

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 January 19, 2017

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 1:08 p.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): None

3. Correspondence: None

4. Additions to the Agenda: Minutes November 22, 2016 and Continued Business, Item 5.

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.

The Board read the minutes of the regular meeting dated December 15, 2016.

Board Action: MOTION – Board Secretary, Emma Johnston, moved, "To approve the regular meeting of November 22, 2016 minutes as amended and December 15, 2016"; Board Vice President, Denise Polito seconded the motion. Motion carried unanimously.

CONTINUED BUSINESS

1. Beautification of Niche Area

No report at this time. Linda will keep the board members updated as progress occurs.

1 **2. Revised – Maintenance Worker II**

2 2902.5 Employment Qualifications: Equivalent to the completion of the 12th grade, or five years relevant experience.

3 **Board Action: MOTION** –Board Vice President, Denise Polito moved, “To approve the revision to the job
4 description for the Maintenance Worker II as presented;” Board Secretary, Emma Johnston seconded the motion.
5 Motion carried unanimously.

6
7 **3. Review – Job Description for Maintenance Worker I and Pay Range**

8 The Maintenance Worker I job description is a non-exempt position with a pay range of \$14.00 - \$22.00 hourly.

9 **Board Action: MOTION** –Board Vice President, Denise Polito moved, “To approve the job description and pay
10 range for Maintenance Worker I as presented;” Board Secretary, Emma Johnston seconded the motion. Motion
11 carried unanimously.

12
13 **4. Review – Job Description for Groundskeeper and Pay Range**

14 The Groundskeeper job description is a non-exempt position with a pay range of \$11.50 - \$15.00 hourly.

15 **Board Action: MOTION** –Board Vice President, Denise Polito moved, “To approve the job description and pay
16 range for Groundskeeper as presented;” Board Secretary, Emma Johnston seconded the motion. Motion carried
17 unanimously.

18
19 **5. Discuss Process to Hire a Grounds Foreman**

20 Linda outlined the process to fill the employment opportunity for the Foreman position. It may include postings with
21 Mira Costa College and Cuyamaca College Horticulture departments, The Union Tribune, The Poway Chieftain,
22 The Poway Chamber of Commerce, CSDA, the CAPC, and various online sites. The position will also be open to
23 current staff.

24
25 **NEW BUSINESS**

26 **1. Closed Session**

27 Pursuant to Gov. Code 54956

28 Public Employee Performance Evaluation

29 Title: General Manager

30
31 Board Secretary, Emma Johnston then convened the meeting into Closed Session “pursuant to the agenda”.

32
33 **Board Action: MOTION** – Board Secretary, Emma Johnston moved, “To enter into closed session pursuant to the
34 agenda”; Board Vice President, Denise Polito seconded the motion. Motion carried unanimously.

35
36 **Reconvene into Open Session – Report from Closed Session**

37 **Board Action: MOTION** – Board Secretary, Emma Johnston moved, “To reconvene into open session”; Board
38 Vice President, Denise Polito seconded the motion. Motion carried unanimously.

1 The Board of Trustees reported that they convened in closed session for the performance evaluation of the General
2 Manager.

3

4 **2. Surplus Two Toro Mowers**

5

6 **BUSINESS REPORTS FOR December**

7 **1. Financial Report**

8 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of
9 December, in the general fund of \$259,789.84, expenditures of \$68,086.12 with a cash flow of \$191,703.72. As for
10 the year-to-date totals in all funds, the reports show revenues of \$507,131.98, expenditures of \$433,394.53, with a
11 cash flow of \$73,737.45. The statement of change and fund balances of all funds shows a net change in cash for the
12 month of December of \$200,998.72.

13

14 **2. Interment Report**

15 The combined interment and deposit permit statement show 12 interments for the month of December and 56 for the
16 fiscal year to date. Compared to this same time last year, for the month there were 18 interments, and for the fiscal
17 year to date there were 67 interments.

18

19 **3. Deposit Permit**

20 Further, the deposit permit for the month of December places \$33,493.01 in the General fund held with the San
21 Diego County Treasury, \$9,295.00 in the Endowment "principal" fund – a public trust fund held with Wells Fargo
22 Advisors, and \$1,900.00 in the Capital Outlay fund held with the San Diego County Treasury, and \$26,887.00 in the
23 Pre-Need fund held with Wells Fargo Bank, for a total deposit to the San Diego County Treasury of \$35,393.01 with
24 a total combined deposit of \$71,575.01.

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

28

29 **GROUNDS / STRUCTURES / EQUIPMENT AND PERSONNEL**

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

31

32 **2. Personnel – Job Descriptions**

33 • Foreman, with pay range \$25 - \$35

34 • Maintenance Worker II, with pay range \$19 - \$30

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

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

SAFETY

1. Monthly Training: TOPIC for January 2017: **Slips, Trips and Falls – Split Second Safety**

ADJOURNMENT

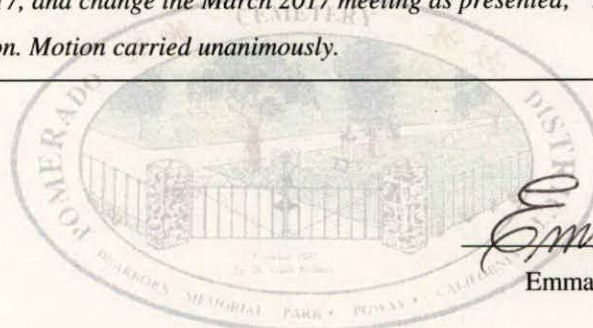
1. Next Scheduled Regular Board Meeting

The next board meeting is Thursday, February 16, 2017 at 2:00 p.m. Meeting adjourned at 4:12 p.m.

2. Change the Board Meeting Date for March 2017

The regular board meeting is changed to Thursday, March 23, 2017 at 2:00 p.m.

Board Action: MOTION –Board Vice President, Denise Polito moved, “To approve the next regular board meeting on February 16, 2017, and change the March 2017 meeting as presented;” Board Secretary, Emma Johnston seconded the motion. Motion carried unanimously.



Emma Johnston
Emma Johnston / Board Secretary

Date: 2/16/17

Linda Robison

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, January 19, 2017.

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