

Pomerado Cemetery District

A Special District of the State of California

Dearborn Memorial Park

14361 Tierra Bonita Road, Poway, CA 92064

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Website: www.dearborncemetery.com

General Manager
Carrie Perryman

Board of Trustees
James Lyon, President
Robert Thomas, Vice President
Denise Polito, Secretary

MINUTES

Regular Board Meeting

June 20, 2019

1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District took place at the District office.

Board President, James Lyon called the meeting to order at 3:26 p.m.

Attendance

Members Present: Board President, Jim Lyon, and Board Vice President, Robert Thomas.

Members Absent: Board Secretary, Denise Polito

District Staff Present: General Manager, Carrie Perryman

Public Oral:

Guest(s): None

Correspondence: None

2. Additions to the Agenda:

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To approve the agenda as presented”
Board President, James Lyon, seconded the motion. Motion carried unanimously.

3. Minutes

The Board read the minutes of the Regular Meeting dated May 16, 2019.

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To approve the regular meeting minutes of May 16, 2019 as presented.” Board President, James Lyon seconded the motion. Motion carried unanimously.

1 **4. Trustee Comments and Reports**

2 Robert Thomas reported he plans to attend the LAFCO Special Advisory Committee Meeting Friday, June 21, 2019.

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CONTINUED BUSINESS

5 **1. Request for Jewish Section**

6 No Action Taken

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8 **2. Procurement Policy #2019.2**

9 *Board Action: MOTION – Board Vice President, Robert Thomas moved, “To adopt the Procurement Policy*
10 *#2019.2 as presented.” Board President, James Lyon seconded the motion. Motion carried unanimously.*

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NEW BUSINESS

14 **1. June 30, 2018 Financial Report**

15 *Board Action: MOTION – Board Vice President, Robert Thomas moved, “To accept the June 30, 2018 Financial*
16 *Report as presented.” Board President, James Lyon seconded the motion. Motion carried unanimously.*

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18 **2. Audit Proposal**

19 After some discussion, the board instructed Carrie to request proposals for the June 2019 Audit.

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21 **3. 2019-20 Budget**

22 *Board Action: MOTION – Board Vice President, Robert Thomas moved, “To adopt the 2019/20 Budget in the*
23 *amount of \$2,762,538.00.” Board President, James Lyon seconded the motion. Motion carried unanimously.*

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CEMETERY OPERATIONS

28 **1. Front Entrance Update**

29 Manager, Carrie Perryman, and Foreman, Carson Lowe visited RJM Group on June 13, 2019. Details regarding the
30 existing options for the front entrance were discussed. We are currently waiting for the 3D drawings from the
31 engineer.

32 **2. Policy Review - # 3600 – Burial & Marker Limits**

33 There was discussion regarding the number of markers allowed on a single grave. Carrie presented research on
34 policies of other districts. The discussion will be continued at the July Meeting.

35 **3. Personnel**

36 Carrie reported that employee, Victor Castro, has been released to full duty. There was discussion on the topic of
37 summer and project staffing. It was decided to keep the temporary employee through the summer months.

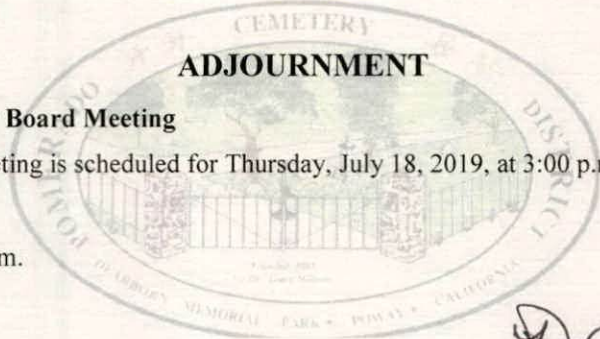
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BUSINESS REPORT

1. Financial and Interment Report for May 2019.

- Deposit Permit: Total Revenue for May 2019 – **\$16,383.86**. The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$400.00
 - General Fund \$ 14,243.86
 - Endowment \$1,740.00 to a public trust fund with Wells Fargo Advisors.
 - Pre-Need Income \$0 to Wells Fargo Bank.
- Warrant for July 2019 was signed in the amount of \$ **95,000.00**
- Interments for May – 12

Board Action: MOTION – *Board Vice President, Robert Thomas moved, "To approve the financial and interment reports as presented; and the deposit permit for May 2019 to the San Diego County Treasury and Wells Fargo Bank." Board President, James Lyon, seconded the motion. Motion carried unanimously*



1. Next Scheduled Regular Board Meeting

The next regular board meeting is scheduled for Thursday, July 18, 2019, at 3:00 p.m. at the District Office.

Meeting Adjourned at 4:30 p.m.

Robert Thomas

Robert Thomas/Board Vice President

James Lyon

James Lyon /Board President

Date: July 16, 2019

I certify that a quorum was present. I hereby certify that the foregoing is a true and correct copy of the Board of Trustees Meeting held Thursday, June 20, 2019.