

PALO VERDE CEMETERY DISTRICT

MINUTES FROM JANUARY 22, 2024

CALL TO ORDER

The meeting was called to order at 1:33 p.m. by President Richard Phipps.

ROLL CALL

Present were Richard, Marilee Harkinson, Susie Forrest and Julia Sandoval. Sandra VanDyke was absent.

PLEDGE OF ALLEGIANCE was conducted.

APPROVAL OF THE AGENDA

Marilee moved to approve the agenda. Richard seconded the motion. Motion carried unanimously.

PUBLIC COMMENTS

Julia Sandoval requested the cemetery staff replace the broken cement around her family's headstone, at cemetery expense. The Board agreed to replace the cement but stated that if the actual headstone is damaged, it will be up to the family to replace it at their expense.

MINUTES

Richard moved to approve the minutes from December 11, 2023. Marilee seconded the motion. Motion carried unanimously.

TREASURER'S REPORT

Marilee gave the Treasurer's report. The balances are as follows: Mechanics Bank checking-\$296,312.26; Mechanics Bank money market-\$239,033.36.

OLD BUSINESS

The pre-need contract revisions were reviewed. Richard moved to approve the revised contract. Marilee seconded the motion. Motion carried.

The operational policy revision regarding memorial markers, benches and trees was reviewed. Marilee moved to approve the revised policy. Richard seconded the motion. Motion carried.

Susie reported that the policy notification letter was not ready for board review.

NEW BUSINESS

Susie brought up an issue with payment on a pre-needs contract (AA-72-1). It was established prior to 2008 under the old cemetery management and there is no record of payments being made.

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After review Marilee moved to accept that \$2,000 was possibly paid and the account holder be held responsible for the balance of \$1,340. Richard seconded the motion. Motion carried.

Susie reported that the Special Districts Financial Transaction Reports are due at the end of January. The auditors are completing the reports. Richard authorized Marilee to review the reports for the board prior to their submission.

The board did an initial review on the petty cash policy. It will be voted on at the next meeting.

The board reviewed current and proposed pay rates. Marilee moved to give current employees a \$1 per hour pay increase effective January 25, 2024, and future employees will start at \$20 per hour. Richard seconded the motion. Motion carried.

TRUSTEES COMMENTS

None

MANAGER'S REPORT

Susie reported the audit is going well.

She is still looking for a jib crane.

ADJOURNMENT

The meeting was adjourned at 2:15 p.m.



Marilee Harkinson
Treasurer