

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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General Manager
Carrie Perryman

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

MINUTES

Regular Board Meeting

October 30, 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 3:30 p.m.

Attendance

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

Members Absent: None

District Staff Present: General Manager, Carrie Perryman

Public Oral:

Guest(s): None

Correspondence: None

2. Approve Agenda as posted or as amended.

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

1 **3. Minutes**

2 The Board read the minutes of the Regular Meeting dated September 24, 2019.

3 **Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the regular meeting minutes of
4 September 24, 2019 as presented.” Board Vice President, Robert Thomas seconded the motion. Motion carried
5 unanimously.

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7 The Board read the minutes of the Special Meeting dated October 9, 2019.

8 **Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the special meeting minutes
9 of October 9, 2019 as presented.” Board Secretary, Denise Polito seconded the motion. Motion carried
10 unanimously.

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12 **4. Trustee Comments and Reports**

13 Robert Thomas reported on the LAFCO meeting held October 11, 2019.

14 Denise Polito reported on the sessions she attended at the Annual CSDA Conference in Anaheim, CA. on September
15 26 & 27, 2019.

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CONTINUED BUSINESS

18 **1. Policy Review – Rules and Regulations**

19 The board reviewed the draft of the revised Rules and Regulations. Carrie will send them to attorney Karen O’Neil
20 for her approval.

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NEW BUSINESS

22 **Cemetery Home Inspection:**

23 Board President James Lyon gave a report on the Cemetery Home Inspection. Carrie will provide a breakdown of
24 the cost for the repairs, maintenance, and remodel at the November meeting.

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26

CEMETERY OPERATIONS

27 **Front Entrance Update**

28 Craig from RJM Design Group provided the information needed for the MDRA-Variance Applications. Jim and
29 Carrie will review all the information and submit it to the City of Poway.

30

Grounds update:

- 31 ➤ SDG&E did a *Public Safety Power Shutdown* that affected the cemetery from Thursday, October 24
32 through Thursday, October 31, 2019. There were multiple tree limbs down, debris on the cemetery roads,
33 and computer damage due to the winds and outages.
- 34 ➤ The new landscape and repairs have been completed in Section I.
- 35 ➤ The cleanup on the Donart properties was completed the week of September 23-27, 2019

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1 **3. Personnel**

2 It was the consensus of the board to have a Christmas Lunch for the employees. Date and time TBD. After
3 discussion regarding the past practice of Thanksgiving and Christmas bonuses, the following motion was made.

4 **Board Action: MOTION** – Board Secretary, Denise Polito moved, "To approve an employee Christmas bonus in
5 the amount of \$250.00 to be processed through payroll." Board Vice President, Robert Thomas seconded the
6 motion. Motion carried unanimously.

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BUSINESS REPORT

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1. Financial and Interment Report for September 2019.

- 10 • Deposit Permit: Total Revenue for September 2019 – **\$57,907.87**. The funds were disbursed as
- 11 follows:
- 12 ▪ San Diego County Treasury:
- 13 ○ Capital Outlay \$2,600.00
- 14 ○ General Fund \$ 42,832.87
- 15 ▪ Endowment \$11,635.00 to a public trust fund with Wells Fargo Advisors.
- 16 ▪ Pre-Need Income \$840.00 to Wells Fargo Bank.
- 17 • Warrant for November 2019 was signed in the amount of **\$ 95,000.00**
- 18 • Interments for September – 8

19

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

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ADJOURNMENT

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1. Next Scheduled Regular Board Meeting

26 The next regular board meeting is scheduled for Thursday, November 21, at 12:00 p.m. at the District Office.

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28 Meeting Adjourned at 4:55 pm

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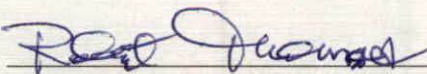

Denise Polito/Board Secretary

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Date: 11-21-19

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33 Robert Thomas /Board Vice President

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36 I certify that a quorum was present. I hereby certify that the foregoing is a true and correct copy of the Board of
37 Trustees Meeting held Wednesday, October 30, 2019.