

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

December 15, 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:

Public Oral: None

Guest(s): Landscape Architect, Jon Becker and his business associate, Carlos.

3. Correspondence: None

4. Additions to the Agenda: Continued business, #7 Independent Investigation Findings

Board Action: MOTION – Board Secretary, Emma Johnston moved, “To approve the agenda as amended”; Board Vice President, Denise Polito seconded the motion. Motion carried unanimously.

5. Minutes

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

Amended to include new business, #9 Security Camera Replacements

Board Action: MOTION – Board Secretary, Emma Johnston, moved, “To approve the regular meeting of November 15, 2016 minutes as amended”; Board Vice President, Denise Polito seconded the motion. Motion carried unanimously.

CONTINUED BUSINESS

1. Beautification of Niche Area

Jon Becker and his assistant, Carlos, gave a presentation of their ideas for the niche area. The sharing of ideas among all present was varied and very productive. A few areas of concern were to be given extra attention and

1 revisited before acceptance of the proposal. Jon will pdf the images and shop drawings to Linda. He will also look
2 into the die cut costs for the overhead panels and will get back to us. A wonderful short video was provided to
3 showcase the ideas that were presented. We were also provided the initial elevation plans.

4
5 **2. District Office Closed**

6 The District office will be closed Thursday, December 22 & Friday, December 23, 2016 for the Christmas Holiday.

7
8 **3. District Office Closed**

9 The District office will be closed Thursday, December 29 & Friday, December 30, 2016 for the New Year Holiday.

10
11 **4. Purchase Two Toro Lawnmowers**

12 The two mowers will be delivered in January with a total cost of \$66,394.

13
14 **5. Surplus Equipment**

15 The walker mower will be removed from the surplus equipment and repaired.

16
17 **6. Holiday Luncheon**

18 The staff and board members will attend the luncheon at the Brigantine on December 16, 2016 at 1:00pm. The
19 District office will close at 12:00pm.

20
21 **7. Independent Investigation Findings**

22 Allegations of poor treatment of the employees were made. An investigator was hired; he corroborated the
23 allegations in a confidential report. The General Manager took action to terminate the employee on Friday,
24 December 9, 2016.

25
26 **NEW BUSINESS**

27 **1. GM Performance Evaluation, Regular Meeting changed to January 19, 2017 at 1:00pm**

28 The annual evaluation for the General Manager will be performed prior to the regularly scheduled board meeting.
29 Materials for the evaluation were provided to the board members to review prior to the meeting.

30
31 **2. Reappointment of Trustee, Emma Johnston**

32 The reappointment letter for Emma Johnston was submitted to The County of San Diego Board of Supervisor's
33 office. Confirmation will follow.

34
35 **BUSINESS REPORTS FOR November**

36 **1. Financial Report**

37 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of
38 November, in the general fund of \$44,679.78, expenditures of \$73,355.44 with a cash flow of \$-28,675.66. As for

1 the year-to-date totals in all funds, the reports show revenues of \$238,047.14, expenditures of \$365,308.41, with a
2 cash flow of \$-127,261.27. The statement of change and fund balances of all funds shows a net change in cash for
3 the month of November of \$-34,992.06.

4 5 **2. Interment Report**

6 The combined interment and deposit permit statement show 8 interments for the month of November and 44 for the
7 fiscal year to date. Compared to this same time last year, for the month there were 15 interments, and for the fiscal
8 year to date there were 49 interments.

9 10 **3. Deposit Permit**

11 Further, the deposit permit for the month of November places \$18,836.91 in the General fund held with the San
12 Diego County Treasury, \$7,605.00 in the Endowment "principal" fund – a public trust fund held with Wells Fargo
13 Advisors, and \$900.00 in the Capital Outlay fund held with the San Diego County Treasury, and \$9,151.00 in the
14 Pre-Need fund held with Wells Fargo Bank, for a total deposit to the San Diego County Treasury of \$19,736.91 with
15 a total combined deposit of \$36,492.21.

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

19 20 **GROUND / STRUCTURES / EQUIPMENT AND PERSONNEL**

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

22 23 **2. Personnel – Job Descriptions**

- 24 • Foreman, with pay range \$25 - \$35
- 25 • Maintenance Worker II, with pay range \$19 - \$30

26 Linda will begin working on the new job description for Maintenance Worker I, with pay range, and to update
27 the Groundskeeper, with pay range.

28 **Board Action: MOTION** – Board Vice President, Denise Polito moved, "To approve the job descriptions and pay
29 range as presented;" Board Secretary, Emma Johnston seconded the motion. Motion carried unanimously.

30 31 **SAFETY**

32 **1. Monthly Training:** TOPIC for December 2016: **Safe Winter Driving**

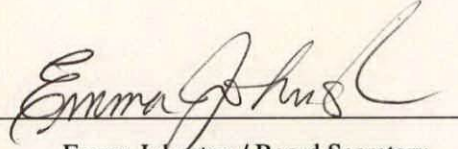
ADJOURNMENT

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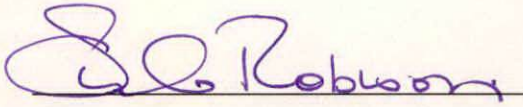
1. Next Scheduled Regular Board Meeting

The next board meeting is changed to Thursday, January 19, 2017 at 1:00pm to include the General Manager's annual performance evaluation. Meeting adjourned at 4:05 p.m.

Board Action: MOTION –Board Secretary, Emma Johnston moved, "To approve the next regular board meeting on January 19, 2017 as presented;" Board Vice President, Denise Polito seconded the motion. Motion carried unanimously.


Emma Johnston / Board Secretary

Date: 1/19/2017


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, December 15, 2016.
District FY 2015-16 - BOT/tr - cc: Board of Trustees, Pomerado Cemetery

