

The Board of Trustees met on January 27, 2020 at the office of the cemetery. Meeting was called to order by Pres. Richard Phipps at 1:30, followed by the Pledge of Allegiance to the flag.

Roll call: Richard Phipps and Sandra Van Dyke present. Doris has an excused absence.

Minutes from the October 28, and December 16, 2019. Richard moved to approve the minutes as written, 2<sup>nd</sup> by Sandra. Motion carried unanimously.

No public comment.

Treasurers report: Mechanics Bank--December 31 balance \$141,908.52, Provident December 31 balance \$195,575.06

Manager's report: The website launched prior to the deadline and is up and running. It has all the components required by law, and will be "fleshed" over time. The manager is meeting with Mark from HonorLife later this week regarding the Niche project. The merger with Robo Bank and Merchant Bank will have no effect on the cemetery's account, and the routing and account numbers will not change.

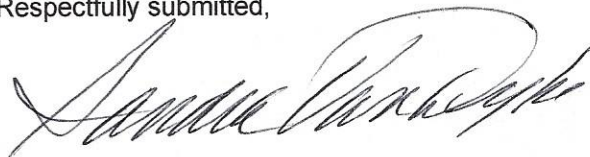
Management provided a recommendation regarding sales restrictions/closure for the oldest part of the cemetery. A through L and B through K with a possible exemption for the "roadway's that were designated within the last 10 years. All graves through out the cemetery to have an extensive site survey, and management approval prior to sale.

The financial statements for November-December were looked over.

Meeting adjourned at 2:30.

Next meeting Feb. 24, 2020.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sandra Van Dyke".

Sandra Van Dyke

**Palo Verde Cemetery District**

**Manager's Board Report**

**January 27, 2020**

Burials performed for July 2019 – to date:

<b>Month</b>	<b>Cremations</b>	<b>Burials (casketed)</b>	<b>Total Burials</b>
July	1	3	4
August	1	3	4
September	3	3	6
October	2	2	4
November	2	5	7
December	2	5	7
January	1	5	

The website has been up and running prior to the compliance deadline of January 1, 2020. The address is: <http://pvcemetery.specialdistrict.org>. I'm still working on fleshing it out. Noteworthy items: In part of the website compliance requirements. The meeting date must be posted 2 weeks, prior and the agenda follows the rules of the Brown Act.

Harassment Prevention Training has been completed with all paid staff, and one board member to date. This training is prepaid and ready to be completed, an email is in the inbox for all those still outstanding from calchamber.com. This will give the link needed to the site. The password of welcome is no longer correct. Contact me for the password. Once entered the program will require you to change and set up a new password to move on with the training.

The ethics training can be acquired here: [localethics.fppc.ca.gov](http://localethics.fppc.ca.gov). Training needs to be completed, and certificates posted to the website.

Mark from HonorLife will be in town this week to confirm some measurements for the Niche project.

Merchant Bank: We will not be affected by the change from Rabo to Merchant. The local branch did not have any duplicate account numbers, and the routing numbers have been absorbed by Merchant Bank. We are able to use all our supplies until depleted.

The Form 700 is due by April 1, 2020. Please complete and returned by next month's board meeting so that we can save on postage (certified mail) by mailing them together.

The board's query for Friends of Palo Verde Cemetery, regarding the pursuit of a grant with CIF for the purchase of a tractor; has yet to be presented due to the inability to contact their Secretary.

This cemetery has extended an offer to host the Area meeting on March 19, 2020. Will let everyone know if accepted.

Management recommends sales restriction/closure for the oldest part of the cemetery. A through L and B through K with a few exemptions in the "roadways" that was later put into use for burials. Further recommend all exemptions have an extensive site survey, and management approval.

The meeting's schedule:

**62<sup>nd</sup> Annual Conference 2020 – February 20<sup>th</sup>-22<sup>nd</sup>, 2020 Oxnard, CA**

**Area Meeting – March 19, 2020 (proposed date, location to be announced)**

**Area Meeting – September 17, 2020 (proposed date, location to be announced)**

Education Seminar – October 9, 2020 Sacramento, CA

**63<sup>rd</sup> Annual Conference 2021 – San Diego, CA**

Education Seminar – October 8, 2021 San Luis Obispo, CA

Hand Outs:

P&L November 30, 2019 & December 31, 2019

Palo Verde Cemetery District  
Board of Directors Meeting

January 27, 2020

Sign In Sheet

  
Reguelina Hane

# **Palo Verde Cemetery District**

## **Board of Directors Meeting**

### **AGENDA**

January 27, 2020

1:30 pm at

Palo Verde Cemetery District Office

343 W. 10<sup>th</sup> Ave.

Blythe, CA 92225

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Minutes review and approval – October 28, 2019 & December 16, 2019
- e. Public Comments
- f. Treasurers Report: Provident & Merchants Bank
- g. General Manager's Reports
- h. Action and Information Items
  - (1) Unfinished Business
    - Niches – Project progress
    - Employee Policy Manual Update - pending
  - (2) New Business
    - Friends of Palo Verde Cemetery – Equipment Grant Request
    - Restricting the burials to At-needs only in the majority of the "old section" A-L, B-K
- i. Items for Future Agendas
- j. Board Comments
- k. Announcements
- l. Adjournment