

# 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

February 21, 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 3:30p.m.

#### Attendance

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

Members Absent: None

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 January 17, 2019.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, "To approve the regular meeting minutes of January 17, 2019." Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

1 **4. Trustee Comments and Reports**

2 Robert Thomas attended the CSDA San Diego Chapter Dinner Meeting on February 20, 2019. He reported that we  
3 will receive ballots to vote for Special Districts LAFCO positions within the next sixty days.

4

5 **CONTINUED BUSINESS**

6 **1. Master Plan**

- 7
  - Cost Estimating.

8 The board reviewed the cost estimate submitted by RJM Design Group. There was further discussion  
9 regarding the bidding process for Special Districts. Carrie will request a written proposal from RJM Design  
10 Group to prepare construction documents for the enhanced/relocation of the main entry.

- 11
  - Drainage Easements and Parcel Boundaries.

12 Maps of drainage easements from the City of Poway, along with a plot map showing easements and parcel  
13 boundaries from Stewart Title Company were provided to the board. Board President, Jim Lyon, gave a  
14 brief report on his research regarding the three drainage pipes from adjacent subdivisions. Carrie informed  
15 the board that she made contact with the resident on Donart who is storing items on cemetery property. The  
16 cemetery will work with the individual to clean up the property.

17

18 **NEW BUSINESS**

19 **1. 2019 Form 700**

20 The board member's received notice that Form 700 is due April 2, 2019. Robert Thomas and Jim Lyon submitted  
21 their forms to the district. Denise Polito and Carrie Perryman will complete their form 700 online.

22 **2. Local Area Meeting**

23 It was the consensus of the board to host the Local Area Meeting on May 16, 2019.

24 **3. GM Performance Evaluation**

25 The board will meet in a Special Closed Session at the Poway Chamber of Commerce on March 21, 2019 at 2:00 pm  
26 prior to the regular scheduled board meeting on March 21, 2019 at 3:00 pm at the District Office.

27

28 **CEMETERY OPERATIONS**

29

30 **1. CalPERS**

- 31
  - Tabled until the next regular meeting.

32 **2. Personnel**

- 33
  - Employee, Victor Castro, remains on modified duty.

34 Additional Information Reported:

- 35
  - OSHA Consultation visit on January 29, 2019
  - Rob Dennis - Annual audit began on February 12<sup>th</sup> & 13<sup>th</sup>, 2019.

37



**BUSINESS REPORT**

**1. Financial and Interments Reports for January 2019.**

- Deposit Permits: Total Revenues for January 2019 – **\$68,401.66**. The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$2,000.00
    - General Fund \$ 50,831.66
  - Endowment \$8,700.00 to a public trust fund with Wells Fargo Advisors.
  - Pre-Need Income \$6,870.00 to Wells Fargo Bank.
- Warrant for March 2019 was signed in the amount of **\$ 93,100.00**
- Interments for January – **19**

**Board Action: MOTION** – *Board Secretary, Denise Polito moved, "To approve the financial and interment reports as presented; 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**

Special Closed Session is scheduled for Thursday, March 21, at 2:00 p.m. at the Poway Chamber of Commerce.

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

Meeting Adjourned at 5:10 p.m.

  
 \_\_\_\_\_  
 Denise Polito/Board Secretary

Date: March 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, February 21, 2019.