

**MINUTES**  
**SAN JACINTO VALLEY CEMETERY DISTRICT**  
**Aug. 21, 2013**

**I. CALL TO ORDER:**

Myrna Rohr, Chair called the meeting to order at 3:03 P.M.

**ROLL CALL:**

Myrna Rohr, Chair-Present  
Ben Cheeseman, Vice-Chair-Present  
Marc A. Divine, Trustee-Present  
Richard Hixson, Trustee-Present  
Doug Marshall, Trustee-Present  
Carol A. Griese, Board Secretary/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 Marc Divine and seconded by Doug Marshall to approve the July 17, 2013 minutes.                                | Action |
| B. | A motion was made by Marc Divine and seconded by Richard Hixson to accept the financial statement and check register for July 2013. | Action |
| C. | An overview of the Wells Fargo Investments was given by Ben Cheeseman. No action taken.                                             | Action |

**V. MANAGERS REPORT**

- |    |                                                                                                                                                        |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. | There was a discussion on lots 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. | July deeds were signed. | Action |
|----|-------------------------|--------|

**VII. NEW BUSINESS, QUESTIONS, SUGGESTIONS:**

- |    |                                                                                                                                                                                                                                                                                                               |        |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| A. | A motion was made by Marc Divine and seconded by Doug Marshall to accept the 2014 CAPC Management Fee at \$45,000.00.                                                                                                                                                                                         | Action |
| B. | A motion was made by Ben Cheeseman and seconded by Richard Hixson to appoint Marc Divine to the investment committee which already consists of Carol Griese and Ben Cheeseman.                                                                                                                                | Action |
| C. | The Board of Trustees went into closed session at 3:37 P.M. to discuss SJVCD financial matters and cash receiving procedures. The Board of Trustees came out of closed session 4:15 P.M. to report that a cash handling policy was determined and would be included in the SJVCD Policy and Procedure manual. | Closed |

Meeting was adjourned at 4:17 PM  
Next meeting will be September 25, 2013