

Pomerado Cemetery District

A Special District of the State of California

Dearborn Memorial Park

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Linda Robison
General Manager

Emma L. Johnston
Robert L. Thomas
Takao D. Takeuchi
Board of Trustees

MINUTES

Regular Monthly Board Meeting

March 21, 2013

1. Call to order / Roll Call

The regular monthly meeting of the Board of Trustees of the Pomerado Cemetery District took place at the District business office. Board Secretary, Dick Takeuchi called the meeting to order at 3:00 p.m.

2. Attendance

Members Present: Board President, Emma Johnston, and Board Secretary, Dick Takeuchi were present.

District Staff Present: General Manager, Linda Robison

Members Absent: Board Vice President, Robert Thomas,

Guest(s): None

3. Correspondence: None

4. Minutes

The Board read the minutes of the regular meeting dated February 21, 2013 and the minutes from the Board Workshop dated March 4, 2013.

Board Action: MOTION – *President Emma Johnston moved, “To approve the regular February 21, 2013 minutes and the workshop minutes of March 4, 2013 as presented”; Board Secretary Dick Takeuchi seconded the motion. Motion carried unanimously.*

5. Additions to the Agenda:

- Review and approve the minutes of March 4, 2013 workshop meeting.
- Quit Claim Processing Fee

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Board Action: MOTION – Board President Emma Johnston moved, “To approve the agenda as amended”; Board Secretary Dick Takeuchi seconded the motion. Motion carried unanimously.

UNFINISHED BUSINESS

1. Employee Handbook Revisions

Linda will continue working on the revisions and present to the Board as they become available.

2. CAPC Area Meeting Recap

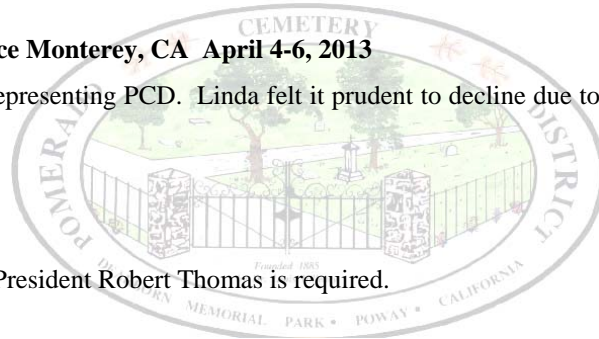
Linda represented PCD this morning at the local area meeting, hosted by the Orange County Cemetery District at the Anaheim location. Steven Quintanilla is the legal counsel for a few of the local cemeteries. He discussed updates to various types of *employee leaves, paid and unpaid*. As always, there were valuable nuggets of information that we all took from this meeting.

3. CAPC Annual Conference Monterey, CA April 4-6, 2013

Emma Johnston will attend representing PCD. Linda felt it prudent to decline due to the present work conditions at the office.

4. Ethics Training

Certification for Board Vice President Robert Thomas is required.



NEW BUSINESS

1. McKay Unemployment Claim

Linda submitted a response to the EDD claim filed by Mrs. McKay. The results are pending.

2. Bench Regulations & Bench Agreement: Resolution # 2013.2

The Board approved the proposed Bench Regulations and Agreement as amended, changing the “Signature of District Representative” to the “Signature of General Manager.”

Board Action: MOTION – Board Secretary Dick Takeuchi moved, “To approve the **Bench Regulation & Bench Agreement Resolution # 2013.2** as amended”; Board President Emma Johnston seconded the motion. Motion carried unanimously.

1 **3. Employment Agency for Part Time Office Position**

2 After some discussion on the process for selecting a new employee to fill the open position, the Board agreed Linda
3 would decide the best course of action to take. She will continue to keep them updated.

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5 **4. Quit Claim Fee**

6 A client who recently quit claimed their lot back to PCD was unhappy about paying the \$45 processing fee. Linda
7 explained that it was necessary to complete the request for services and was included in the PCD Price List. A week
8 later, Linda received a call from Tsara with the Consumer Affairs Board regarding a complaint about the fee. Linda
9 discussed the fee posted on our Price List and also referred to Section 4.2 on the Burial Contract which notes fees
10 for additional services. The Board agreed that the fee remains in place.

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13 **BUSINESS REPORTS FOR February**

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15 **1. Financial report**

16 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of
17 **February**, in the general fund of \$29,327.36, expenditures of \$44,812.07 with a cash flow of \$-15,484.71. As for
18 the year-to-date totals in all funds, the reports show revenues of \$582,548.79, expenditures of \$393,529.69, with a
19 cash flow of \$189,019.10. The statement of change and fund balances of all funds shows a net change in cash for the
20 month of **February** \$-13,429.71.

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22 **3. Interment Report**

23 The combined interment and deposit permit statement show 11 interments for the month of **February** and 66 for the
24 fiscal year to date. Compared to this same time last year, for the month there were 11 interments, and for the fiscal
25 year to date there were 74 interments.

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27 **4. Deposit Permit**

28 Further, the deposit permit for the month of **February** places \$22,110.84 in the General fund, \$2,055.00 in the
29 Endowment “principal” fund – a public trust fund held with the San Diego County Treasury to be transferred to
30 Wells Fargo Advisors, and \$500.00 in the Capital Outlay fund, for a total deposit to the San Diego County Treasury
31 of \$24,665.84.

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33 **Board Action: MOTION** – Board Secretary Dick Takeuchi moved, “To approve the financial and interment reports
34 as presented, and the deposit permit to the San Diego County Treasury.” All ‘ayes’; Motion carried unanimously.

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1 **GROUNDS / STRUCTURES / EQUIPMENT AND PERSONNEL**

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3 **1. Grounds / Structures / Equipment: NONE**

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5 **2. Personnel: NONE**

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7 **SAFETY**

8 **1. Monthly Training:**

9 TOPIC for March 2013: **Stairways and Ladders**

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11 **ADJOURNMENT**

12 **1. Next scheduled regular board meeting**

13 The next regularly scheduled Board Meeting will be held Thursday, April 18, 2013 at 5:00pm.

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15 **Board Action: MOTION** – *Board Secretary, Dick Takeuchi moved “To approve the date as presented and*
16 *adjourned this meeting at 4:07pm.” “All in favor of approving say ‘aye’; those opposed say ‘no’. All ‘ayes’.*
17 *Motion carried unanimously”*

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19
20 Takao ‘Dick’ Takeuchi/ Board Secretary
21 Date: _____

22 _____
23 Linda Robison /General Manager

24
25 I certify that a quorum was present. I hereby certify that the foregoing is a true and correct copy of the Board of
26 Trustees Meeting held Thursday, March 21, 2013.

27 District FY 2012-13 - BOT/1r - cc: Board of Trustees, Pomerado Cemetery