

MINUTES
SAN JACINTO VALLEY CEMETERY DISTRICT
July 18, 2012

I. CALL TO ORDER:

Myrna Rohr, Chair called the meeting to order at 1:35 P.M.

ROLL CALL:

Myrna Rohr, Chair-Present
Dolly Chambers, Vice Chair-Absent
Marc A. Divine, Trustee-Present
Ben Cheeseman, Trustee-Present
Richard Hixson, 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 Marc Divine and seconded by Richard Hixson to approve the June 20, 2012 minutes. | Action |
| B. | A motion was made by Mac Divine and seconded by Ben Cheeseman to accept the financial statement and check register for June 2012. | Action |
| C. | There was an overview of the Wells Fargo Investments. A motion was made by Richard Hixson and seconded by Marc Divine to accept the investment report as presented. | 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 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. | June deeds were signed. | Action |
|----|-------------------------|--------|

VII. NEW BUSINESS, QUESTIONS, SUGGESTIONS:

- | | | |
|----|--|------------|
| A. | A motion was made by Richard Hixson and seconded by Ben Cheeseman to approve the budget for 2012-2013 as presented. | Action |
| B. | There was a discussion about the Oath of Office form that Bob Hunt said that the Trustees and General Manager need to sign. These forms will be signed and a copy sent to the County Board of Supervisors. | Discussion |
| C. | A motion as made by Marc Divine and seconded by Ben Cheeseman to approve the Expenditure Policy with the limit for purchases without board approval set at \$2,500.00. | Action |
| D. | The appointment of Treasurer to the Board of Trustees was postponed until the August 15, 2012 board meeting. | Action |

- | | | |
|----|--|------------|
| E. | A motion was made by Marc Divine and seconded by Richard Hixson to accept the San Jacinto Valley Cemetery District By Laws with the correction on page 8 # 5 to read not to exceed a total of <i>four</i> hundred dollars in any calendar month. | Action |
| F. | A motion was made by Richard Hixson and seconded by Ben Cheeseman to approve the San Jacinto Valley Cemetery District Policy and Procedure Manual with a correction on the Audit Process sheet to read Wells Fargo in place of AG Edwards and with the exclusion of the Disciplinary and Termination policy which will be on the August 15, 2012 agenda. | Action |
| G. | There was a discussion as to the description for the new position that will be hired at the end of the 2012 fiscal year. This new position will assist in the office for cemetery needs and to help with California Association of Public Cemeteries. A committee consisting of Myrna Rohr, Dolly Chambers and Carol Griese will work on the job description and the Employment ad for this position and present them to the Board of Trustees at the August 15, 2012 meeting. | Discussion |

Meeting was adjourned at 3:00 PM

Next meeting will be August 15, 2012

APPROVED:

Myrna Rohr, Chair _____

Dolly Chambers, Vice-Chair _____

Marc Divine, Trustee _____

Ben Cheeseman, Trustee _____

Richard Hixson, Trustee _____