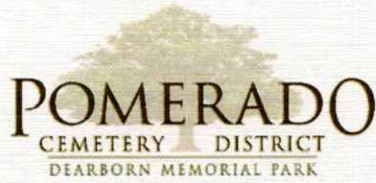


1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44



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**  
**October 22, 2025**

**1. Call to order / Roll Call**

The regular meeting of the Board of Trustees of the Pomerado Cemetery District was called to order at 3:00 pm by Board President, James Lyon. Denise Polito joined the meeting via phone.

**Attendance**

Members Present Board President, James Lyon, Board Vice President, Kevin Haupt,  
Via Phone Board Secretary, Denise Polito

Members Absent: None

District Staff Present: General Manager, Carrie Perryman

**2. Public:**

Guest(s): None

Correspondence: None

**3. Minutes**

The Board read the minutes of the regular meeting dated October 22, 2025.

**Board Action: MOTION** – Board President, James Lyon moved, “To approve the regular meeting minutes dated October 22, 2025, as presented” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

**4. Trustee Discussion, Questions, Comments, and Reports**

None

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40

## CONTINUED BUSINESS

### 5. Capital Planning

#### a) Cemetery Expansion

Jim Lyon and Carrie Perryman participated in a virtual meeting on October 13, 2025, with engineer Mike Smith, architects Steve Dalton and Sebastian Beingolea, and landscape architect George Mercer. The purpose of the meeting was to review the incomplete letter received from the City of Poway on September 24, 2025, regarding the cemetery expansion project. It was also reported that Mike Smith conducted an onsite visit on Monday, October 20, 2025, to mark locations for septic system testing. Following discussion of the incomplete items and the impact of the septic testing, Mike Smith recommended scheduling an onsite meeting with the City of Poway to clarify project details. The board expressed concern that the project scope has expanded and would like to simplify the expansion by focusing on Phase I. Jim Lyon will follow up with Mike Smith to discuss how to proceed.

#### b) Residence

An onsite meeting regarding the cemetery residence took place on October 13, 2025, with landscape architect Tim Smith, Abbas Hussaini, contractor Ron Rogers, Kevin Haupt, and Carrie Perryman. The purpose of the meeting was to review the landscape plans and discuss the project timeline and completion date.

## NEW BUSINESS

### 6. Trustee Reappointment – Denise Polito

**Board Action: MOTION** – Board President, James Lyon moved, “To approve the request for the reappointment of Trustee Denise Polito to Pomerado Cemetery Board for a term of four years” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

## CEMETERY OPERATIONS

### 7. Monthly Report

#### a) Personnel

It was decided that the Annual Staff Safety Awards Luncheon will be held on December 12, 2025.

**Board Action: MOTION** – Board Vice President, Kevin Haupt moved, “To approve the annual safety award in the amount of \$400.00 per employee”. Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39

**b) Grounds and Office Operations**

Carrie reported that the leveling project is nearing completion in Section OE. We are working with **West Coast Arborists** to replace trees that have fallen or been removed due to age and decay.

**BUSINESS REPORT**

**8. Financial and Interment Report for September 2025.**

Deposit Permit: Total Revenue for September 2025 **\$ 85,733.96**

The funds were disbursed as follows:

- San Diego County Treasury:
  - Capital Outlay \$ 2,400.00
  - General Fund \$ 70,847.96
- Endowment \$ 12,486.00 public trust fund with Stifel, Nicolaus & Company.
- Warrant for November 2025 was signed in the amount of **\$ 105,000.00.**
- Interments for September – 10

**Board Action: MOTION** – Board President, James Lyon moved, “To approve the financial and interment reports as presented; and the deposit permit for September 2025 to the San Diego County Treasury and Wells Fargo Bank.” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

**ADJOURNMENT**

**9. Next Scheduled Board Meeting**

The next regular board meeting is scheduled for Wednesday, November 19, 2025, 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, October 22, 2025.

Denise Polito/Board Secretary

Date: 11-19-2025

Kevin/Haupt /Board Vice President