

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

Jocelyn McKay
Admin. Assistant

Board of Trustees

MINUTES

Regular Monthly Board Meeting
December 13, 2012

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 5:16 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
Administration Assistant, Jocelyn McKay

Guest(s): NONE

3. Correspondence: NONE

4. Minutes

The Board read the minutes of the regular meeting dated November 15, 2012.

Board Action: MOTION – Board Secretary Dick Takeuchi moved, “To approve the regular November 15, 2012 minutes as presented”; Board Vice President Robert Thomas seconded the motion. Motion carried unanimously.

5. Additions to the Agenda: NONE

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

UNFINISHED BUSINESS

1. 14140 Donart Dr. Encroachment

The restoration was complete on November 28, 2012. The re-vegetation plan extends for three years, or until 85% coverage is obtained. The Biologist, Gretchen Cummings will monitor the site every 120 days until that time. Once it is complete, a formal copy of the plans will be submitted for our approval.

2. Niche Landscape Improvement

There is nothing to report at this time.

3. Gazebo Repair and Painting of Maintenance Buildings

The lights have been replaced and Palmer Painting Co. has been paid for the scope of work.

4. Audit 2011-12

The Board reviewed the audit, and was pleased with the findings.

Board Action: MOTION – Board Vice President Robert Thomas moved, “To approve the Audit 2011-12”; Board Secretary Dick Takeuchi seconded the motion. Motion carried unanimously.

5. Holiday Dinner – Friday, December 21, 2012 at The Brigantine Seafood 6PM

The annual employee holiday dinner will be held at The Brigantine Seafood. Board President, Emma Johnston and Board Secretary, Dick Takeuchi stated that they will not be able to attend this year’s event.

NEW BUSINESS

1. Office Closures

The office will be closed *early* on December 21st to attend the holiday dinner.

The office will be closed for the following holidays:

December 24 – Christmas Eve, December 25 – Christmas Day, December 31 – New Year’s Eve, January 1 – New Year’s Day.

Regular business hours will resume on Tuesday, January 2, 2013.

2. Employee Handbook Revisions

Linda presented the Board with a portion of the Employee Handbook revisions that defined part-time and full-time employees. After much discussion, the Board defined a part-time employee as an individual that works a minimum

1 of 20 hours per week. A full-time employee as an individual who works 40 hours per week.

2

3 Currently for full-time employees, after orientation is complete, the District contributes 100% for Medical coverage
4 for the employee and their family. 100% for Dental coverage for the employee only. 100% for a \$200,000 Life
5 Insurance policy for the employee only. Paid leave for all District holidays, and vacation/sick time accruals.

6

7 The Board decided that a part-time employee, after their 6 month orientation, will receive benefits on a pro-rata
8 basis. Medical and Dental coverage will be for the employee only. Holidays will be paid at 50% of a full-time
9 employee (4 hours) and vacation/sick accruals will be pro-rata as well.

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11 The Board asked for a comparison chart that identified the benefits for full-time vs. part-time. Linda agreed to
12 provide an in depth breakdown for their review at the next meeting. She also suggested that workshops could be
13 scheduled as needed to focus primarily on the handbook. The Board liked the idea when Linda has generated
14 enough data to present for them to work on.

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BUSINESS REPORTS FOR November

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19 1. Financials after audit adjustment from October 2012

20 The Board reviewed the financial adjustments made after the audit.

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22 **Board Action: MOTION** – Board Vice President Robert Thomas moved, “To approve the after audit adjustments
23 from October 2012”; Board Secretary Dick Takeuchi seconded the motion. Motion carried unanimously.

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25 2. Financial report

26 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of
27 **November**, in the general fund of \$48,029.85, expenditures of \$39,613.21, with a cash flow of \$8,416.64. As for the
28 year-to-date totals in all funds, the reports show revenues of \$201,495.91, expenditures of \$238,312.66, with a cash
29 flow of -\$36,816.75. The statement of change and fund balances of all funds shows a net change in cash for the
30 month of **November** \$11,156.64.

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32 3. Interment Report

33 The combined interment and deposit permit statement show 8 interments for the month of **November** and 38 for the
34 fiscal year to date. Compared to this same time last year, for the month there were 6 interments, and for the fiscal
35 year to date there were 44 interments.

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37 4. Deposit Permit

1 Further, the deposit permit for the month of **November** places \$20,866.22 in the General fund, \$2,740.00 in the
2 Endowment “principal” fund – a public trust fund held with the San Diego County Treasury to be transferred to
3 Wells Fargo Advisors, and \$800.00 in the Capital Outlay fund, for a total deposit to the San Diego County Treasury
4 of \$24,406.22.

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

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10 **GROUND / STRUCTURES / EQUIPMENT AND PERSONNEL**

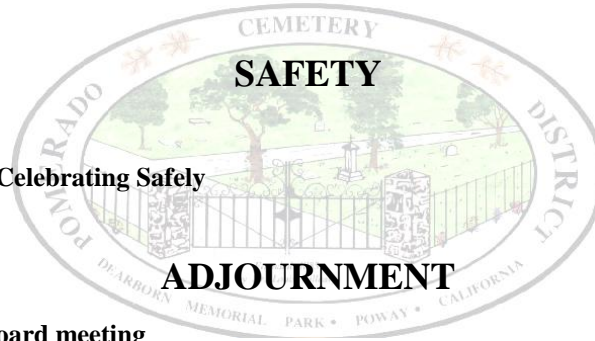
11

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

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14 **2. Personnel: NONE**

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17 **1. Monthly Training:**

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18 TOPIC for **December 2012: Celebrating Safely**

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

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22 The next regularly scheduled Board Meeting will be held Thursday, January 24, 2013 at 5:00pm.

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24 **Board Action: MOTION** – Board Vice President, Robert Thomas moved “To approve the date as presented and
25 adjourned this meeting at 6:32 pm.” “All in favor of approving say ‘aye’; those opposed say ‘no’. All ‘ayes’.
26 Motion carried unanimously”

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Takao ‘Dick’ Takeuchi/ Board Secretary

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Date: _____

31

Linda Robison /General Manager

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34 I certify that a quorum was present. I hereby certify that the foregoing is a true and correct copy of the Board of
35 Trustees Meeting held Monday, October 15, 2012.

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