

# 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 May 16, 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, Jim Lyon called the meeting to order at 3:10 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. Additions to the Agenda:

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

#### 3. Minutes

The Board read the minutes of the Regular Meeting dated April 18, 2019.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the regular meeting minutes of April 18, 2019 as presented.” Board President, James Lyon seconded the motion. Motion carried unanimously.

1 **4. Trustee Comments and Reports**

2 There was discussion about the CAPC Local Area Meeting and future conference dates and locations.

3  
4 **CONTINUED BUSINESS**

5 **1. Bidding Policy**

6 The board reviewed the draft of the Bidding Policy from attorney, Karen O'Neil. Trustee, Jim Lyon reported on the  
7 paving project with the City of Poway. It was decided it would be difficult to complete the contract and work by  
8 May of 2019. We will continue to move forward with the process to be prepared for the next fiscal year.

9 **Board Action: MOTION** – *Board Vice President Robert Thomas moved, "To Accept the bidding policy as amended*  
10 *per approval from Karen O'Neil." Board Secretary, Denise Polito, seconded the motion. Motion carried*  
11 *unanimously*

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13  
14 **NEW BUSINESS**

15 **1. Equipment Purchase**

16 There was discussion regarding the condition of the Toro Dump Wagons. Carrie requested approval to purchase two  
17 new utility vehicles.

18 **Board Action: MOTION** – *Board Vice President, Robert Thomas moved, "To approve the purchase of two new*  
19 *utility vehicles not to exceed \$50,000.00." Board Secretary, Denise Polito, seconded the motion. Motion carried*  
20 *unanimously*

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23 **CEMETERY OPERATIONS**

24 **1. Front Entrance Update**

25 The board reviewed the drawings from RJM Design Group for the new proposed front entrance. Pictures of the  
26 story pole built by Foreman, Carson Lowe, were also reviewed. There was discussion about the different designs.  
27 Jim Lyon has contacted the City of Poway's Engineer to discuss the property lines and easements and how it will  
28 affect the new entrance.

29 **2. Policy Review – Rules and Regulations 2.6 – 2.14.**

30 The board reviewed Section 2.6 – 2.14 of the Rules and Regulations. Manager, Carrie Perryman, noted a few  
31 changes needed to the Rules and Regulations when they are updated with attorney, Karen O'Neil.

32 **3. Memorial Day Service – Monday, May 27, 2019 11:00 am.**

33 Preparations are being made for the Memorial Day Service held at Dearborn Memorial Park.

34 **4. Personnel**

35 Carrie reported that employee, Victor Castro, remains on modified duty pending an evaluation from a Qualified  
36 Medical Examiner

37

**BUSINESS REPORT**

**1. Financial and Interment Report for April 2019.**

- Deposit Permit: Total Revenue for April 2019 – **\$65,363.09**. The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$2,400.00
    - General Fund \$ 46,388.09
  - Endowment \$10,440.00 to a public trust fund with Wells Fargo Advisors.
  - Pre-Need Income \$6,135.00 to Wells Fargo Bank.
- Warrant for June 2019 was signed in the amount of **\$ 93,100.00**
- Interments for April – 6

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

**ADJOURNMENT**

**1. Next Scheduled Special Board Meeting**

A Special Board Meeting is scheduled for Friday, June 14, 2019, at 2:00 p.m. at the District Office.

**Next Scheduled Regular Board Meeting**

The next regular board meeting is scheduled for Thursday, June 20, 2019, at 3:00 p.m. at the District Office.

Meeting Adjourned at 5:35 p.m.



Denise Polito/Board Secretary

Date: July 16, 2019



James Lyon /Board 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, May 16, 2019.