

**MINUTES**  
**SAN JACINTO VALLEY CEMETERY DISTRICT**  
**February 15, 2012**

**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:**

Item # VII, D was added to the agenda, repair or replacement of 2002 Grasshopper Easy Vacuum Mower.

Item # VII, E was added to the agenda, date change for the March 21, 2012 board meeting due to lack of quorum.

**III. Public Input:**

No public comments

**IV. MINUTES, EXPENSES, FINANCIAL REPORT**

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

- |    |   |           |
|----|---|-----------|
| A. | A motion was made by Dolly Chambers and seconded by Marc Divine to approve the January 18, 2012 minutes with the correction that Dolly Chambers Vice-Chair called the meeting to order due to Myrna Rohr, Chair arriving after the meeting was called to order. | Action    |
| B. | A motion was made by Marc Divine and seconded by Richard Hixson to accept the financial statement and check register for January 2012.  | Action    |
| C. | No action was taken in regards to the Wells Fargo Investments. Don Webber gave an overview of the District's Investments and earnings.  | No 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 was reviewed. A full list of all items discussed are on file in the SJVCD office. |

**VI. ADMINISTRATIVE ACTION/INFORMATION:**

- |    |   |        |
|----|---|--------|
| A. | January deeds were signed.  | Action |
| B. | A motion was made by Don Webber and seconded by Marc Divine to approve the withdrawal of \$50,000.00 from the Endowment Care Principal account at the County of Riverside to transfer to the Endowment Care Principal Account at Wells Fargo. | Action |

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

- |    |  |            |
|----|--|------------|
| A. | A motion was made by Marc Divine and Seconded by Richard Hixson to accept the Paychex Employee Handbook that was presented at the board meeting with two final corrections.                    | Action     |
| B. | A discussion took place in regards to the April 19, 2012 local area meeting that will take place on the San Jacinto Valley Cemetery grounds. Arrangements will be made by the General Manager. | Discussion |
| C. | A motion was made by Dolly Chambers and seconded by Marc Divine to accept the Safety Manual, Injury and Illness Manual and the OSHA Safety Manual as prepared by the legal team of Paychex.    | Action     |
| D. | There was a discussion about the repair or replacement of the 2002 Grasshopper Easy Vac Mower, that just recently quit running.  | Discussion |
| E. | It was brought to the boards attention that there will not be a quorum for the March 21, 2012 regular board meeting. The regular board Meeting was moved to March 20, 2012.                    | Discussion |

Meeting was adjourned at 3:30 PM

Next meeting will be March 20, 2012

**APPROVED:**

Myrna Rohr, Chair \_\_\_\_\_

Dolly Chambers, Vice-Chair \_\_\_\_\_

Marc Divine, Trustee \_\_\_\_\_

Don Webber, Trustee \_\_\_\_\_

Richard Hixson, Trustee \_\_\_\_\_