

# 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

Jocelyn McKay  
Admin. Assistant

Board of Trustees

## MINUTES

Regular Monthly Board Meeting  
February 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 and via teleconference at 10513 South 83<sup>rd</sup> East Circle Tulsa, OK 74133. Board Vice President Robert Thomas called the meeting to order at 5:17 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 January 24, 2013.

**Board Action: MOTION** – Board Secretary Dick Takeuchi moved, “To approve the regular January 24, 2013 minutes as presented”; Board President Emma Johnston 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 President Emma Johnston seconded the motion. Motion carried unanimously.

## UNFINISHED BUSINESS

### 1. Employee Handbook Revisions

Linda confirmed with the Board the items that will be covered in the workshop on March 4, 2013. She would also like to include Bench regulations.

### 2. Affordable Housing vs. County of San Diego re: Redevelopment Funds

Linda contacted the City of Poway and the County of San Diego's legal counsel as well as legal representatives recommended from SDRMA and was advised that PCD is under the County umbrella for the lawsuit. It will be a wait and see type of issue, but it seems that PCD is in a fairly good position.

## NEW BUSINESS

### 1. Form 700 – Board Signatures

Board Vice President, Robert Thomas, Board Secretary Dick Takeuchi and GM Linda Robison signed the annual Form 700's for submittal to the County of San Diego. When Board President Emma Johnston returns, she will sign her copies for submittal.

### 2. RSVP request for CAPC Local Meeting – March 21, 2013 at Orange County Cemetery District - Anaheim

Linda asked the Board if they were available to attend the meeting with her on March 21, 2013 at the Orange County Cemetery District in Anaheim. None of the Board Members will be available to attend. The regular meeting is scheduled for that day as well and will be held when Linda returns around 3:00pm.

### 3. Employee Handbook Workshop – Monday March 4, 2013 at 1:00PM

Linda will be hosting a workshop for the Board to work on the Employee Handbook. All Board members stated they will be in attendance.

### 4. PCD Sign Posting

The Donart Drive encroachment is near completion and is ready to have PCD's boundaries posted with signage. Bill Goodwin will come out to re-survey the area to get markers for sign locations. The grading plan for Dan Smith's property must be complete before we will have a signed off grading plan for the entire encroachment. Linda stated that she intends to notify the residents of the affected area prior to the activity of surveying and signage.

### 5. Counsel – Steven Quintanilla

With the revisions and updates being made on our Employee Handbook and Policy, it will be beneficial to have legal counsel for review prior to our finalization. Linda recommended arranging for Steven Quintanilla to present to

1 the Board. He is very active in the CAPC and represents the Districts of Palm Springs, Temecula, and most recently  
2 Orange County.

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## BUSINESS REPORTS FOR January

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### 6 1. Financial report

7 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of  
8 **January**, in the general fund of \$132,187.63, expenditures of \$47,876.25, with a cash flow of \$84,311.38. As for the  
9 year-to-date totals in all funds, the reports show revenues of \$551,166.43, expenditures of \$348,717.62, with a cash  
10 flow of \$202,448.81. The statement of change and fund balances of all funds shows a net change in cash for the  
11 month of **January** \$89,379.93.

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### 13 3. Interment Report

14 The combined interment and deposit permit statement show 11 interments for the month of **January** and 55 for the  
15 fiscal year to date. Compared to this same time last year, for the month there were 11 interments, and for the fiscal  
16 year to date there were 63 interments.

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### 18 4. Deposit Permit

19 Further, the deposit permit for the month of **January** places \$29,396.80 in the General fund, \$4795.00 in the  
20 Endowment “principal” fund – a public trust fund held with the San Diego County Treasury to be transferred to  
21 Wells Fargo Advisors, and \$950.00 in the Capital Outlay fund, for a total deposit to the San Diego County Treasury  
22 of \$35,141.80.

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

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## 27 GROUNDS / STRUCTURES / EQUIPMENT AND PERSONNEL

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29 1. Grounds / Structures / Equipment: NONE

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31 2. Personnel: NONE

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## SAFETY

34 1. Monthly Training:

35 TOPIC for February 2013: Communication Breakdown

# ADJOURNMENT

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## 1. Next scheduled regular board meeting

The next regularly scheduled Board Meeting will be held Monday, March 4, 2013 at 1:00pm.

**Board Action: MOTION** – Board Secretary, Dick Takeuchi moved “To approve the date as presented and adjourned this meeting at 5:46 pm.” “All in favor of approving say ‘aye’; those opposed say ‘no’. All ‘ayes’. Motion carried unanimously”

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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, February 21, 2013.

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

