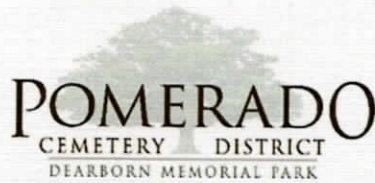


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14361 Tierra Bonita Road, Poway, CA 92064  
Phone (858) 748-5760 | Fax (858) 748-5824  
Email: admin@dearbornceemetery.com | Website: www.dearbornceemetery.com  
General Manager | Carrie Perryman

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

# MINUTES

## Regular Board Meeting

### May 3, 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 3:08 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): None

Correspondence: None

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

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

#### 3. Minutes

The Board read the minutes of the meeting dated March 8, 2023.

**Board Action: MOTION** – Board Vice President, Kevin Haupt moved, “To approve the meeting minutes dated March 8, 2023, as presented” Board President, James Lyon seconded the motion. Motion carried unanimously.

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The Board read the minutes of the meeting dated March 15, 2023.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the meeting minutes dated March 15, 2023, as presented” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

**4. Trustee Comments and Reports**

Trustee Denise Polito and General Manager Carrie Perryman gave a report on the annual CAPC Conference they attended in Seaside, CA on March 23<sup>rd</sup> through March 26, 2023.

**CONTINUED BUSINESS**

**1. Capital Planning**

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

Tabled.

- **Property Acquisition**

Tabled.

- **Cemetery Residence**

Carrie reported that she is in the process of scheduling an onsite meeting with a builder and draftsman to begin the process of building a new cemetery residence.

**2. Closed Session**

Tabled

**NEW BUSINESS**

**1. Annual Financial Audit Proposals.**

Proposals for the annual financial audit were provided to the board. After review, the following motion was made:

**Board Action: MOTION** – Board President, James Lyon moved, “To enter into an agreement with Spafford and Landry for the June 30, 2023, annual audit. Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

**CEMETERY OPERATIONS**

**1. Personnel**

Carrie informed the board that the *Maintenance I* position had been advertised and the interview process is underway. There was discussion regarding the current job classifications and pay ranges. Carrie will review and provide more detailed information and recommendations during the budget process.

**2. Discussion Items**

There was discussion regarding the budget and the phasing of future projects. The conversation was informative and valuable as we begin budget preparations for the 2023-24 Fiscal Year.

**BUSINESS REPORT**

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

- Deposit Permit: Total Revenue for March 2023 \$ **131,658.54**
- . The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$3,800.00
    - General Fund \$100,491.54
  - Endowment \$18,962.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need Income \$ 8,405.00 to Wells Fargo Bank.
- Warrant for May 2023 was signed in the amount of \$ **103,000.00**.
- Interments for March - 21

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

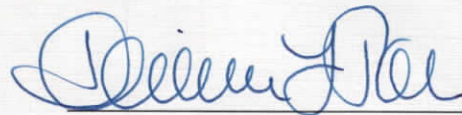
**ADJOURNMENT**

**1. Next Scheduled Board Meeting**

The next regular board meeting is scheduled for Wednesday, May 24, 2023, at 3:00 pm.

Meeting Adjourned at 5:25 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 3, 2023.



Denise Polito/Board Secretary

Date: 5-24-2023

  
Kevin Haupt /Board Vice President