

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
Denise L. Polito
Robert L. Thomas

Board of Trustees

PUBLIC NOTICE

THE REGULAR MEETING OF THE BOARD OF TRUSTEES

The next regular meeting date is Thursday, January 19, 2017 at 1:00 pm in the District Business Office. The Board of Trustees cordially invites the public's participation in all district meetings. If you plan to attend please show up a few minutes early and sign in. If you wish to bring an issue before the Board for "action" please complete a "Public Issue document" before the meeting and present it to the District Office. These documents are available in the District business office. However, if you wish to make an oral comment you may do so but the Board is not obligated during this meeting to take action but may direct your issue posted to a future agenda for further consideration. The Board may also choose to limit the time you may speak so that all in attendance might participate. In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact District Manager Linda Robison by telephone at 858.748.5760 forty eight hours prior to the meeting. Such timely notification will enable the District to make reasonable arrangements to ensure accessibility to this meeting. [CFR 35.102-35.104, ADA title 11]. Thank you for your consideration.

DATE POSTED

Friday, January 13, 2017

**Faithfully serving our community by: Compassionately embracing the bereaved;
Respectfully providing dignified interments; and Eternally honoring the deceased.**

AGENDA

1. Call meeting to order / Roll Call

AGENDA ITEMS

1. Public Issues, Oral Comments, Review correspondence, if any, and place on agenda for action if necessary for immediate, emergency board action.

- Correspondence: None

Board Action: *Discussion and possible motion.*

2. Approve Agenda as posted or as amended.

Board Action: *Discussion and motion to approve the agenda.*

3. Review and approve the minutes of December 15, 2016 regular meeting.

4. Review and approve the minutes of November 22, 2016 regular meeting.

Board Action: *Discussion and motion to approve the minutes.*

CONTINUED ITEMS

1. Niche Beautification Concept Drawings– One year Strategic Plan
2. Revised - Maintenance Worker II
3. Review - Job Description – Maintenance I
4. Review - Job Description – Groundskeeper
5. Discuss Process to Hire a Grounds Foreman

NEW BUSINESS

1. GM Performance Evaluation - January 19, 2017 at 1:00 pm.

The General Manager's performance evaluation process includes the board members individually completing the evaluation prior to the meeting. The performance evaluation will occur in closed session. During the closed session, the Board will meet as a group with the General Manager to verbally discuss the components of the performance evaluation and receive feedback from the General Manager relative to her assessment. Following the meeting with the General Manager, the Board shall meet and determine an overall evaluation for the General Manager's performance for the past review period and provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment will be provided to the General Manager and a copy kept in the General Manager's personnel file. The performance evaluation shall be kept confidential. Any decision on a

compensation award shall be made at a public meeting following the closed session evaluation meeting. The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Board Action: *Discussion and possible motion to approve.*

2. Surplus two Toro Mowers

BUSINESS REPORT

1. Financial and Interment Statement for December 2016

- Financial activities for December 2016
- Interments for December 2016
- Sign checks for Deposit Permit December 2016 collections
- Sign Warrant for February 2017

Board Action: *Discussion and motion to approve report.*

2. Equipment – Grounds – Structures: Sign check for \$66,239.88 to purchase two Toro 3280D 4wd Diesel 24.8hp Mowers with a 60' deck.

3. Personnel – None

Board Action: *Discussion and possible motion.*

SAFETY

Monthly Safety Training: Slips, Trips and Falls – Split Second Safety

Board Action: *Discussion, comments, questions.*

ADJOURNMENT

The next regular Board Meeting is Thursday, February 16, 2017 at 2:00 PM

Board Action: *Motion to confirm meeting date and time; adjourn meeting.*