

Pomerado Cemetery District

A Special District of the State of California

Dearborn Memorial Park

14361 Tierra Bonita Road, Poway, CA 92064

Phone: (858) 748-5760 & (858) 748-5820; Fax: (858) 748-5824

Email: dearborncemetery@gmail.com

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

January 17, 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 Vice President, Robert Thomas called the meeting to order at 2:33p.m.

Attendance

Members Present: Board Vice President, Robert Thomas, and Board Secretary, Denise Polito were present.

Members Absent: Board President, Jim Lyon

District Staff Present: General Manager, Carrie Perryman

Public Oral:

Guest(s): None

Correspondence: None

2. Additions to the Agenda: None

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

4. Minutes

The Board read the minutes of the Regular Meeting dated December 20, 2018

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the regular meeting minutes of December 20, 2018.” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

1 The Board read the minutes of the Special Meeting dated January 10, 2019.

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

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6 **4. Trustee Comments and Reports**

7 There was discussion regarding the CAPC Annual Conference. Trustees Jim Lyon, Robert Thomas, and Denise
8 Polito along with Manager, Carrie Perryman and Forman, Carson Lowe plan to attend. Travel arrangements and
9 reservations are in the process of being made.

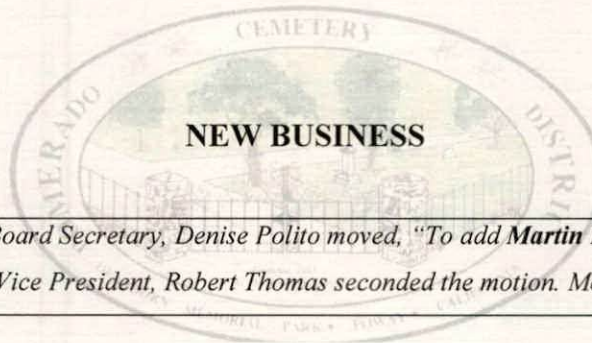
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12 **CONTINUED BUSINESS**

13 **1. Master Plan**

14 Craig from RJM Design is currently working on the cost estimating portion of the proposal. There was discussion
15 regarding the bid process. Carrie will research the protocols for Special Districts before the February meeting.

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19 **1. District Holidays**

20 **Board Action: MOTION** – Board Secretary, Denise Polito moved, “To add **Martin Luther King Jr. Day** to the list
21 of District holidays” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

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25 **CEMETERY OPERATIONS**

26 **1. Personnel**

27 Carrie reported that employee, Victor Castro, was placed on modified duty by his doctor due to a previous work
28 related injury. We are evaluating the availability of duties that fit within the restrictions.

29 There was discussion regarding employee benefits.

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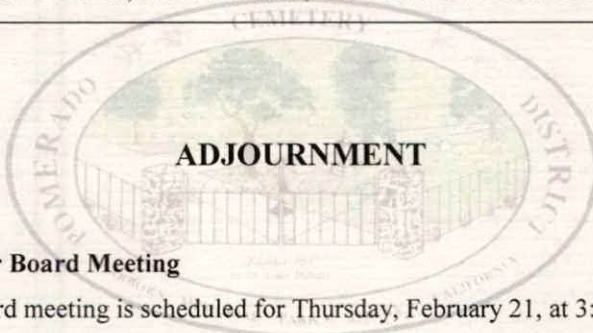
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BUSINESS REPORT

1. Financial and Interments Reports for December 2018.

- Deposit Permits: Total Revenues for December 2018 – \$40,940.76. The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$800.00
 - General Fund \$ 33,270.76
 - Endowment \$3,480.00 to a public trust fund with Wells Fargo Advisors.
 - Pre-Need Income \$3,390.00 to Wells Fargo Bank.
- Warrant for February 2019 was signed in the amount of **\$ 93,100.00**
- Interments for December – **11**

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



ADJOURNMENT

1. Next Scheduled Regular Board Meeting

The next regular board meeting is scheduled for Thursday, February 21, at 3:00 p.m. at the District Office.

Meeting Adjourned at 3:57 p.m.

Denise Polito/Board Secretary

Date: 2-21-2019

Robert Thomas /Board Vice President

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, January 17, 2019.