

Pomerado Cemetery District

A Special District of the State of California

Dearborn Memorial Park

14361 Tierra Bonita Road, Poway, CA 92064

Phone: (858) 748-5760 & (858) 748-5820; Fax: (858) 748-5824

Email: dearborncemetery@gmail.com

Website: www.dearborncemetery.com

Linda Robison
General Manager

Emma L. Johnston
Robert L. Thomas
Denise L. Polito
Board of Trustees

MINUTES

Regular Monthly Board Meeting
April 20, 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 Vice President, Denise Polito called the meeting to order at 2:10 p.m.

2. Attendance

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

Members Absent: Board President, Robert Thomas

District Staff Present: General Manager, Linda Robison, Administrative Assistant, Diana Sisson

Members Absent:

Public Oral:

Guest(s): None

3. Correspondence: None

4. Additions to the Agenda: None

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 March 21, 2017.

Board Action: MOTION – Board Vice President, Denise Polito moved, "To approve the regular meeting of March 21, 2017 minutes as presented"; Board Secretary, Emma Johnston, seconded the motion. Motion carried unanimously.

CONTINUED BUSINESS

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1. Niche Beautification

Linda presented an updated water feature that replaced the previously planned fountain. Per Carlos at Project Design Consultants, due to structural issues, the original design was not feasible. The new water feature is comprised of an iron sculpture of Calla Lilies with a "bubbling" water feature. All agreed this is an excellent option.

2. Open Foreman Position

Linda reported that the position remains open. Interviews are on-going.

3. Administrative Assistant – Secondary

The position has been filled, with a scheduled start on May 22, 2017.

NEW BUSINESS

1. Job Posting – Foreman Position

Additional advertising has been placed at Community Colleges and the Craigslist Ad has been updated. The position shall remain open until all advertising has expired.

2. Designate Surplus General Operations Revenue for Capital Improvements and Transfer to the San Diego County Capital Outlay Fund

Linda reported this is in process and should be completed after year end.

3. Karen O'Neil – GM Contract

Linda has requested Karen address this item. Karen is currently working on updating Pomerado Cemetery District's Drug Free Policy. She is then scheduled to address Pomerado Cemetery District's burial contracts to reflect the changes in law for burial succession rights. Additionally, Dress Policy and Tattoo/Piercing Policy. When these items are completed, she will begin work on the GM Contract.

4. Trustee Resignation Submittal

Board Secretary, Emma Johnston, formally submitted her resignation from the Board of Trustees.

5. Change May Board Meeting Date

Due to scheduling conflicts, a request has been made to change the Board Meeting from May 18, 2017 to May 25, 2017.

Board Action: MOTION – Board Vice President, Denise Polito moved, "To change the Regular Board Meeting for May 2017 from May 18, 2017 to May 25, 2017 at 2:00 pm"; Board Secretary, Emma Johnston, seconded the motion. Motion carried unanimously.

BUSINESS REPORTS FOR March

1. Financial Report

The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of March, in the general fund of \$62,637.20, expenditures of \$52,646.88 with a cash flow of \$9,990.32. As for the year-to-date totals in all funds, the reports show revenues of \$828,063.84, expenditures of \$661,830.53, with a cash flow of \$166,233.31. The statement of change and fund balances of all funds shows a net change in cash for the month of March of \$20,975.32.

2. Interment Report

The combined interment and deposit permit statement show 12 interments for the month of March and 94 for the fiscal year to date. Compared to this same time last year, for the month there were 13 interments, and for the fiscal year to date there were 102 interments.

3. Deposit Permit

Further, the deposit permit for the month of March places \$44,997.97 in the General fund held with the San Diego County Treasury, \$10,985.00 in the Endowment "principal" fund – a public trust fund held with Wells Fargo Advisors, and \$2,200.00 in the Capital Outlay fund held with the San Diego County Treasury, and \$15,695.00 in the Pre-Need fund held with Wells Fargo Bank, for a total deposit to the San Diego County Treasury of \$47,197.97 with a total combined deposit of \$73,877.97.

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

GROUND / STRUCTURES / EQUIPMENT AND PERSONNEL

1. Grounds / Structures / Equipment: None

2. Personnel – None

SAFETY

1. Monthly Training: TOPIC for April 2017: Driven to Distraction II

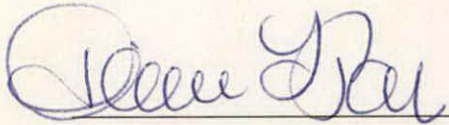
ADJOURNMENT

1. Next Scheduled Regular Board Meeting

The next board meeting is scheduled for May 25, 2017 at 2:00 p.m. Meeting adjourned at 2:57 p.m.

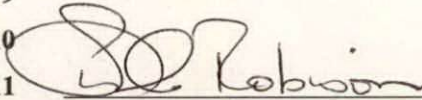
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Board Action: MOTION –Board Vice President, Denise Polito moved, “To approve the next regular board meeting on May 25, 2017 as presented and adjourn the meeting of April 21, 2017;” Board Secretary, Emma Johnston, seconded the motion. Motion carried unanimously.



Denise Polito / Board Vice President

Date: May 25, 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, April 20, 2017.

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

