

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

August 18, 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, Robert Thomas called the meeting to order at 2:02p.m.

2. Attendance

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

5. Minutes

The Board read the minutes of the regular meeting dated July 28, 2016.

Board Action: MOTION – Board Secretary, Emma Johnston, moved, "To approve the regular meeting of July 28, 2016 minutes as presented"; Board Vice President, Denise Polito seconded the motion. Motion carried unanimously.

CONTINUED BUSINESS

1. Beautification of Niche Area / Master Plan

Linda Robison and Trustee Robert Thomas, met with Landscape Architect Jon Becker at the District office on Tuesday, August 16, 2016 to discuss the District's interest in the beautification of the Niche area, and also a possible

1 revision of our Master Plan. They conducted a brief site walk of the niche area and surrounding maintenance area. A
2 few days later Mr. Becker provided a contract proposal based on the information gathered at the meeting for the
3 trustees to review at the board meeting. During the board meeting discussion, it became apparent that it would be
4 beneficial for all of the trustees to be present with Mr. Becker for input, question and answers, prior to entering into
5 a contract. Linda stated that she would contact Mr. Becker to coordinate a meeting for all to attend.

6
7 **2. Job Descriptions & Classification Revision**

8 No report. Linda continues to work with Karen O'Neil on the Foreman job description and pay scale as time allows.
9

10 **3. CAPC Local Area Meeting – Murrieta Valley Cemetery District, Thursday, September 15, 2016 at**
11 **10:00am**

12 Linda and the trustees are scheduled to attend. Those that wish to carpool will meet at the district office prior to
13 departing at 8:45am.
14

15 **4. CemSites – Cemetery Record Management Software**

16 At the previous meeting, the board agreed to the CemSites proposal for the basic services that Linda presented.
17 Upon further study, Linda requested a revised quote from CemSites that will better reflect the services necessary to
18 the District to provide optimum rewards in all areas of operation. The board directed Linda to present the revised
19 agreement for board action at the next meeting. Linda agreed to do so.
20

21 **NEW BUSINESS**

22 **1. Audit Presentation Schedule**

23
24 A tentative date of October 27, 2016 will need to be rescheduled due to a trustee schedule conflict. Linda will
25 contact Rob Dennis to determine his availability for the presentation date change.
26

27 **BUSINESS REPORTS FOR July**

28 **1. Financial Report**

29 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of July, in
30 the general fund of \$41,605.23, expenditures of \$81,485.33 with a cash flow of \$-39,880.10. As for the year-to-date
31 totals in all funds, the reports show revenues of \$47,180.30, expenditures of \$81,485.33, with a cash flow of \$-
32 34,305.03. The statement of change and fund balances of all funds shows a net change in cash for the month of June
33 of \$-34,305.03.
34

35 **2. Interment Report**

36 The combined interment and deposit permit statement show 8 interments for the month of July and 8 for the fiscal
37 year to date. Compared to this same time last year, for the month there were 11 interments, and for the fiscal year to
38 date there were 11 interments.

1 **3. Deposit Permit**

2 Further, the deposit permit for the month of July places \$14,165.19 in the General fund held with the San Diego
3 County Treasury, \$5,070.00 in the Endowment "principal" fund – a public trust fund held with Wells Fargo
4 Advisors, and \$600.00 in the Capital Outlay fund held with the San Diego County Treasury, and \$23,063.00 in the
5 Pre-Need fund held with Wells Fargo Bank, for a total deposit to the San Diego County Treasury of \$14,765.19 with
6 a total combined deposit of \$42,898.19.

7 Board Action: MOTION – *Board Secretary, Emma Johnston moved, "To approve the financial and interment*
8 *reports for July as presented; and the deposit permit for July to the San Diego County Treasury and Wells Fargo*
9 *Bank." Board Vice President, Denise Polito seconded the motion. Motion carried unanimously.*

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11 **GROUNDS / STRUCTURES / EQUIPMENT AND PERSONNEL**

12 **1. Grounds / Structures / Equipment:** None

13 **2. Personnel:** None

14

SAFETY

15 **1. Monthly Training:** TOPIC for July 2016: **Office Safety – It's a Jungle Out There**

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17 **ADJOURNMENT**

18 **1. Next Scheduled Regular Board Meeting**

19 The next regularly scheduled Board Meeting is changed to Thursday, September 22, 2016 at 2:00pm.

20 Board Action: MOTION – *Board Secretary, Emma Johnston moved, "To approve the next regular board meeting*
21 *on September 22, 2016 as presented;" Board Vice President, Denise Polito seconded the motion. Motion carried*
22 *unanimously.*

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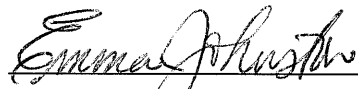
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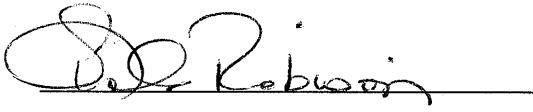
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Emma Johnston / Board Secretary

Date: Sept 22, 2016



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 28, 2016.

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

