

# 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 October 27, 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 Secretary, Emma Johnston called the meeting to order at 2:06p.m.

#### 2. Attendance

Members Present: Board Vice President, Denise Polito and Board Secretary, Emma Johnston were present.

District Staff Present: General Manager, Linda Robison

Members Absent: Board President, Robert Thomas

Public Oral: None

Guest(s): CPA Rob Dennis, and Christy Cooper

#### 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

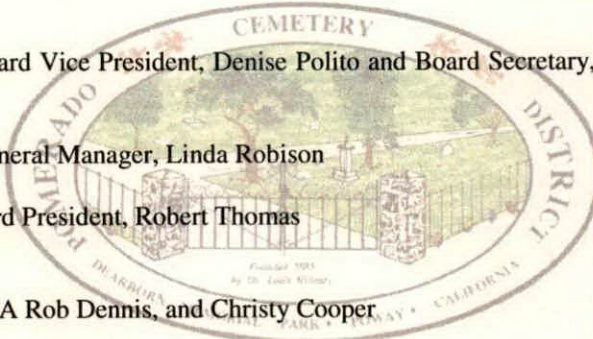
The Board read the minutes of the regular meeting dated September 22, 2016.

**Board Action: MOTION** – Board Secretary, Emma Johnston, moved, “To approve the regular meeting of September 22, 2016 minutes as presented”; Board Vice President, Denise Polito seconded the motion. Motion carried unanimously.

#### 6. Minutes

The Board read the minutes of the special meeting dated October 17, 2016.

**Board Action: MOTION** – Board Secretary, Emma Johnston, moved, “To approve the special meeting of October 17, 2016 minutes as presented”; Board Vice President, Denise Polito seconded the motion. Motion carried unanimously.



## CONTINUED BUSINESS

### 1. Beautification of Niche Area / 1 year Strategic Plan

Linda contacted SDRMA's Chief Risk Officer, Dennis Timoney and asked him to review the contract provided by Jon Becker for his services. Dennis Timoney gave Linda the go ahead after his review. After Linda negotiated the contract, she notified Jon Becker and sent him a copy. Jon Becker and his assistant, Carlos, are scheduled on November 4, 2016 at 8:00am to meet with the district grounds crew. They will take this opportunity to get the lay out of the cemetery irrigation and power grids. Jon is also scheduled to attend the November 22, 2016 board meeting with his initial concept drawing.

### 2. Job Descriptions & Classification Revision

No report.

## NEW BUSINESS

### 1. Audit Presentation – CPA, R.T. Dennis & Christy Cooper

Rob Dennis presented his review of the District audit and answered the trustee's questions. A clean opinion was provided finding the District in good standing financially, and appropriate internal controls in place. The PERS side fund was discussed with the possibility of paying the side fund off. Linda reported that it is approximately \$321,000 at this time.

### 2. CSDA Conference – San Diego Sheraton- October 10-13, 2016

Linda and the trustees all agreed that this conference provided plenty of relevant information. From compliance, motivational practices, drones, prevailing wage and contracts, it was very informative and well done.

### 3. District Office Closed

The District office will be closed Thursday, November 24-25, 2016 for the Thanksgiving Holiday.

### 4. Thanksgiving Gift

The district employees will receive a gift of \$50 for the Thanksgiving holiday.

## BUSINESS REPORTS FOR September

### 1. Financial Report

The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of September, in the general fund of \$40,970.33, expenditures of \$82,867.01 with a cash flow of \$-41,896.68. As for the year-to-date totals in all funds, the reports show revenues of \$140,337.87, expenditures of \$224,296.24, with a cash flow of \$-83,958.37. The statement of change and fund balances of all funds shows a net change in cash for the month of September of \$-35,136.68.

1 **2. Interment Report**

2 The combined interment and deposit permit statement show 7 interments for the month of September and 31 for the  
3 fiscal year to date. Compared to this same time last year, for the month there were 4 interments, and for the fiscal  
4 year to date there were 23 interments.

6 **3. Deposit Permit**

7 Further, the deposit permit for the month of September places \$18,445.35 in the General fund held with the San  
8 Diego County Treasury, \$6,760.00 in the Endowment "principal" fund – a public trust fund held with Wells Fargo  
9 Advisors, and \$1,150.00 in the Capital Outlay fund held with the San Diego County Treasury, and \$19,075.00 in the  
10 Pre-Need fund held with Wells Fargo Bank, for a total deposit to the San Diego County Treasury of \$19,595.35 with  
11 a total combined deposit of \$45,430.35.

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

15 **GROUND / STRUCTURES / EQUIPMENT AND PERSONNEL**

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

17 **2. Personnel:** None

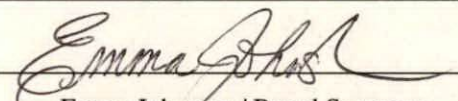
18  
19 **1. Monthly Training:** TOPIC for September 2016: **Fire Extinguishers – Your Pass to Safety**

20  
21 **1. Next Scheduled Regular Board Meeting**


22 The next regularly scheduled Board Meeting is changed to Tuesday, November 22, 2016 at 2:00pm. Meeting  
23 adjourned at 3:16 p.m.

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



27  
28   
29 Emma Johnston / Board Secretary

30  
31 Date: 11-22-2016

32   
33 Linda Robison /General Manager

34  
35 I certify that a quorum was present. I hereby certify that the foregoing is a true and correct copy of the Board of  
36 Trustees Meeting held Thursday, October 27, 2016.

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