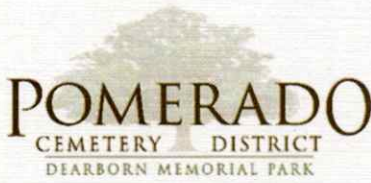


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14361 Tierra Bonita Road, Poway, CA 92064
Phone (858) 748-5760 | Fax (858) 748-5824
Email: admin@dearborncemetery.com | Website: www.dearborncemetery.com
General Manager | Carrie Perryman

Board of Trustees | James Lyon, President | Kevin Haupt, Vice President | Denise Polito, Secretary

MINUTES

Regular Board Meeting

January 29, 2025

1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District was called to order at 4:00 p.m. by Board President, James Lyon.

Attendance

Members Present: Board President, James Lyon, Board Vice President, Kevin Haupt, and Board Secretary, Denise Polito

Members Absent: None

District Staff Present: General Manager, Carrie Perryman

2. Public:

Guest(s): None

Correspondence:

3. Minutes

The Board read the minutes of the special meeting dated December 18, 2024.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the special meeting minutes dated December 18, 2024, as presented” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

The Board read the minutes of the regular meeting dated December 18, 2024.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the regular meeting minutes dated December 18, 2024, as presented” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

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4. Trustee Discussion, Questions, Comments, and Reports

None

CONTINUED BUSINESS

5. Capital Planning

a) Cemetery Expansion

Discussion from the special meeting regarding the expansion project continued. The board discussed whether it is necessary to submit a preapplication to the City of Poway for the Conditional Use Permit (CUP). Jim Lyon will follow up with the City of Poway to determine if submitting a preapplication for the CUP is necessary.

b) Residence

Construction of the new residence began on December 26, 2024, and is progressing on schedule. Discussion regarding the type of plumbing materials continued from the December meeting. The board expressed a preference for traditional copper rather than PEX. The board also approved a change order for the over-excavation. After the discussion, the following motion was made: The board approved a change order for the over-excavation

Board Action: MOTION – Board Vice President, Kevin Haupt moved, “To approve the change order for Over-Excavation in the amount of \$6,900.00.” Board President, James Lyon, seconded the motion. Motion carried unanimously.

NEW BUSINESS

**6. Closed Session
Pursuant to Gov Code 54956
Public Employee Performance Evaluation
Title General Manager**

Board Secretary, Denise Polito convened the meeting into Closed Session “pursuant to the agenda”.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To enter into closed session pursuant to the agenda”; Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

Reconvene into Open Session – Report from Closed Session

Board Action: MOTION – Board Secretary, Denise Polito moved, “To reconvene into open session”; Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

The Board of Trustees reported that they convened in closed session for the performance evaluation of the General Manager. The board gave a positive evaluation and approved a Retention Agreement in the amount of \$6,000.00.

CEMETERY OPERATIONS

7. Monthly Report

a) Personnel

No Report.

b) Grounds and Office Operations

It was reported to the board that we have been actively researching and testing new cemetery equipment for potential purchase. More information will be presented at the next regular board meeting.

BUSINESS REPORT

8. Financial and Interment Report for December 2024.

- Deposit Permit: Total Revenue for December 2024 \$ **48,421.64**
- The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$ 1,200.00
 - General Fund \$ 41,191.64
 - Endowment \$ 6,030.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$ 0 to Wells Fargo Bank.
- Warrant for February 2025 was signed in the amount of \$ **100,000.00**.
- Interments for December – 9

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the financial and interment reports as presented; and the deposit permit for December 2024 to the San Diego County Treasury and Wells Fargo Bank.” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

ADJOURNMENT

9. Next Scheduled Board Meeting

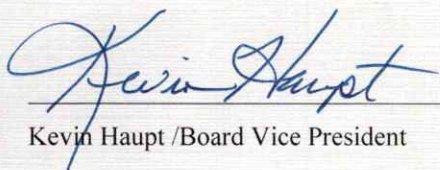
The next regular board meeting is scheduled for Wednesday, February 26, 2025, at 3:00 pm.
Meeting Adjourned.

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 Wednesday, January 29, 2024.



 Denise Polito/Board Secretary

Date: 2-26-2025



 Kevin Haupt /Board Vice President