

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
Denise L. Polito
Board of Trustees

MINUTES

Regular Monthly Board Meeting
December 18, 2014

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, Denise Polito called the meeting to order at 10:05a.m.

2. Attendance

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

District Staff Present: General Manager, Linda Robison

Members Absent: None

Public Oral: None

Guest(s):

3. Correspondence: None

4. Additions to the Agenda: The next regular board meeting is changed to January 22, 2015 at 2:00pm.

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

5. Minutes

The Board read the minutes of the regular meeting dated November 20, 2014 and for the Special Meeting on December 8, 2014.

Board Action: MOTION – Board Secretary, Robert Thomas moved, “To approve the regular November 20, 2014 and Special December 8, 2014 minutes as presented”; Board Vice President, Emma Johnston seconded the motion. Motion carried unanimously.

CONTINUED BUSINESS

1. Pre-need Fund

The Pre-need fund is in progress. The revision of the District Investment Policy is complete and the Reserve Funds Policy is under review as well. These policies need to be complete before proceeding with the Pre-need fund.

2. District Investment Policy Revision 2014

Resolution No: 2015.3

Karen A. O'Neil provided the District with a revised Investment Policy and the applicable code sections. The Government Code section 53601 and Health and Safety Code section 9066 have been amended and updates were made to the policies that recite those specific code sections. Previously at page 7, the policy listed the maximum terms and percentages of diversity. This has been changed to refer to the code sections so that as the code changes, the percentages and terms will automatically update. Reference is now made to the Collateral Mortgages having 30 years instead of 5 years for a maximum term.

Board Action: MOTION – Board Vice President, Emma Johnston moved, “To approve Resolution No: 2015.3 for the District Investment Policy as revised”; Board Secretary, Robert Thomas, seconded the motion. Roll call: all ‘ayes’. Motion carried unanimously.

3. Policy: Reserve Funds 2014

Resolution No: 2015.4

An in-depth review of the proposed District Policy for Reserves and Fund Balance was made by the Board of Trustees. Everyone agreed that this policy is necessary for the District. Once in place, work will begin establishing the specific funds within the policy.

Board Action: MOTION – Board Secretary, Robert Thomas moved, “To approve Resolution No: 2015.4 for the District Reserve Funds Policy as presented”; President, Emma Johnston, seconded the motion. Roll call: all ‘ayes’. Motion carried unanimously.

4. Employment Opportunity

Interviews for the grounds worker position will begin again after the Holidays. They are currently scheduled for January 5, 2015.

5. Computer upgrades

The District’s 3 computers were upgraded last week. The server is scheduled to be upgraded as well.

6. Holiday Dinner Friday, December 19, 2014 at 6:00pm held at Avant at Rancho Bernardo Inn, 17550 Bernardo Oaks Drive, San Diego, CA 92128

1 The District will be closing at 2:30pm for the employees to attend the Holiday Dinner.

2
3 7. The Board of Trustees approved a Christmas gift of \$50 for the employees.

4
5 **NEW BUSINESS**

6 **1. LAFCO Special District Election**

7 The Board of Trustees placed their vote for LAFCO's election. The ballot will be mailed by return receipt requested
8 as required.

9
10 **2. Special District Leadership Academy – Napa, January 25-28, 2015**

11 At this time all 3 board members plan to attend. The conference and room reservations will be made by the District.
12 The Trustees will make their transportation arrangements.

13
14 **3. Change the January board meeting to Jan. 22, 2015 at 2:00pm**

15 The meeting date is changed due to a conflict in scheduling.
16

17 **BUSINESS REPORTS FOR November**

18 **1. Financial report**

19 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of
20 **November**, in the general fund of \$65,999.17, expenditures of \$52,356.96 with a cash flow of \$-13,642.21. As for
21 the year-to-date totals in all funds, the reports show revenues of \$194,324.99, expenditures of \$380,416.08, with a
22 cash flow of \$-186,091.09. The statement of change and fund balances of all funds shows a net change in cash for
23 the month of November of \$-13,642.21.

24
25 **2. Interment Report**

26 The combined interment and deposit permit statement show 9 interments for the month of November and 42 for the
27 fiscal year to date. Compared to this same time last year, for the month there were 9 interments, and for the fiscal
28 year to date there were 49 interments.

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30 **3. Deposit Permit**

31 Further, the deposit permit for the month of November places \$44,417.27 in the General fund held with the San
32 Diego County Treasury, \$4,890.00 in the Endowment "principal" fund – a public trust fund held with Wells Fargo
33 Advisor's, and \$550.00 in the Capital Outlay fund, for a total deposit to the San Diego County Treasury of
34 \$44,967.27 with a total combined deposit of \$49,857.27.

1 Board Action: MOTION –Board Secretary, Robert Thomas moved, “To approve the financial and interment
2 reports for November as presented; and the deposit permit for November to the San Diego County Treasury and
3 Wells Fargo Bank.” Board Vice President, Emma Johnston seconded the motion. All ‘ayes’; Motion carried
4 unanimously.

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6 **GROUND / STRUCTURES / EQUIPMENT AND PERSONNEL**

7 **1. Grounds / Structures / Equipment:**

8 Remodel of Employee Lunch Room - Ongoing
9

10 **SAFETY**

11 **1. Monthly Training:**


12 TOPIC for November 2014: **Real Life – Slips, Trips and Falls**
13

14 **ADJOURNMENT**

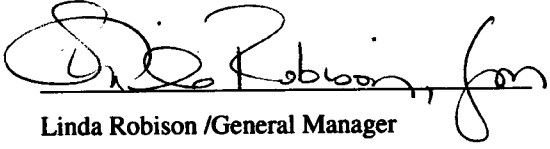
15 **1. Next scheduled regular board meeting**

16 The next regularly scheduled Board Meeting is changed to Thursday, January 22, 2015 at 2:00pm.
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18 Board Action: MOTION – Board Secretary, Robert Thomas moved, “To approve the dates as presented and
19 adjourned this meeting at 11:22am.” “All in favor of approving say ‘aye’; those opposed say ‘no’. All ‘ayes’.
20 Motion carried unanimously”

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26 Robert L. Thomas / Board Secretary

27
28 Date: January 22, 2015

29 
30 Linda Robison /General Manager

31
32 I certify that a quorum was present. I hereby certify that the foregoing is a true and correct copy of the Board of
33 Trustees Meeting held Thursday, December 18, 2014.

34 District FY 2014-15 - BOT/Tr - cc: Board of Trustees, Pomerado Cemetery