

MINUTES
SAN JACINTO VALLEY CEMETERY DISTRICT
February 17, 2016

I. CALL TO ORDER:

Myrna Rohr, Chair, called the meeting to order at 3:10 P.M.

ROLL CALL:

Myrna Rohr, Chair-Present
Ben Cheeseman, Vice-Chair-Absent
Richard Hixson, Trustee-Present
Doug Marshall, Trustee-Absent
Emily McDonough, 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 Richard Hixson and seconded by Emily McDonough to approve the January 20, 2016 minutes.
- B. A motion was made by Emily McDonough and seconded by Richard Hixson to accept the financial statement and check register for January 2016.
- C. An overview of the Wells Fargo Investments was given. 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 Richard Hixson and seconded by Emily McDonough to approve the changes that are needed for the SJVCD Employee Handbook as presented.
- B. A motion was made by Emily McDonough and seconded by Richard Hixson to approve the method to transfer money from the SJVCD Wells Fargo accounts to the SJVCD checking accounts electronically.

Meeting was adjourned at 3:50 P.M.

Next Board Meeting: March 23, 2016