

MINUTES
SAN JACINTO VALLEY CEMETERY DISTRICT
December 19, 2023

I. CALL TO ORDER:

Emily Quast, Chair called the meeting to order at 10:33 A.M.

ROLL CALL:

Emily Quast, Chair-Present
Ben Cheeseman, Vice-Chair-Present
Myrna Rohr, Trustee-Present
Linda Skipworth, Trustee-Present
Rod Tolliver, Trustee-Present
Carol A. Griese, Board Secretary/Manager-Present
Mary Alejo, Assistant General Manager-Present

II. REVIEW OF AGENDA:

III. PUBLIC INPUT:

IV. MINUTES, EXPENSES, FINANCIAL REPORT:

(The following all passed with a unanimous vote unless otherwise indicated)

- A. A motion was made by Linda Skipworth and seconded by Rod Tolliver to approve the November 29, 2023 minutes. Ben Cheeseman and Myrna Rohr abstained from the vote.
- B. A motion was made by Myrna Rohr and seconded by Ben Cheeseman to accept the financial statement and check register for November 2023.
- C. An overview of the Stifel Investments was given to the board for November 2023. A motion was made by Rod Tolliver and seconded by Linda Skipworth to accept the recent investment purchases that the investment committee agreed upon.

V. MANAGER'S REPORT:

- A. There was a discussion on lot sales and services for the current period.
- B. A list of monthly misc. activities and updates were given to the Board of Trustees. A full list of all items discussed is on file in the SJVCD office.

VI. ADMINISTRATIVE ACTION/INFORMATION:

- A. November Interment Rights were signed.

VII. NEW BUSINESS, QUESTIONS, SUGGESTIONS:

- A. A motion was made by Myrna Rohr and seconded by Linda Skipworth to approve a .50 cent increase for all SJVCD employees effective January 2024. This is to stay in line with the California minimum wage increase that will become effective January 2024.
- B. A motion was made by Rod Tolliver and seconded by Ben Cheeseman to approve the Investment Policy as presented.
- C. A motion was made by Linda Skipworth and seconded by Myrna Rohr for Rod Tolliver and Ben Cheeseman to continue to serve on the SJVCD 2024 Investment Committee.

- D. A motion was made by Myrna Rohr and seconded by Rod Tolliver to nominate Emily Quast as SJVCD President and Ben Cheeseman as SJVCD Vice-President for the calendar year of 2024.
- E. The Board of Trustees went into closed session at 10:57 AM to discuss the 2023 CAPC Management by the staff. The Board of Trustees came out of closed session at 11:15 AM. In open session the CAPC Management of Carol Griese and Mary Alejo was discussed and their accomplishments for the 2023 period. It was unanimous that Carol Griese will receive \$1,400.00 and Mary Alejo will receive \$600.00 for their 2023 CAPC Management.
- F. The board of Trustees went into closed session at 11:16 AM to discuss the potential interest in the 2.4 acres of property for sale on San Jacinto Ave. and is adjacent to the cemetery property. The board came out of closed session at 11:30 AM and reported that no action took place. Linda Skipworth and Rod Tolliver excused themselves and were not present in the closed session discussion on this item.

Meeting was adjourned at 11:30 A.M. by a motion from Myrna Rohr and a second by Rod Tolliver.