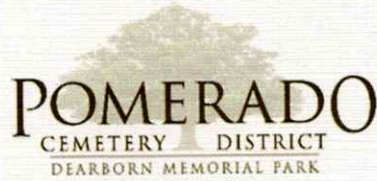


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14361 Tierra Bonita Road, Poway, CA 92064  
Phone (858) 748-5760 | Fax (858) 748-5824  
Email: admin@dearborncemetery.com | Website: www.dearborncemetery.com  
General Manager | Carrie Perryman

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

## MINUTES

### Regular Board Meeting September 20, 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 3:05 p.m. by Board President, James Lyon.

#### Attendance

Members Present Board President, James Lyon, and 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 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 meeting dated August 23, 2023.

**Board Action: MOTION** – Board President, James Lyon moved, “To approve the meeting minutes dated August 23, 2023, as presented” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

#### 4. Trustee Comments and Reports

None

**CONTINUED BUSINESS**

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**1. Closed Session**

**Pursuant to Gov Code 54956**

**Real Property Negotiations**

**Property: APN 3211900500**

**Board Action: MOTION** – Board President, James Lyon 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 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. There was no action taken and nothing to report.

**2. Policy Revisions**

- Vacation and Sick Policy

The discussion continued regarding the current vacation and sick policy and potential revisions.

- Disinterment Policy/Fee

No action

- Niche Wall Pricing

The board reviewed the current price structure for the different burial options offered by the District. After further discussion, the board directed Carrie to make additional changes for consideration at the next regular meeting.

**CEMETERY OPERATIONS**

**1. Personnel**

None

**2. Discussion Items**

- Three new computer workstations have been installed.
- Information for the 2022-23 Audit has been provided to the accountant.
- The MDRA for the new residence was submitted to the City of Poway on September 12, 2023
- Work on the Pre-Need integration into Osiris software continues.
- The Sheriff’s Department and the Poway Rodeo chairman were notified that we are placing **No Parking** signs in the front of the cemetery during the rodeo to prevent damage to the landscape and irrigation.
- West Coast Arborists is scheduled to remove more of the leaning catalpa trees in October.
- General Manager, Carrie Perryman, plans to attend the CAPC Education Conference in Sacramento on October 6 & 7, 2023.

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## BUSINESS REPORT

### 1. Financial and Interment Report for August 2023.

- Deposit Permit: Total Revenue for August 2023 \$ 82,960.72

The funds were disbursed as follows:

- San Diego County Treasury:
  - Capital Outlay \$ 2,600.00
  - General Fund \$ 66,704.72
- Endowment \$13,656.00 a public trust fund with Stifel, Nicolaus & Company.
- Pre-Need Income \$0 to Wells Fargo Bank.
- Warrant for October 2023 was signed in the amount of \$ 125,000.00.
- Interments for August – 11

**Board Action: MOTION** – Board President, James Lyon moved, “To approve the financial and interment reports as presented; and the deposit permit for August 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, October 25, 2023, 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, September 20, 2023.

Denise Polito/Board Secretary

Date: 10-25-2023

James Lyon/Board President