

# Pomerado Cemetery District

*A Special District of the State of California*

## Dearborn Memorial Park

14361 Tierra Bonita Road, Poway, CA 92064

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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

July 30, 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 Secretary, Denise Polito called the meeting to order at 2:04p.m.

#### 2. Attendance

Members Present: Board President, Emma Johnston, Board Vice President, Robert Thomas, and Board Secretary, Denise Polito 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 President, Emma Johnston moved, “To approve the agenda as presented”; Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

#### 5. Minutes

The Board read the minutes of the regular meeting dated June 25, 2015.

**Board Action: MOTION** – Board President, Emma Johnston moved, “To approve the regular June 25, 2015 minutes as presented”; Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

## CONTINUED BUSINESS

### 1. CSDA Conference, Monterey – Monday, Sept. 21 – Thursday, Sept. 24, 2015

With Linda currently training a new employee in the office, she advised against her attendance at the CSDA conference. Additionally, support staff is limited in her absence at this time. The Trustees, although disappointed, agreed that it would be best. They will all be in attendance, and will report back with the highlights afterwards.

### 2. AB1234 – Ethics Training

Certification is available when attending the CSDA conference held in Monterey in September. When certification is received, a copy will be sent to the Clerk of the Board of Supervisors for the public record.

### 3. CSDA's General Manager Leadership Summit

Linda reported on the conference, with the highlights including liability insurance updates with regard to employees driving company vehicles, and employment contracts for General Managers. After the discussion, the Trustees agreed that it is the next topic that they would like to address. They directed Linda to begin researching. She provided them with a sample of a local cemetery's contract for their General Manager. She also proposed submitting the topic for discussion at the next CAPC meeting in September.



#### 1. Trustee Rotation

The Board of Trustees rotated positions as follows:

Board President, Emma Johnston

Board Vice President, Robert Thomas

Board Secretary, Denise Polito

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the Board of Trustee Rotation as presented;” Board Secretary, Denise Polito seconded the motion. All ‘ayes’; Motion carried unanimously.

#### 2. RT Dennis, CPA – Audit 2015

Rob Dennis is scheduled to be onsite the week of August 24<sup>th</sup> – 28<sup>th</sup> to begin his Audit preparation.

#### 3. Employment Opportunity – Office

The Administrative Assistant position is currently being filled through QualStaff employment agency.

#### 4. CAPC Local Area Meeting – Temecula Public Cemetery

The CAPC local area meeting will be hosted by Temecula Public Cemetery on Thursday, September 17, 2015. 10:00am – 1:00pm. Reservations are requested by September 3<sup>rd</sup>. Additionally; submittal of any questions or topics

1 that you would like discussed may be faxed in advance or brought with you. The cemetery is located at 41911 "C"  
2 Street, Temecula, CA 92592.

3

4 **5. Regularly Scheduled Board Meeting**

5 At this time, the regularly scheduled board meeting held on September 17, 2015 at 2:00pm will follow the CAPC  
6 Local Area Meeting being held in Temecula.

7

8 **6. CAPC – Annual Education Seminar & Area Meeting - Ventura**

9 **Thursday, October 8<sup>th</sup> – Saturday, October 10<sup>th</sup>**

10 Linda will be attending the conference; however it is doubtful that the Trustees will attend due to conflicts with their  
11 schedules. Reserve by August board meeting.

12

13 **7. Social Media Policy**

14 Research is underway from multiple sources to provide the materials necessary to establish a Social Media Policy  
15 for our District. It will also be solicited at the next CAPC local area meeting, and when Linda attends the CAPC  
16 Annual Education Seminar in October.

17

18 **BUSINESS REPORTS FOR June**

19 **1. Financial report**

20 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of  
21 June, in the general fund of \$160,971.55, expenditures of \$46,895.15 with a cash flow of \$114,076.40. As for the  
22 year-to-date totals in all funds, the reports show revenues of \$1,166,793.57, expenditures of \$739,423.29, with a  
23 cash flow of \$427,370.28. The statement of change and fund balances of all funds shows a net change in cash for  
24 the month of June of \$130,376.40.

25

26 **2. Interment Report**

27 The combined interment and deposit permit statement show 11 interments for the month of June and 108 for the  
28 fiscal year to date. Compared to this same time last year, for the month there were 6 interments, and for the fiscal  
29 year to date there were 105 interments.

30

31 **3. Deposit Permit**

32 Further, the deposit permit for the month of June places \$77,835.33 in the General fund held with the San Diego  
33 County Treasury, \$16,300.00 in the Endowment "principal" fund – a public trust fund held with Wells Fargo  
34 Advisors, and \$3,700.00 in the Capital Outlay fund held with the San Diego County Treasury, and \$24,621.40 in the  
35 Pre-Need fund held with Wells Fargo Bank, for a total deposit to the San Diego County Treasury of \$81,535.33 with  
36 a total combined deposit of \$122,456.73.

37

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

**5   GROUNDS / STRUCTURES / EQUIPMENT AND PERSONNEL**

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

**7   SAFETY**

**8     1. Monthly Training:**

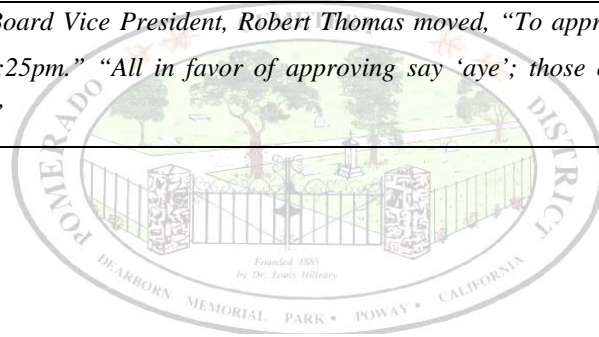
**9     TOPIC for June 2015: Safety Orientation – A New Way of Thinking**

**11   ADJOURNMENT**

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

**13    The next regularly scheduled Board Meeting is Thursday, August 20, 2015 at 2:00pm.**

**15    Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the date as presented and  
**16    adjourned this meeting at 3:25pm.” “All in favor of approving say ‘aye’; those opposed say ‘no’. All ‘ayes’.**  
**17    Motion carried unanimously”**



\_\_\_\_\_  
Denise L. Polito / 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, July 30, 2015.

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