

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

April 23, 2024—2:00 p.m.

District Office—42800 Ivy Street

- A. Call to Order** – *Chair Penko called the 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, Vice-chair Pham arrived at 02:02 PM*
- D. Approval of Agenda-** *Trustee Klein made a motion to approve agenda, Trustee McConnell seconded the motion. Motion Carried 5/0*
- 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*
- F. Presentation:** Bill Morton with Municipal Finance Corporation—*The board of Trustees gave direct to General Manger Sauer to move forward with a no cost credit pre check for future funding.*
- G. Announcements**
1. Equipment and activities update
 - a. **Kubota UTV**
 - b. **Boy Scouts projects**
 - c. **Memorial Day event preparations**
 - d. **Old John Deere Gator sold**
- H. Consent Calendar**
1. Accept Minutes – *Trustee Busch made a motion to accept the minutes Trustee Klein seconded the motion. Motion carried 4 /0 – Vice Chair Pham abstained from the vote*
 2. Approve disbursements - *Approved*
 3. Receive and File Financial Statements - *Complete*
- I. Discussion Items**
1. **Spoke with Pacific Western Bank (Bank of California) about moving banking there. Forms need trustee approval/signatures. - Complete**
 2. **Federal Jury Duty summons for General Manager – April 16 through April 29 – update- Updated**
 3. **May meeting date – May 28 or May 21? Or other date due to Memorial Day?- Wednesday May 29th, 2024 at 02:00 PM was decision made by Board of Trustees**

4. County ADM-3 Form – need trustee signatures. - *Completed*

5. Community Relations initiative. - *Completed*

J. Manager's Reports

1. March recap: Sales and remaining inventory, pre-need requests - *Completed*

2. Digitized files - *Completed*

3. Financials - *Completed*

K. Action Items

1. Approve policy change in safety handbook

Current: Under no circumstances may members of the public come any closer than the given distances. [100 feet when backfilling a grave]

Proposed: Spectators may...witness the backfill from a safe distance of no less than 25'.

This change allows for improved productivity of groundskeepers while maintaining safe conditions for employees and visitors. – A motion was approved to change policy in safety handbook to proposed verbiage by Trustee Busch, seconded by Trustee McConnell. Motion carried 5/0.

2. Approve opening of bank accounts with Pacific Western Bank in order to transfer accounts from current bank. – A motion was made by Trustee Klein and seconded by Trustee McConnell for the approval of General Manager Sauer to open new bank accounts. Motion Carried 5/0

L. Trustee Reports- Trustee Busch recommended that Trustees / Cemetery Staff take some webinar classes through CSDA.

M. Future Agenda Items

Entered into closed session at 03:29 PM

N. 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 03:39 PM

O. Next Meeting Date: May 29, 2024 2:00PM

P. Adjournment – Chair Penko adjourned meeting at 03:40 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 April 19, 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: April 19, 2024

By: Michael Sauer, General Manager

DRAFT