

MINUTES
SAN JACINTO VALLEY CEMETERY DISTRICT
November 16, 2022

I. CALL TO ORDER:

Emily Quast, Chair called the meeting to order at 10:30 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 Rod Tolliver and seconded by Linda Skipworth to approve the October 18, 2022 minutes.
- B. A motion was made by Linda Skipworth and seconded by Rod Tolliver to accept the financial statement and check register for October 2022.
- C. An overview of the Stifel Investments was given to the board for October 2022. No Action taken.

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. October Interment Rights were signed.

VII. NEW BUSINESS, QUESTIONS, SUGGESTIONS:

- A. A motion was made by Myrna Rohr and seconded by Ben Cheeseman to not renew the 2023 CSDA Membership.
- B. A motion was made by Rod Tolliver and seconded by Myrna Rohr to accept the 2021-2022 Annual Audit as presented.
- C. A motion was made by Linda Skipworth and second by Rod Tolliver to approve an increase of \$51.00 for the Employers Health Insurance cap. The monthly cap was \$630.00 and will now be \$681.00. The new cap will be effective for the 2023 Health Insurance premiums.
- D. A motion was made by Rod Tolliver and seconded by Ben Cheeseman to approve SJVCD to extend their CAPC contract from 2024-2027. In 2023 this item will be placed back on the agenda so the SJVCD Board of Directors can decide on an annual fee for this period.

- E. A motion was made by Linda Skipworth and seconded by Myrna Rohr to increase the SJVCD's Riverside County's revolving fund account in the amount of \$5,000.00. The Bank of Hemet checking account total will increase by this amount with the new monthly amount of \$85,000.00.
- F. There was an overview of the 2022 CAPC Management figures for the income and expenses that took place in order to operate CAPC.
- G. The SJVCD Trustees went into closed session at 11:10 A.M. to discuss the 2022 CAPC Management of the Executive Director, Carol Griese and Staff, Mary Alejo.
- H. The SJVCD Trustees came out of closed session at 11:15 A.M. The Trustees discussed that they are pleased with the Management of the Executive Director and staff and thanked them for the work they did. A motion was made by Linda Skipworth and seconded by Rod Tolliver to approve a \$1,750.00 bonus for Carol Griese and a \$750.00 bonus for Mary Alejo for the 2022 operation of CAPC.
- I. The item to possibly consider providing the SJVCD Trustees with their own company Email was tabled until the December board meeting so there is time to gather more information on this matter.
- J. The SJVCD Trustees went into closed session at 11:20 A.M. to discuss the land for sale near the cemetery. Prior to going into closed session Trustee, Rod Tolliver stated that he has financial dealings with the owner of this property, James Nicholas Jones therefore he was disqualifying himself from any participation in the matter and was leaving the board room. Trustee, Linda Skipworth stated that she would be abstaining from any discussion or vote on this matter due to potential financial interest for her niece Kimberly Jones. Linda then decided that she too would be leaving the board room. Trustee's Emily Quast, Ben Cheeseman and Myrna Rohr along with General Manager Carol Griese and Assistant General Manager Mary Alejo was present in the closed session. The SJVCD hired an independent company to provide an appraisal which was reviewed during the closed session.
- K. The SJVCD Trustees came out of closed session at 11:35 A.M. The report from closed session was that the property negotiator, Ben Cheeseman was asked to contact the seller's representative to ask what possible combination of a cash selling price and cost basis value James Nicholas Jones would accept.

Meeting was adjourned at 11:40 A.M.