

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
January 22, 2015

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 2:05p.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: Secondary Employment / Conflict of Interest

Secondary employment with a local mortuary for District employees was discussed. The secondary employment position offered is after District hours. The District sees the potential for a conflict of interest based on the close working relationship between the two businesses. However, as long as there is no interference or disruption with District operations or employee performance, there is no objection. Corrective action will be taken should it become necessary.

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

5. Minutes

The Board read the minutes of the regular meeting dated December 18, 2014.

1 Board Action: MOTION – Board Vice President, Emma Johnston moved, “To approve the regular December 18,
2 2014 minutes as presented”; Board Secretary, Robert Thomas seconded the motion. Motion carried unanimously.

4 CONTINUED BUSINESS

5 1. Pre-need Fund, Restricted Classification

6 Progress is being made to establish the District’s Pre-need fund with Wells Fargo Advisors. Our accounting reports
7 are being redesigned and updated to reflect current accounting standards.

9 2. Reserve Funds

10 The Reserves Funds will be addressed after the Pre-need account is in place.

12 3. Employment Opportunity

13 Efforts to fill a temporary vacancy in the grounds worker position are underway. Candidates are being screened for
14 interview selection.

16 4. SDLA Conference in Napa January 25-28, 2015

17 All Trustees’ will be attending the conference and will report back at the next meeting.

19 NEW BUSINESS

20 1. R.S.V.P for the CAPC Conference March 26-28 in San Luis Obispo

21 Reservations for the conference and hotel have been made for Linda and two Trustees to attend. Driving
22 arrangements have yet to be determined.

24 2. Site Walk and Financial Review Workshop

25 The site walk and financial review workshop will take place on Monday, March 9, 2015 at 10:00 am. This will
26 include a meet and greet with the staff.

28 3. Community Outreach

29 Chaplin John Van Cleef - Palomar Health, Spiritual Care

30 Updated District information was provided to Palomar Health Hospitals in December. Linda also met with Chaplin
31 John Van Cleef on January 21, 2014 at Palomar Hospital in Escondido. He was able to provide her with updated
32 contacts for the Social Services department for District hardship requests.

34 BUSINESS REPORTS FOR December

35 1. Financial report

36 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of

1 **December**, in the general fund of \$197,265.80, expenditures of \$65,701.97 with a cash flow of \$131,563.83. As for
2 the year-to-date totals in all funds, the reports show revenues of \$394,850.79, expenditures of \$446,118.05, with a
3 cash flow of \$-51,267.26. The statement of change and fund balances of all funds shows a net change in cash for the
4 month of December of \$134,823.83.

5
6 **2. Interment Report**

7 The combined interment and deposit permit statement show 8 interments for the month of December and 50 for the
8 fiscal year to date. Compared to this same time last year, for the month there were 10 interments, and for the fiscal
9 year to date there were 59 interments.

10
11 **3. Deposit Permit**

12 Further, the deposit permit for the month of December places \$25,108.43 in the General fund held with the San
13 Diego County Treasury, \$3,260.00 in the Endowment "principal" fund – a public trust fund held with Wells Fargo
14 Advisor's, and \$500.00 in the Capital Outlay fund, for a total deposit to the San Diego County Treasury of
15 \$25,608.43 with a total combined deposit of \$28,868.43.

16
17 Board Action: MOTION – *Board President, Denise Polito moved, "To approve the financial and interment reports*
18 *for December as presented; and the deposit permit for December to the San Diego County Treasury and Wells*
19 *Fargo Bank."* Board Vice President, Emma Johnston seconded the motion. All 'ayes'; Motion carried
20 *unanimously.*

21
22 **GROUND / STRUCTURES / EQUIPMENT AND PERSONNEL**

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

24 Remodel of Employee Lunch Room – Tabled until completed
25

26 **SAFETY**

27 **1. Monthly Training:**

28 TOPIC for December 2014: **Safe Driving, Take Control**
29

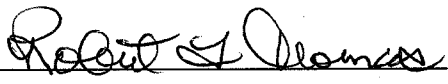
30 **ADJOURNMENT**

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

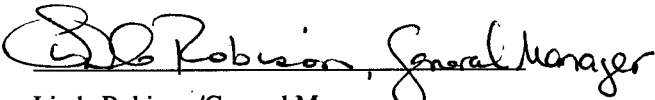
32 The next regularly scheduled Board Meeting is Thursday, February 19, 2015 at 2:00pm.
33

34 Board Action: MOTION – *Board President, Denise Polito moved, "To approve the date as presented and*
35 *adjourned this meeting at 3:23pm."* "All in favor of approving say 'aye'; those opposed say 'no'. All 'ayes'.
36 *Motion carried unanimously"*

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Robert L. Thomas / Board Secretary

Date: 02.19.2015


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, January 22, 2015.
District FY 2014-15 - BOT/lr - cc: Board of Trustees, Pomerado Cemetery

