

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

July 22, 2020

1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District took place via teleconference.

Board President, James Lyon called the meeting to order at 3:03 p.m.

Attendance

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

Members Absent: None

District Staff Present: General Manager, Carrie Perryman

Public Oral:

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, Robert Thomas, seconded the motion. Motion carried unanimously.

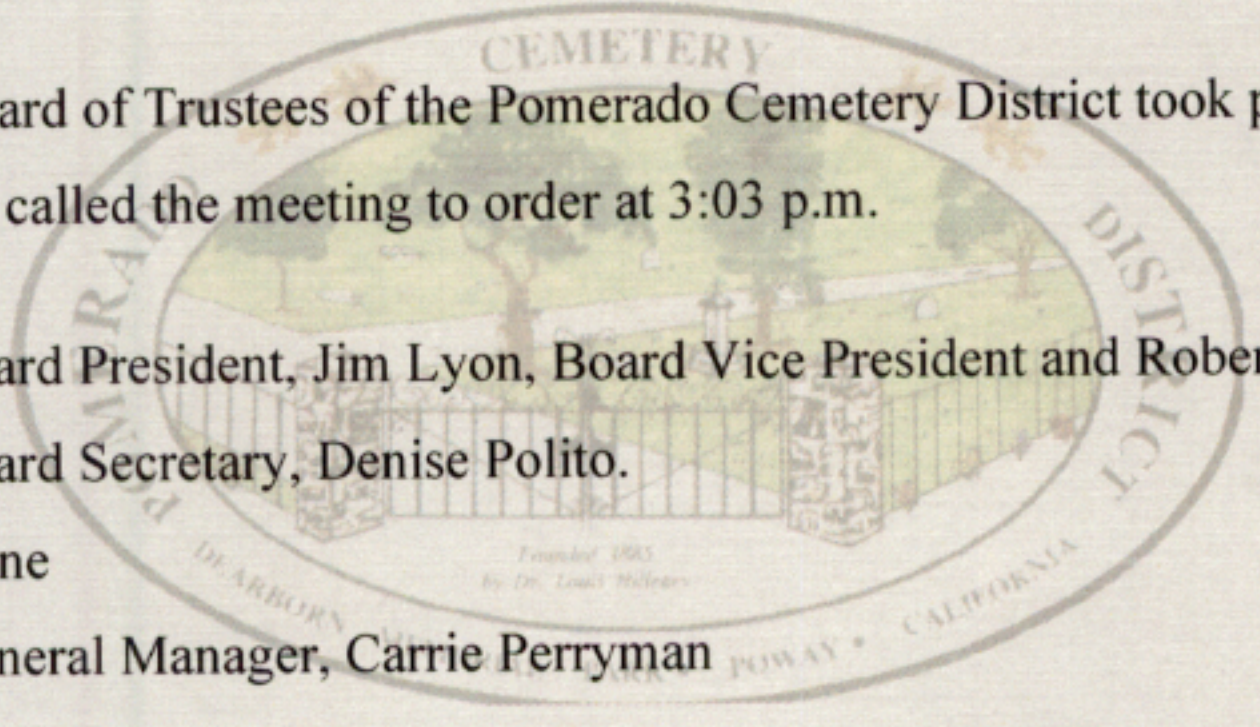
3. Minutes

The Board read the minutes of the meeting dated June 24, 2020.

Board Action: MOTION – Board Vice President, Robert Thomas moved, "To approve the meeting minutes of June 24, 2020 as presented." Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

4. Trustee Comments and Reports

None



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CONTINUED BUSINESS

1. Project Updates

- Front Entry
The Sign Permit Application and Encroachment Removal Agreement Application have been approved by the City of Poway. RJM Design Group is in the process of preparing the Construction Documents for the bid packet.
- New Gazebo Design
Preliminary sketches of gazebo designs were provided by RJM Design Group. There was discussion on the different design elements. Carrie will provide board feedback to RJM Design Group.
- 2020-21 Project Proposals and Updates
 - CRB/Gazebo Area
 - Replacement of sidewalks is complete.
 - A new more efficient irrigation system has been installed by cemetery personnel and is being refined.
 - New trees and landscape will be installed over the next few months.
 - Concrete work at residence.
 - A proposal has been received and was discussed. Project phasing will be scheduled as time permits.
 - New Phone System
 - Progress on transferring phone service from Fusion to Cox Business has been ongoing. New phone lines were installed on July 8, the auto attendant greetings have been professionally recorded, and the phone system will be launched by the end of July.
 - Network
 - The cemetery network is in the process of a rebuild to address LAN, internet, and camera connectivity issues. All network equipment: Access Points, Point to Point Antennas, Network Switches, and Cloud Key have been converted to Ubiquiti and updated. Other system upgrades include the purchase of licenses for software and backups.

NEW BUSINESS

None

CEMETERY OPERATIONS

1. COVID-19/Corona Virus

An update was provided to the board regarding the impact of COVID-19 on the employees and cemetery operations.

2. Personnel

Carrie reported a temporary Administrative Assistant was hired on June 29, 2020.
Administrative Assistant Diana Sisson returned to work part time on July 6, 2020.

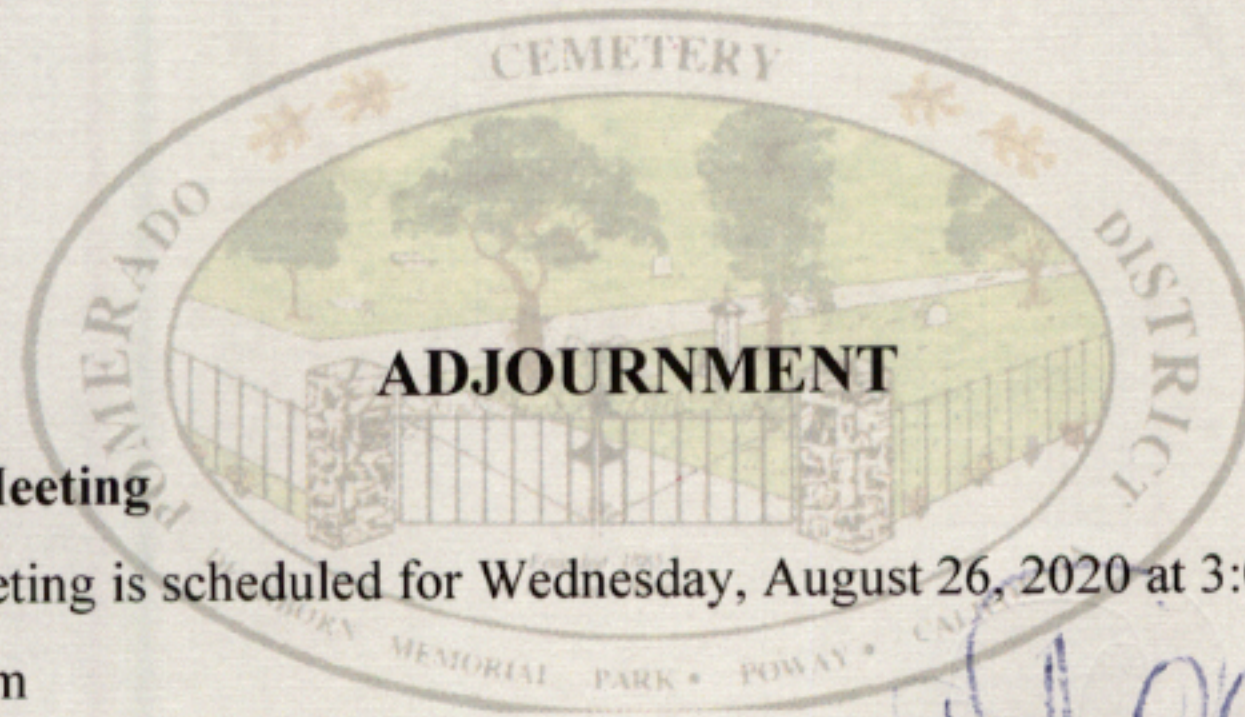
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BUSINESS REPORT

1. Financial and Interment Report for June 2020.

- Deposit Permit: Total Revenue for June 2020 \$79,166.62 -. The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$ 3,000.00
 - General Fund \$ 49,296.62
 - Endowment \$ 13,425.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$13,445.00 to Wells Fargo Bank.
- Warrant for August 2020 was signed in the amount of \$ 95,000.00
- Interments for June - 12

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To approve the financial and interment reports as presented; and the deposit permit for June 2020 to the San Diego County Treasury and Wells Fargo Bank.” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously



1. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, August 26, 2020 at 3:00 p.m.
Meeting Adjourned at 4:42 pm

Denise Polito
Denise Polito/Board Secretary

Date: 8-26-2020

Robert J. Thomas
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 Wednesday, July 22, 2020.