

# 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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Linda Robison  
General Manager

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

### MINUTES

Regular Monthly Board Meeting

April 18, 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 President, Emma Johnston called the meeting to order at 5:15 p.m.

#### 2. Attendance

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

District Staff Present: General Manager, Linda Robison

Members Absent:

Guest(s): None

#### 3. Correspondence: None

#### 4. Minutes

The Board read the minutes of the regular meeting dated March 21, 2013.

**Board Action: MOTION** – Board Secretary, Dick Takeuchi moved, “To approve the regular March 21, 2013 minutes as presented”; Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

#### 5. Additions to the Agenda:

Unfinished Business: 6. Unemployment Claim

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

## UNFINISHED BUSINESS

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### 1. Employee Handbook Revisions

None at this time.

### 2. CAPC Annual Conference Report

SDRMA – Legislative Updates

Adequate Endowment Fund

Cremation Trends – Discussion to Enhance the Niche Wall in the future.

### 3. Ethics Training 2013

Certification for Board Vice President Robert Thomas is required. Online testing information was provided.

### 4. Part Time Office Position

Employment agency comparisons are under way.

### 5. VSP Vision Plan

The Board agreed to provide coverage for the employee only under the VSP Signature Plan Commercial Business Rates Plan B, with Copay: \$10.00/\$25.00. The first copay applies to the eye examination and the second copay applies to materials. The employee has the option to pay for family member's coverage.

**Board Action: MOTION** – Board Secretary, Dick Takeuchi moved, “To approve the VSP Vision Plan as presented”; Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

### 6. Unemployment Claim

The claimant is qualified to receive benefits under section 1256.

## NEW BUSINESS

### 1. Surveyor Bill Goodwin – PCD Southerly Boundary Marking

On 4/3, 18 & 19 a portion of the Southerly boundary of the Cemetery was marked for the purpose of posting signs, according to Record Survey Map No. 15343; from the Southeast corner of said Map Westerly to the East end of the tangent line extending 700± feet Easterly from Tierra Bonita Road. Expense of \$1,275.

### 2. Payless Tree Service – Lace and Treat Pines for Scale

Treatment with Systemic Insecticide for 80 seriously scale infected pines and lacing of 42 pines throughout the

1 Cemetery was performed by Payless Tree Service at an expense of \$16,600.

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3 **3. Board Meeting Time Change**

4 Tabled until next meeting.

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6 **4. Adjust Future Meeting Dates**

7 Tabled until next meeting.

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**BUSINESS REPORTS FOR March**

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11 **1. Financial report**

12 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of  
13 **March**, in the general fund of \$52,446.23, expenditures of \$46,480.27 with a cash flow of \$5,965.96. As for the  
14 year-to-date totals in all funds, the reports show revenues of \$639,790.02, expenditures of \$440,009.96, with a cash  
15 flow of \$199,780.06. The statement of change and fund balances of all funds shows a net change in cash for the  
16 month of **March** \$10,760.96.

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18 **3. Interment Report**

19 The combined interment and deposit permit statement show 7 interments for the month of **March** and 73 for the  
20 fiscal year to date. Compared to this same time last year, for the month there were 8 interments, and for the fiscal  
21 year to date there were 82 interments.

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23 **4. Deposit Permit**

24 Further, the deposit permit for the month of **March** places \$37,899.35 in the General fund, \$4,795.00 in the  
25 Endowment “principal” fund – a public trust fund held with the San Diego County Treasury to be transferred to  
26 Wells Fargo Advisors, and \$900.00 in the Capital Outlay fund, for a total deposit to the San Diego County Treasury  
27 of \$43,594.35.

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29 **Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the financial and interment  
30 reports as presented, and the deposit permit to the San Diego County Treasury.” All ‘ayes’; Motion carried  
31 unanimously.

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34 **GROUNDS / STRUCTURES / EQUIPMENT AND PERSONNEL**

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

1 **2. Personnel: NONE**

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**SAFETY**

4 **1. Monthly Training:**

5 TOPIC for April 2013: **Customer Service – Difficult Customer Alert**

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**ADJOURNMENT**

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

10 The next regularly scheduled Board Meeting is **changed** to be held Thursday, May 30, 2013 at 5:00pm.

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12 **Board Action: MOTION** – Board President, Emma Johnston moved “To approve the date as amended and  
13 adjourned this meeting at 6:30pm.” “All in favor of approving say ‘aye’; those opposed say ‘no’. All ‘ayes’.  
14 Motion carried unanimously”

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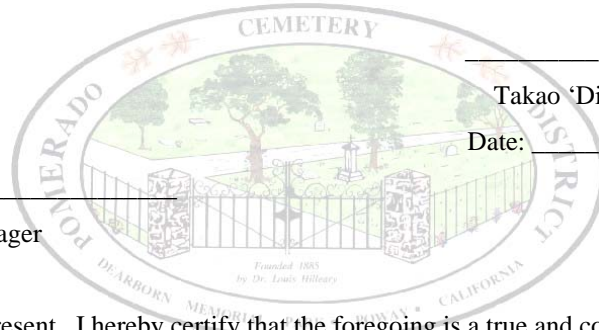
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Takao ‘Dick’ Takeuchi/ Board Secretary

Date: \_\_\_\_\_

\_\_\_\_\_  
Linda Robison /General Manager

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, April 18, 2013.

District FY 2012-13 - BOT/lr - cc: Board of Trustees, Pomerado Cemetery