

# 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

May 30, 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 April 18, 2013.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the regular April 18, 2013 minutes as presented”; Board Secretary, Dick Takeuchi seconded the motion. Motion carried unanimously.

#### 5. Additions to the Agenda: None

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

## UNFINISHED BUSINESS

### 1. Ethics Training 2013

Certification complete for Board Vice President Robert Thomas.

### 2. VSP Vision - Resolution #2013.6

Approved: As attached

Plan B (12/12/24), Copay \$10.00 / \$25.00

Paid coverage for Full Time Employee Only.

Pro rata, 50% coverage for Part time employee only.

Employee shall pay for additional members.

### 3. Employee Handbook - Revised District Benefits Exhibit 'A' - Resolution #2013.7

Approved: As attached

### 4. Part Time Office Position

Candidates from employment agencies are being interviewed.

### 5. PCD Southern Boundary Sign

Rather than placing a NO TRESSPASSING sign, PCD will duplicate a sign that The City of Poway offers, "This is a Sensitive Natural Resource Protection Area, PLEASE DO NOT DISTURB. We will replace the City logo with our own. These will be facing the Donart Drive property owners' back yards.

### 6. Regular Scheduled Board Meeting Time Change – Resolution #2013.4

Approved: As attached

The third Thursday of the month at 2:00pm.

The County of San Diego and the appropriate agencies will be notified.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved to adopt as prescribed in Resolution #2013.4, "To approve the Board Meeting Time Change as presented"; Board President, Emma Johnston seconded the motion. All "ayes", Motion carried unanimously.

## NEW BUSINESS

### 1. West Quit Claim

1 The Board reviewed the original contract language that Ms. West signed in 1991 and found the Quit Claim language  
2 vague. They reversed their previous decision, thus providing a refund of \$45.00 for the Quit Claim Fee to Ms. West.  
3 In addition, The Board will review our current Burial Contract with regard to Quit Claim language, and an  
4 addendum to the Rules and Regulations with our current pricing as an Agenda item at the next meeting.  
5

6 **Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To refund the \$45.00 Quit Claim Fee to  
7 Ms. West as presented and further review our current contract language”; Board Secretary, Dick Takeuchi  
8 seconded the motion. Motion carried unanimously.

9  
10 **2. New Cemetery Hours – Resolution #2013.3**

11 **Approved: As attached**

12 **Office Hours: 9:00am – 3:30pm, Monday – Friday.**

13 **Grounds Hours: 7:00am – 3:30pm, Monday – Friday.**  
14

15 **Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve Resolution #2013.3 for New  
16 Cemetery Hours as presented”; Board Secretary, Dick Takeuchi seconded the motion. All “ayes”, Motion carried  
17 unanimously.

18  
19 **3. Burial Schedule – Resolution #2013.5**

20 **Approved: As attached**

21 **A. Service Time**

**Between the hours of 9:00am and 3:30pm.**

22 **B. Last Scheduled Burial**

**1:00pm**

23 **C. Graveside Time Allotted to Clients**

**1 hour from scheduled time.**  
24

25 **Board Action: MOTION** – Board Secretary, Dick Takeuchi moved, “To approve Resolution #2013.5 for Burial  
26 Schedule as presented”; Board Vice President, Robert Thomas seconded the motion. All “ayes”, Motion carried  
27 unanimously.

28  
29 **4. SDRMA Board of Director’s Election – Resolution #2013.8**

30 **Approved: As attached**

31 **Tim Unruh and David Aranda**  
32

33 **Board Action: MOTION** – Board President, Emma Johnston moved, “To approve Resolution #2013.8 for SDRMA  
34 candidate election as presented”; Board Secretary, Dick Takeuchi seconded the motion. All “ayes”, Motion  
35 carried unanimously.  
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37

1 **5. Budget Preview Recommendations: Completion of second stage increases carried over from 12-13 Budget.**

- 2 • **Endowment Increase \$115, from \$685 to \$800.**
- 3 • **Non Resident Increase \$200, from \$920 to \$1,120.**
- 4 • **2% increase to Operations, includes graves and employee wages.**

5 **Budget detail for review at next meeting.**

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8 **BUSINESS REPORTS FOR April**

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10 **1. Financial report**

11 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of  
12 **April**, in the general fund of \$136,373.26, expenditures of \$43,662.08 with a cash flow of \$92,711.18. As for the  
13 year-to-date totals in all funds, the reports show revenues of \$781,914.82, expenditures of \$483,672.04, with a cash  
14 flow of \$398,242.78. The statement of change and fund balances of all funds shows a net change in cash for the  
15 month of **April** \$98,462.82.

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17 **3. Interment Report**

18 The combined interment and deposit permit statement show 8 interments for the month of April and 81 for the fiscal  
19 year to date. Compared to this same time last year, for the month there were 9 interments, and for the fiscal year to  
20 date there were 91 interments.

21

22 **4. Deposit Permit**

23 Further, the deposit permit for the month of **April** places \$21,374.30 in the General fund, \$5,480.00 in the  
24 Endowment “principal” fund – a public trust fund held with the San Diego County Treasury to be transferred to  
25 Wells Fargo Advisors, and \$1,00.00 in the Capital Outlay fund, for a total deposit to the San Diego County Treasury  
26 of \$27,854.30.

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

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33 **GROUNDS / STRUCTURES / EQUIPMENT AND PERSONNEL**

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

36 **2. Personnel: NONE**

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# SAFETY

## 1. Monthly Training:

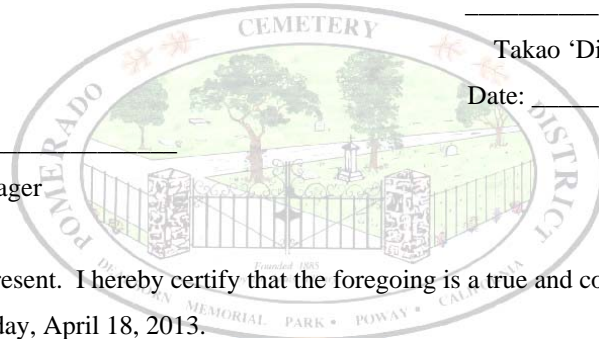
TOPIC for May 2013: **Heat Stress – General Electrical Safety**

# ADJOURNMENT

## 1. Next scheduled regular board meeting

The next regularly scheduled Board Meeting is to be held Thursday, June 27, 2013 at 2:00pm.

**Board Action: MOTION** – Board President, Emma Johnston moved “To approve the date as presented and adjourned this meeting at 6:36pm.” “All in favor of approving say ‘aye’; those opposed say ‘no’. All ‘ayes’. Motion carried unanimously”



\_\_\_\_\_  
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/Ir - cc: Board of Trustees, Pomerado Cemetery