

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
February 19, 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 2:10p.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: 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.

5. Minutes

The Board read the minutes of the regular meeting dated January 22, 2015.

Board Action: MOTION – Board Vice President, Emma Johnston moved, "To approve the regular January 22, 2015 minutes as presented"; Board Secretary, Robert Thomas seconded the motion. Motion carried unanimously.

CONTINUED BUSINESS

1 **1. Pre-need Fund**

2 The current totals for the pre-need fund as of January 31, 2015 are \$630,300. Linda recommended committing funds
3 for the pre-need account of \$700,000 with Wells Fargo Advisor's that follows the same 5 year laddered investment
4 strategy that is in place for the endowment funds. An additional pre-need account of \$100,000 with our local Wells
5 Fargo bank will be created for liquidity for the monthly pre-need transactions. Board member signatures were
6 documented for Wells Fargo to open the local pre-need account. A secondary signature will be required for the
7 initial deposit check on both accounts. Wells Fargo Advisor's is preparing the pre-need documents to be mailed out.
8 The District should receive them in a week or so and we will go from there.
9

10 Board Action: MOTION –*Board Vice President, Emma Johnston moved, "To approve the committed pre-need*
11 *funds as presented."* Board Secretary, Robert Thomas seconded the motion. All 'ayes'; Motion carried
12 *unanimously.*
13

14 **2. Reserve Funds**

15 The reserve funds will be addressed after the pre-need fund is established.
16

17 **3. Employment Opportunity**

18 Efforts to fill a temporary vacancy in the grounds worker position were cancelled. The grounds crew was able to
19 adequately cover the temporary vacancy, making it unnecessary to fill the temporary position.
20

21 **Report on SDLA Conference in Napa January 25-28, 2015**

22 Board members, Emma Johnston and Denise Polito attended the conference and reported that there was a large turn
23 out from Board members of Special Districts. However, we were the only cemetery district represented. The topics
24 ranged from policy on committing general funds, mission statements, and financial overview of capital projects.
25 There was also a great deal covered on Board protocol. Board Secretary, Bob Thomas liked the idea of our District
26 developing a capital projects plan in the near future. Everyone agreed a workshop should follow to address this after
27 the development of committing district funds, and possibly the 2015-16 budget.
28

29 **5. CAPC Conference March 26-28 in San Luis Obispo**

30 Linda Robison and Emma Johnston will be attending the conference.
31

32 **6. Site Walk and Financial Review Workshop**

33 The site walk and financial review workshop will take place on Monday, March 9, 2015 at 10:00 am. This will
34 include a meet and greet with the staff.
35

36 **7. Community Outreach**

37 Linda contacted Stephen Chaves with social services for Palomar Health. We are updating our contact information
38 for clients that have a hardship request that must be verified by social services at the hospital. She is also in contact

1 with a new Scripps Hospice facility on Poway road.

2

3

NEW BUSINESS

4 1. CAPC Annual Conference Gift Basket Donation

5 Linda recommended having a gift basket put together by Exclamations for our District to donate at the upcoming
6 conference. The board members agreed and recommended purchasing beer from the local brewery in Poway called
7 Lightening. Linda said she would put that together to take to the conference.

8

9 2. 2014-15 Statement of Economic Interests - Form 700 Annual Disclosures

10 The forms were issued to the board members. Once completed they will be returned for submittal by April 1, 2015
11 to the County of San Diego.

12

13

BUSINESS REPORTS FOR January

14 1. Financial report

15 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of
16 January, in the general fund of \$169,935.82, expenditures of \$47,565.62 with a cash flow of \$122,370.20. As for
17 the year-to-date totals in all funds, the reports show revenues of \$572,461.46, expenditures of \$493,683.67, with a
18 cash flow of \$78,777.79. The statement of change and fund balances of all funds shows a net change in cash for the
19 month of January of \$130,045.05.

20

21 2. Interment Report

22 The combined interment and deposit permit statement show 15 interments for the month of January and 65 for the
23 fiscal year to date. Compared to this same time last year, for the month there were 8 interments, and for the fiscal
24 year to date there were 67 interments.

25

26 3. Deposit Permit

27 Further, the deposit permit for the month of January places \$53,245.18 in the General fund held with the San Diego
28 County Treasury, \$7,335.00 in the Endowment "principal" fund – a public trust fund held with Wells Fargo
29 Advisor's, and \$1,350.00 in the Capital Outlay fund, for a total deposit to the San Diego County Treasury of
30 \$54,595.18 with a total combined deposit of \$61,930.18.

31

32 Board Action: MOTION –*Board Secretary, Robert Thomas moved, "To approve the financial and interment*
33 *reports for January as presented; and the deposit permit for January to the San Diego County Treasury and Wells*
34 *Fargo Bank."* Board Vice President, Emma Johnston seconded the motion. All 'ayes'; Motion carried
35 *unanimously.*

36

1 GROUND / STRUCTURES / EQUIPMENT AND PERSONNEL

2 1. Grounds / Structures / Equipment:

3

4 SAFETY

5 1. Monthly Training:

6 TOPIC for January 2015: Safety Data Sheets – The Information Connection

7

8 ADJOURNMENT

9 1. Next scheduled financial workshop

10 The next scheduled Financial Workshop is Monday, March 9, 2015 at 10:00am.

11

12 2. Next scheduled regular board meeting

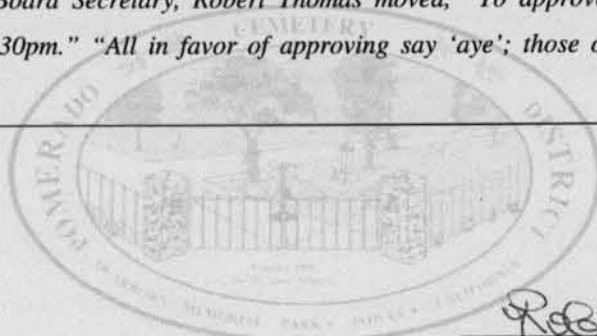
13 The next regularly scheduled Board Meeting is Thursday, March 19, 2015 at 2:00pm.

14

15 Board Action: MOTION – Board Secretary, Robert Thomas moved, "To approve the dates as presented and

16 adjourned this meeting at 3:30pm." "All in favor of approving say 'aye'; those opposed say 'no'. All 'ayes'.

17 Motion carried unanimously"



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21

22 *Robert L. Thomas*

23 Robert L. Thomas / Board Secretary

24

25 Date: March 19, 2015

26 *Linda Robison, Sr*

27 Linda Robison /General Manager

28

29 I certify that a quorum was present. I hereby certify that the foregoing is a true and correct copy of the Board of

30 Trustees Meeting held Thursday, February 19, 2015.

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