

POMERADO CEMETERY DISTRICT

A Special District of the State of California

DEARBORN MEMORIAL PARK

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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

May 15, 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 Dick Takeuchi called the meeting to order at 5:17 p.m.

2. Attendance

Members Present: Board President, Dick Takeuchi, Board Vice President, Emma Johnston and Board Secretary, Robert Thomas 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 April 19, 2012.

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

UNFINISHED BUSINESS

1. Wells Fargo Investments – Establish Endowment Accounts

Linda received a packet with the fund requirements for the bonds, along with the new Endowment account information. The Board Members and General Manager signed the documents that will establish the Endowment Principal and Interest accounts. Board Secretary Robert Thomas asked Linda what the process was to withdraw the funds from the County of San Diego's account. Linda stated the only requirements are a warrant, and a letter of instruction for the receiving financial institution. The county process takes a couple of days to transfer the funds after the initial request. Linda also mentioned that Jocelyn finished tallying all of our Pre-need contracts. Currently the amount paid in is \$370,000, converted to today's rates is \$500,000. Linda anticipates establishing the Pre-need fund and beginning the Endowment Funds after the budget approval. A substantial amount of time is necessary to modify our existing accounts and design a new process for posting into our accounting programs. The Board agreed.

2. CalPERS Retirement & Health – Review Tier Two for New Hires

Linda received the CalPERS actuarial evaluation report for the second tier pension plan. This plan for new hires is based on 2% at 60 at a 1.1% savings to the District. This would be a substantial savings over the life of the cemetery's operations. Many public agencies favor and have established similar plans influenced by the changing economic climate. Linda recommended accepting the tier- two plan for new hires and the Board approved. Board Secretary Robert Thomas asked Linda if a resolution by the Board is required at this time. Linda stated that it was not mentioned in her discussions with our CalPERS agent and that she would look into it.

3. Niche Landscape Improvement

There is nothing to report at this time. The crew has been finishing up the bi annual weed whacking and other small projects. They will begin fertilizing the grounds tomorrow.

4. Workman's Comp Claim – Gabino Ramirez

We received notice from our legal council that denied the claim for Gabino Ramirez. The determination was based on him filing the claim after termination, and no medical evidence to support such an injury prior to termination.

NEW BUSINESS

1. CSDA General Manager Leadership Summit – July 15-17, 2012 Napa

This is a new conference developed by CSDA and SDRMA for the training and education of General Managers. Linda stated that it would be a valuable experience. Our insurance provider; SDRMA, gives us points for attending these educational seminars. Currently our points reduce our yearly cost for insurance by 15%.

Board Action: MOTION – Board Vice President Emma Johnston moved, "To approve General Manager, Linda Robison, to attend the CSDA General Manager Leadership Summit in Napa"; Board President Dick Takeuchi seconded the motion. Motion carried unanimously.

1 **2. CSDA Board Nomination – Jo MacKenzie**

2 Linda stated that she would like to support Jo MacKenzie in her reelection to the CSDA Board of Directors. Jo has
3 been a valuable advocate and resource for Special Districts and Cemeteries for many years. The board agreed to sign
4 the required resolution for submittal to CSDA.

5

6 **Board Action: MOTION** – Board President Dick Takeuchi moved “To approve the nomination of Jo MacKenzie for
7 Election to the CSDA Board of Directors – Resolution 2012.2.” “All in favor of approving say ‘aye’; those opposed
8 say ‘no’. All ‘ayes’. Motion carried unanimously”

9 Roll Call Vote: Board President, Dick Takeuchi – Aye; Board Vice President, Emma Johnston – Aye; Board
10 Secretary, Robert Thomas - Aye

11

12 **3. Approve new hourly rates for County of San Diego Counsel**

13 The board reviewed the notice from the County of San Diego, Office of County Counsel about the reduced rates for
14 their services.

15

16 **Board Action: MOTION** – Board Vice President Emma Johnston moved, “To approve Resolution 2012.3 for Legal
17 Services provided by the County of San Diego”; Board Secretary Robert Thomas seconded the motion. Motion
18 carried unanimously.

19 Roll Call Vote: Board President, Dick Takeuchi – Aye; Board Vice President, Emma Johnston – Aye; Board
20 Secretary Robert Thomas - Aye

21

22 **4. Reschedule next regular Board Meeting – General Manager schedule conflict**

23 The board agreed to reschedule the next regular meeting for Tuesday, June 26, 2012 at 5:00PM.

24

25 **BUSINESS REPORTS FOR April**

26 **1. Financial report**

27 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of
28 **April**, in the general fund of \$149,637.31, expenditures of \$45,872.92, with a cash flow of \$103,764.39. As for the
29 year-to-date totals in all funds, the reports show revenues of \$870,851.59, expenditures of \$517,648.49, with a cash
30 flow of \$353,203.10. The statement of change and fund balances of all funds shows a net change in cash for the
31 month of **April** \$107,223.71.

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33

34 **2. Interment Report**

35 The combined interment and deposit permit statement show 9 interments for the month of **April** and 91 for the fiscal
36 year to date. Compared to this same time last year, for the month there were 7 interments, and for the fiscal year to
37 date there were 103 interments.

1 **3. Deposit Permit**

2 Further, the deposit permit for the month of **April** places \$28,514.27 in the General fund, \$1,880.00 in the
3 Endowment “principal” fund – a public trust fund held with the San Diego County Treasury, and \$650.00 in the
4 Capital Outlay fund, for a total deposit to the San Diego County Treasury of \$31,044.27.

5
6 **Board Action: MOTION** – Board Secretary 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**

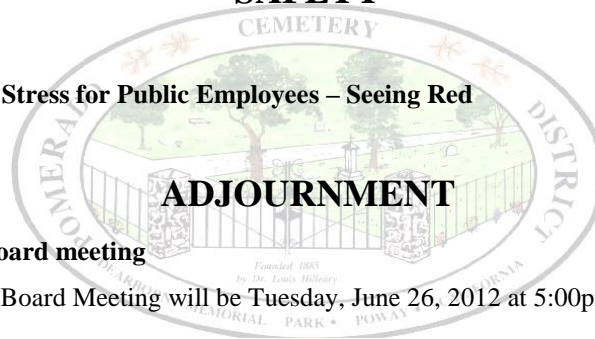
11
12 **1. Grounds / Structures / Equipment: NONE**

13
14 **2. Personnel: NONE**

15 **SAFETY**

16 **1. Monthly Training:**

17 TOPIC for **April 2012: Heat Stress for Public Employees – Seeing Red**



18
19 **ADJOURNMENT**

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

21 The next regularly scheduled Board Meeting will be Tuesday, June 26, 2012 at 5:00pm due to General Manager’s
22 vacation schedule.

23
24 **Board Action: MOTION** – Board President Dick Takeuchi moved “To approve the date as presented and adjourned
25 this meeting at 6:12 pm.” “All in favor of approving say ‘aye’; those opposed say ‘no’. All ‘ayes’. Motion carried
26 unanimously”

27
28
29 _____
30 Robert Thomas/ Board Secretary

31 Date: _____

32 _____
33 Linda Robison /General Manager

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 Tuesday May 15, 2012.

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