

The agenda and select related documents are available online at: www.murrietacemetery.org, and all documentation is available for review at the District Office, 42800 Ivy Street, Murrieta, CA 92562 Monday through Friday 8:00AM to 4:00PM