

**MINUTES**  
**SAN JACINTO VALLEY CEMETERY DISTRICT**  
**January 18, 2012**

**I. CALL TO ORDER:**

Dolly Chambers, Vice-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-(Absent)  
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 Don Webber and seconded by Richard Hixson to approve the December 21, 2011 minutes.                               | Action    |
| B. | A motion was made by Richard Hixson and seconded by Don Webber to accept the financial statement and check register for December 2011. | Action    |
| C. | No action was taken in regards to the Wells Fargo Investments. Don Webber gave an overview of the districts investments and earnings.  | No 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. activities was reviewed. A full list of all items discussed are on file in the SJVCD office. |

**VI. ADMINISTRATIVE ACTION/INFORMATION:**

- |    |                             |
|----|-----------------------------|
| A. | December deeds were signed. |
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**VII. NEW BUSINESS, QUESTIONS, SUGGESTIONS:**

- |    |   |            |
|----|---|------------|
| A. | The first draft of the employee handbook that Paychex is preparing for the San Jacinto Valley Cemetery District was reviewed. The second draft with the suggested changes will be in the Trustees board packets for the next regular meeting. | Discussion |
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Meeting was adjourned at 3:00 PM

Next meeting will be February 15, 2012