

Pomerado Cemetery District

A Special District of the State of California

Dearborn Memorial Park

14361 Tierra Bonita Road, Poway, CA 92064

Phone: (858) 748-5760 & (858) 748-5820; Fax: (858) 748-5824

Email: dearborncemetery@gmail.com

Website: www.dearborncemetery.com

Linda Robison
General Manager

Emma L. Johnston
Robert L. Thomas
Denise L. Polito
Board of Trustees

MINUTES

Regular Monthly Board Meeting
July 28, 2016

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

5. Minutes

The Board read the minutes of the regular meeting dated June 23, 2016.

Board Action: MOTION – Board Secretary, Denise Polito, moved, “To approve the regular meeting of June 23, 2016 minutes as presented”; Board Vice President Robert Thomas, seconded the motion. Motion carried unanimously.

CONTINUED BUSINESS

1. Master Plan / One-year Strategic Plan Initial Findings

Linda spoke to our engineer; Mark Farrington and he highly recommend Landscape Architect, John Krizan

1 Associates for the district master plan. Mark said that he has worked with John Krizan for over 15 years and that he
2 is extremely talented. Linda also provided Jon Becker, Landscape Architect as a contact from a previous Special
3 District conference. Literature on both candidates was presented to the trustees for their review. Robert Thomas
4 directed Linda to meet with each of them for a proposal to be presented to the board at a future meeting. Linda
5 agreed that she would.

6 Additionally, there was a lengthy discussion on modernizing the District office which would also include the
7 conversion of the garage that is attached to the office. Linda would like to convert the unused garage into office
8 space. This will provide the additional workspace necessary to accommodate the future accountant position.
9 The trustees agreed and directed Linda to continue. Linda stated that she will contact Mark Farrington again as an
10 initial resource for architects and contractors with regard to the office modernization and go from there.

11
12 **2. Job Descriptions & Classification Revision – No report**

13
14 **3. R.S.V.P. for the CAPC Local Area Meeting – Murrieta Valley Cemetery District**

15 Linda and all of the trustees will be attending the local area meeting on Thursday, September 15, 2016 at 10:00am.
16

17 **NEW BUSINESS**

18 **1. Trustee Annual Rotation of Positions**

19 The new trustee positions will go in to effect at the end of this meeting. They are President, Robert Thomas, Vice
20 President, Denise Polito and Secretary, Emma Johnston.

21
22 Board Action: MOTION – *Board Secretary, Denise Polito moved, "To approve the rotation of the trustee positions*
23 *as presented."* Board President, Emma Johnston seconded the motion. Motion carried unanimously.

24
25 **2. Employee Evaluations**

26 The annual employee evaluations are currently under way.
27

28 **3. ASID – American Society of Interior Designers Spring Spruce Up Appointment July 6, 2016**

29 ASID designer Anne Kellett was on site from 9:00am–11:00am to evaluate the garage to office conversion. She
30 provided a rough detailed sketch that outlined the functional use for two work stations. She also made material
31 recommendations for updating the office décor. Linda is currently researching the various recommendations. The
32 cost for the evaluation was \$85 per hour, totaling \$170.

33
34 **4. Cemsites – Secure Cemetery Record Management Software**

35 Cemsites is a completely customizable web-based cemetery record management software that is built on FlexCore
36 Framework. It is user-friendly and intuitive while maintaining robust computing, searching and plotting options to
37 most effectively manage data. The district currently uses Pontem software which over the years has become stagnant
38 and outdated. Linda presented an overview to the trustees, noting Orange County Cemetery, NC Cemetery, Palm

1 Springs and Kern County Cemetery are investing in the same software. The conversion process is time intensive and
2 can take up to a year in some cases. Once up and running, the software will streamline our daily office operations
3 and enhance productivity. It will reduce redundant entries in multiple locations with progressive, forward thinking
4 technology. The trustees approved of pursuing the purchase of the Cemsites software for the district and stressed the
5 importance of staying relevant. The initial quote is \$4,000 and \$700 annually.

6
7 Board Action: MOTION – *Board Vice President, Robert Thomas moved, “To approve the Cemsites software*
8 *purchase as presented”*; *Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.*

9
10 **5. Audit conducted on site by R.T. Dennis August 8-12, 2016**

11 Rob Dennis is currently scheduled to be onsite for the 2016 annual audit. This is primarily the time that he gathers
12 the necessary information to take with him. Linda will check with him to schedule a presentation date for the
13 trustees.

14
15 **6. Move Board Meeting to September 22, 2016 to attend the Local CAPC Area Meeting**

16 The date is changed to accommodate everyone attending the local CAPC meeting.

17
18 Board Action: MOTION – *Board Secretary, Denise Polito moved, “To approve the date change as presented.”*
19 *Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.*

20
21
22 **BUSINESS REPORTS FOR June**

23 **1. Financial Report**

24 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of June, in
25 the general fund of \$112,881.70, expenditures of \$60,578.41 with a cash flow of \$52,303.29. As for the year-to-date
26 totals in all funds, the reports show revenues of \$1,157,459.45, expenditures of \$786,684.07, with a cash flow of
27 \$370,775.38. The statement of change and fund balances of all funds shows a net change in cash for the month of
28 June of \$64,753.29.

29
30 **2. Interment Report**

31 The combined interment and deposit permit statement show 11 interments for the month of June and 140 for the
32 fiscal year to date. Compared to this same time last year, for the month there were 11 interments, and for the fiscal
33 year to date there were 108 interments.

34
35 **3. Deposit Permit**

36 Further, the deposit permit for the month of June places \$38,228.19 in the General fund held with the San Diego
37 County Treasury, \$12,450.00 in the Endowment “principal” fund – a public trust fund held with Wells Fargo

1 Advisors, and \$2,100.00 in the Capital Outlay fund held with the San Diego County Treasury, and \$18,708.00 in the
2 Pre-Need fund held with Wells Fargo Bank, for a total deposit to the San Diego County Treasury of \$40,328.19 with
3 a total combined deposit of \$71,486.19.

4

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

8

9 **GROUND / STRUCTURES / EQUIPMENT AND PERSONNEL**

10 1. Grounds / Structures / Equipment: None

11 2. Personnel: None

12

SAFETY

13 1. Monthly Training: TOPIC for June 2016: Back Safety – Lift Well, Live Well

14

15 **ADJOURNMENT**

16 1. Next Scheduled Regular Board Meeting

17 The next regularly scheduled Board Meeting is Thursday, August 18, 2016 at 2:00pm.

18

19 Board Action: MOTION – Board Vice President, Robert Thomas moved, “To approve the next regular board
20 meeting on August 18, 2016 as presented;” Board Secretary, Denise Polito seconded the motion. Motion carried
21 unanimously.

22

23

24

25

26

27

28

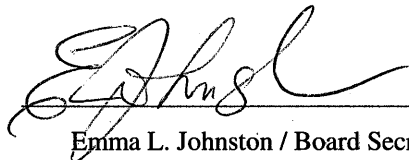
29

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, July 28, 2016.

34 District FY 2015-16 - BOT/lr - cc: Board of Trustees, Pomerado Cemetery


Emma L. Johnston / Board Secretary

Date: aug 18, 2016

