

# POMERADO CEMETERY DISTRICT

*A Special District of the State of California*

## DEARBORN MEMORIAL PARK

14361 TIERRA BONITA ROAD, POWAY, CALIFORNIA 92064  
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### DISTRICT TRUSTEES

Takao D. Takeuchi, Board President  
Emma L. Johnston, Board Vice President  
Robert L. Thomas, Board Secretary

### GENERAL MANAGER

Linda Robison

### ADMINISTRATION ASSISTANT

Jocelyn McKay

## MINUTES

Regular Monthly Board Meeting  
April 19, 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 Vice President Emma Johnston called the meeting to order at 3:11 p.m.

### 2. Attendance

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

Members Absent: Board President, Dick Takeuchi

District Staff Present: General Manager, Linda Robison  
Administration Assistant, Jocelyn McKay

Guest(s): Sandra Wheeler – Wells Fargo Investment

### 3. Correspondence: NONE

### 4. Minutes

The Board read the minutes of the regular meeting dated March 19, 2012.

**Board Action: MOTION** – Board Secretary Robert Thomas moved, “To approve the regular March 19, 2012 minutes as presented”; Board Vice President Emma Johnston seconded the motion. Motion carried unanimously.

### 5. Additions to the Agenda: NONE

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

## UNFINISHED BUSINESS

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### 1. 14140 Donart Drive Encroachment

Due to the nesting season of the California Gnatcatcher, which spans from February 15 to July 1<sup>st</sup>, no grading will be allowed during this time. This item will be tabled until new information is available.

### 2. Niche landscape improvement

The grounds men have been unable to work on the hillside due to the recent wet weather. When the weather improves, they will begin working on the upper portion of the hillside again.

### 3. Investment Policy – Wells Fargo Investment

Sandra Wheeler from Wells Fargo Investments presented to the board a bond strategy laddered over five years for PCD. She then spent some time answering the board’s questions. The board thanked Sandra for the presentation and agreed to review her proposal. The board instructed Linda to gather the necessary paperwork together and move forward with Wells Fargo. Linda agreed to do so.

### 4. CalPERS Pension & Health – Second-tier for New Hires

Linda submitted the request for CalPERS actuarial evaluation report for a second tier pension plan. Linda stated that it may take thirty days for CalPERS to complete, and hopes to have it by the next board meeting for review.

### 5. CAPC Local Meeting - San Jacinto Valley Cemetery, April 19, 2012

Linda and Bo attended the meeting at San Jacinto Valley Cemetery. The speaker was a CPA and discussed the ins and outs of audits. There was a good question and answer session. Board Secretary, Robert Thomas asked Linda if there was anything for the Grounds Managers that attend the meetings. Linda stated that occasionally items arise, however these meeting are more specific to benefit the Managers. Only once in awhile a Grounds Manager will accompany a General Manager. Robert asked Linda to make a suggestion to the organizers that they do a break out session for the Grounds Managers. This would help the managers discuss items and problems they are having, etc. Linda said she would look into it.

### 6. CAPC Conference - San Luis Obispo, March 22-25, 2012

Linda and Board Vice President, Emma Johnston attended the conference. They stated that it was educational and informative. Linda and Emma attended ethics and harassment training and received certificates for completing the courses. One topic that was discussed at the conference was making a daily visual check for items in the cemetery that are broken or need repair. This was brought up due to a lawsuit where a small child was injured from climbing on a loose upright marker. Linda stated that she discussed this with Bo and they agreed to make a visual check part of the weekly Safety routine.

**NEW BUSINESS**

**1. None**

**BUSINESS REPORTS FOR March**

**1. Financial report**

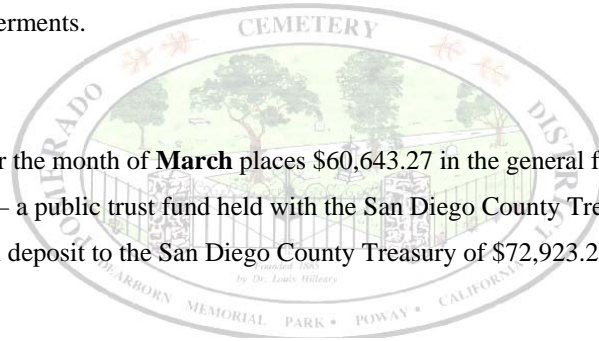
The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of **March**, in the general fund of \$75,395.60, expenditures of \$43,347.43, with a cash flow of \$32,048.17. As for the year-to-date totals in all funds, the reports show revenues of \$717,482.67, expenditures of \$471,503.28, with a cash flow of \$245,979.39. The statement of change and fund balances of all funds shows a net change in cash for the month of **March** \$40,748.17.

**2. Interment Report**

The combined interment and deposit permit statement show 8 interments for the month of **March** and 82 for the fiscal year to date. Compared to this same time last year, for the month there were 9 interments, and for the fiscal year to date there were 96 interments.

**3. Deposit Permit**

Further, the deposit permit for the month of **March** places \$60,643.27 in the general fund, \$8,930.00 in the endowment “principal” fund – a public trust fund held with the San Diego County Treasury, and \$3,350.00 in the capital outlay fund, for a total deposit to the San Diego County Treasury of \$72,923.27.



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

**GROUND / STRUCTURES / EQUIPMENT AND PERSONNEL**

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

**2. Personnel**

Name drawn for the month of **April 2012** for random Drug/Alcohol testing: **None**

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# SAFETY

## 1. Monthly Training:

TOPIC for March 2012: Working Outdoors – Mosquitoes & Ticks

# ADJOURNMENT

## 1. Next scheduled regular board meeting

The next regularly scheduled Board Meeting will be Tuesday, May 15, 2012 at 5:00pm due to board member vacation schedules.

**Board Action: MOTION** – Board Secretary Robert Thomas moved “To approve the date as presented and adjourned this meeting at 4:58 pm.” “All in favor of approving say ‘aye’; those opposed say ‘no’. All ‘ayes’. Motion carried unanimously”

\_\_\_\_\_  
Robert Thomas/ 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 19, 2012.

District FY 2011-12 - BOT/lr - cc: Board of Trustees, Pomerado Cemetery

