

MINUTES
SAN JACINTO VALLEY CEMETERY DISTRICT
February 18, 2015

I. CALL TO ORDER:

Myrna Rohr, Chair called the meeting to order at 3:05 P.M.

ROLL CALL:

Myrna Rohr, Chair-Present
Ben Cheeseman, Vice-Chair-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 Doug Marshall and seconded by Richard Hixson to approve the January 21, 2015 minutes.
- B. A motion was made by Ben Cheeseman and seconded by Doug Marshall to accept the financial statement and check register for January 2015.
- C. An overview of the Wells Fargo Investments was given by Ben Cheeseman. No action taken.

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. January deeds were signed.

VII. NEW BUSINESS, QUESTIONS, SUGGESTIONS:

- A. A motion was made by Doug Marshall and seconded by Richard Hixson to approve the purchase of a 2014 Kubota Dump Scooter for the purchase price of \$14,204.68, payable to Al's Kubota in three payments with no interest. The motion also authorized the purchase of a smaller 2014 Kubota Scooter for the purchase of \$8,754.41 with the same payment agreement.
- B. No action was taken in regards to removing and replacing the Asphalt from the Menlo entrance to the new section, the lowest bid was \$54,500.00. Alternative methods for repairing the roads will be looked at that might be more economical at this time.

- C. A motion was made by Ben Cheeseman and seconded by Doug Marshall to approve the San Jacinto Valley Cemetery to no longer require signatures or prove of photos for markers with photo inserts
A notice will be sent to the local Mortuaries and the Monument companies explaining the change in policy.
- D. A motion was made by Doug Marshall and seconded by Richard Hixson to approve the list of equipment to be sold through a bid process. The money from the sale will go into the cemeteries general fund.
- E. A motion was made by Ben Cheeseman and seconded by Richard Hixson to approve the San Jacinto Valley Cemetery to purchase the Konica Minolta Copier Bizhub # 4050 for \$2,700.00 with a monthly maintenance agreement of \$28.86 per month.
- F. An updated list of GM and Staff duties was presented to the Board of Trustees. This was last updated in July 2012. With the current list it shows the progress and change of duties within office staff and the current training that is taking place as well. A motion was made by Richard Hixson and seconded by Doug Marshall to accept the list as presented.

Meeting was adjourned at 5:10 PM

Next Board Meeting: March 18, 2015