

MINUTES
SAN JACINTO VALLEY CEMETERY DISTRICT
December 21, 2011

I. CALL TO ORDER:

Myrna Rohr, Chair called the meeting to order at 1:30 P.M.

ROLL CALL:

Myrna Rohr, Chair-Present
Dolly Chambers, Vice Chair-Present
Marc A. Divine, Trustee-Present
Donald Webber, Trustee-Present
Richard Hixson, Trustee-Present
Carol A. Griese, Board Secretary/Manager-Present

II. Review of Agenda:

III. Public Input:

No public comments

IV. MINUTES, EXPENSES, FINANCIAL REPORT

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

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| A. | A motion was made by Dolly Chambers and seconded by Marc Divine to approve the November 16, 2011 minutes. | Action |
| B. | A motion was made by Marc Divine and seconded by Richard Hixson to accept the financial statement and check register for November 2011. | Action |
| C. | A motion was made by Richard Hixson and seconded by Marc Divine to accept the Wells Fargo Investments for November 2011. Don Webber gave a brief review of the districts investments and earnings as well as an explanation of recent investment choices and changes. | Action |

V. MANAGERS REPORT

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| A. | There was a discussion on lots sales and services for the current period. |
| B. | A list of monthly misc. activity was reviewed. A full list of all items discussed are on file in the SJVCD office. |

VI. ADMINISTRATIVE ACTION/INFORMATION:

- A. November deeds were signed.
- B. There was a discussion on the CAPC Management contract and the January 20, 2012 CAPC board vote. Discussion
- C. A motion was made by Dolly Chambers and seconded by Marc Divine to transfer \$97,700.00 from budget Acct #529540-Utilities to budget Acct.#524500-Operational at the county of Riverside. Action

VII. NEW BUSINESS, QUESTIONS, SUGGESTIONS:

- A. An update was given on the Employee Handbook from Paychex the first draft will be in the January board packets. Discussion
- B. A motion was made by Richard Hixson and seconded by Dolly Chambers to approve closing the revolving monthly checking writing account at Bank of America and open a new one at Bank of Hemet. Action
- C. A motion was made by Dolly Chambers and seconded by Richard Hixson to re-elect Myrna Rohr as Chair and Dolly Chambers as Vice-Chair. Action

Meeting was adjourned at 2:30 PM

Next meeting will be January 18, 2012