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Phone (858) 748-5760 | Fax (858) 748-5824  
Email: admin@dearbornceemetery.com | Website: www.dearbornceemetery.com  
General Manager | Carrie Perryman

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

# MINUTES

## Regular Board Meeting

### May 24, 2023

#### 1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District was called to order at 3:15 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

#### Public:

Guest(s): Former Trustee, Robert Thomas

Correspondence: None

Former Trustee, Robert Thomas attended the board meeting to welcome Kevin Haupt as the new trustee. Robert gave a brief background of his history with the cemetery district and encouraged the board of trustees as they continue to serve the residents of the district.

#### 2. Approve Agenda as posted or as amended.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the agenda as presented.” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

#### 3. Minutes

The Board read the minutes of the special meeting dated April 12, 2023.

**Board Action: MOTION** – Board Vice President, Kevin Haupt moved, “To approve the special meeting minutes dated April 12, 2023, as presented” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

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The Board read the minutes of the meeting dated May 3, 2023.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the meeting minutes dated May 3, 2023, as presented” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

**4. Trustee Comments and Reports**

The Trustees continued the discussion on their backgrounds with guest Robert Thomas.

**CONTINUED BUSINESS**

**1. Capital Planning**

- **RJM Design Group – Expansion Area Study**

Tabled.

- **Cemetery Residence**

Carrie reported that she met with a contractor and draftsman to review the possible location of the new residence and to discuss the State Land Use Laws and how they pertain to Public Cemetery Districts.

**2. Closed Session**

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To enter into closed session pursuant to the Agenda Gov Code 54956.” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

Reconvene into Open Session – Report from Closed Session

**Board Action: MOTION** – Board President, James Lyon moved, “To reconvene into open session” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

The Board of Trustees reported that they convened in closed session. There was no action taken and nothing to report.

**NEW BUSINESS**

**1. 2023-24 Budget Proposal**

Carrie provided a budget proposal to the board for review and discussion. The proposal included estimates of revenue and expenses through June 30, 2023, current fund balances, proposed projects, the current CPI, salaries and benefits, current job classifications, and pay ranges with defined increases. Budget preparation will continue at a budget workshop that will be scheduled in June.

**2. LAFCO Election – Consolidated Redevelopment Oversight Board**

After the board reviewed the candidates resumes the following motion was made:

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To vote for Patrick Sanchez for San Diego County Consolidated Redevelopment Oversight Board” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

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**CEMETERY OPERATIONS**

**1. Personnel**

No report

**2. Discussion Items**

None

**BUSINESS REPORT**

**1. Financial and Interment Report for April 2023.**

- Deposit Permit: Total Revenue for April 2023 \$ **66,554.55**
- The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$ 1,800.00
    - General Fund \$ 54,482.55
  - Endowment \$8,982.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need Income \$1,290.00 to Wells Fargo Bank.
- Warrant for June 2023 was signed in the amount of \$ **250,000.00.**
- Interments for April - 14

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the financial and interment reports as presented; and the deposit permit for April 2023 to the San Diego County Treasury and Wells Fargo Bank.” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

**ADJOURNMENT**

**1. Next Scheduled Board Meeting**

The next regular board meeting is scheduled for Wednesday, June 28, 2023, at 3:00 pm.

Meeting Adjourned at 5:20 pm.

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, May 24, 2023.

  
 Denise Polito/Board Secretary

  
 Kevin Haupt /Board Vice President

Date: June 21, 2023