

Pomerado Cemetery District

A Special District of the State of California

Dearborn Memorial Park

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General Manager

Linda Robison

Board of Trustees

**James Lyon
Denise Polito
Robert Thomas**

MINUTES

**Regular Board Meeting
December 14, 2017**

1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District took place at the District office. Board President, Denise Polito called the meeting to order at 2:09 p.m.

2. Attendance

Members Present: Board President, Denise Polito Board Vice President, James Lyon, and Board Secretary, Robert Thomas were present.

Members Absent: None

District Staff Present: General Manager, Linda Robison – Via Facetime and Administrative Assistant, Diana Sisson

Guests: None

Public Oral:

Guest(s):

3. Correspondence: None

4. Additions to the Agenda: None

Board Action: MOTION – Board Secretary, Robert Thomas moved, "To approve the agenda as amended" Board Vice President, James Lyon seconded the motion. Motion carried unanimously.

5. Minutes

The Board read the minutes of the regular meeting dated November 16, 2017.

1 **Board Action: MOTION** – Board Secretary, Robert Thomas moved, “To approve the regular meeting minutes of
2 November 16, 2017 as presented.” Board Vice President, James Lyon seconded the motion. Motion carried
3 unanimously.

4
5 **CONTINUED BUSINESS**

6
7 **1. Preview Cemetery House for Repairs**

8 No Report

9 **2. Closed Session – Personnel Issues**

10 An action plan has been implemented. Current General Manager is point of contact through December 29,
11 2017. The new General Manager will be point of contact as of January 3, 2018.

12 **3. Public Employee Voluntary Separation Agreement – Title: General Manager**

13 The agreement is complete with the only change being to add 17 weeks separation pay and to update the
14 CalPERS Service credits. All documents will be signed and delivered at the office of Denise Polito on
15 December 29, 2017.

16 **Board Action: MOTION** – Board Secretary, Robert Thomas moved, “To approve the Public Employee Voluntary
17 Separation Agreement upon signatures of Employee and District President, Denise Polito.” Board Vice President,
18 James Lyon seconded the motion. Motion carried unanimously.

19
20 **4. General Manager Employment Opportunity**

21 The Board of Trustees has selected a candidate to fill the District General Manager position. The terms are
22 currently being finalized and transition of keys, codes, etc. is complete. At this time the job opening is
23 considered closed. January 3, 2018 will be the official start date for the new General Manager.

24 **5. Safety Enhancements**

25 Research is ongoing.

26 **6. CalPERS – District Employee Service Credit Audit**

27 Audit is ongoing.

28 **7. SDRMA Worker’s Comp Resolution for Governing Body Member and/or Volunteer Coverage**

29 After discussion, a consensus was reached to continue to exclude Board Members from Worker’s Comp
30 Coverage.

31 **8. Holiday Dinner – Friday, December 15, 2017 at Capri Blue at 6:00 p.m.**

32 Location: 10436 Craftsman Way, Suite 120, San Diego, CA 92127

33 **9. Trustee Polito, Renew Term**

34 Confirmation for Trustee Polito is forthcoming from the County of San Diego.

35 **10. Niche Beautification – Trellis Leaf Pattern vs Gingko Pattern**

36 This is ongoing and will be further discussed at future meetings.

37

1 **11. Employment Opportunity – Groundskeeper**

2 The position remains open.

3 **12. Christmas Holiday Closure – Monday-Tuesday December 25-26, 2017**

4 **13. New Year’s Holiday Closure – Monday, January 1-2, 2018**

5 **14. Employee Christmas gift of \$50**

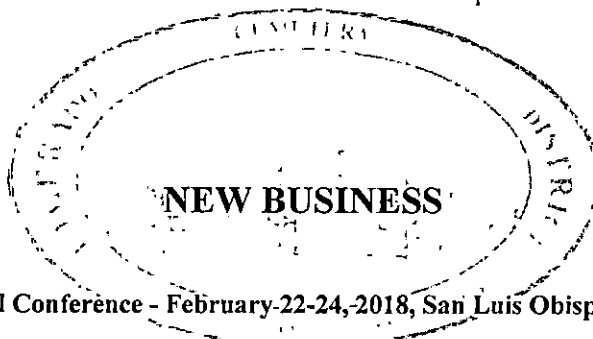
6 The District employees will receive a gift of \$50 for the Christmas Holiday.

7 **15. CSDA Special District Leadership Academy – Sunday, February 4, 2018 through Wednesday,**
8 **February 7, 2018 at Embassy Suites. 50-777 Santa Rosa Place, La Quinta, CA 92253.**

9 First time attendee track is the only track available at this location and time. All sessions must be attended
10 to receive certification. Board Member James Lyon will attend.

11 **16. LAFCO Report from Robert Thomas**

12 The meeting was informative and addressed issues of interest to the District. SB107 changes the process
13 for Agency representation regarding RDA Funds. Special Districts will be represented by LAFCO. There
14 was discussion regarding the “Sunset Clause” for Special Districts recommended by the Little Hoover
15 Commission. It appears this will not be a concern for the near future. Finally, Municipal Service Review
16 methods were discussed. Our most recent review increased our Sphere of Influence in 2008.



22 **1. R.S.V.P. CAPC Annual Conference - February-22-24, 2018, San Luis Obispo, CA**

23 General Manager will attend. All board members have schedule conflicts.

26 **BUSINESS REPORTS FOR October**

27 **1. Financial Report**

28 The monthly combined statement of revenues, expenditures, and cash flows show revenues for the month of
29 November, in the general fund of \$20,815.05, expenditures of \$52,966.69 with a cash flow of \$-32,151.64. As for
30 the year-to-date totals in all funds, the reports show revenues of \$253,714.68, expenditures of \$385,090.00, with a
31 cash flow of \$-131,375.32 The statement of change and fund balances of all funds shows a net change in cash for the
32 month of November of \$-29,180.50.

34 **2. Interment Report**

35 The combined interment and deposit permit statement show 8 interments for the month of November and 42 for the
36 fiscal year to date. Compared to this same time last year, for the month there were 15 interments, and for the fiscal
37 year to date there were 49 interments.

1 **3. Deposit Permit**

2 Further, the deposit permit for the month of November places \$14,368.44 in the General fund held with the San
3 Diego County Treasury, \$2,610.00 in the Endowment "principal" fund – a public trust fund held with Wells Fargo
4 Advisors, and \$300.00 in the Capital Outlay fund held with the San Diego County Treasury, and \$4,385.00 in the
5 Pre-Need fund held with Wells Fargo Bank, for a total deposit to the San Diego County Treasury of \$14,668.44 with
6 a total combined deposit of \$22,113.44.

7
8 **Board Action: MOTION** – Board Secretary, Robert Thomas moved, "To approve the financial and interment
9 reports for November as presented; and the deposit permit for October to the San Diego County Treasury and
10 Wells Fargo Bank." Board Vice President, James Lyon, seconded the motion. Motion carried unanimously.

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12 **GROUNDS / STRUCTURES / EQUIPMENT AND PERSONNEL**

13 1. Grounds / Structures / Equipment: None

14 2. Personnel: None

15 **SAFETY**

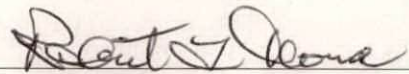
16 1. Monthly Training: TOPIC for December 2017: **Stairways and Ladders – A Safe Step**

17
18 **ADJOURNMENT**

19 1. Next Scheduled Regular Board Meeting

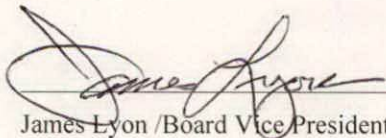
20 The next regular board meeting is scheduled for Thursday, January 18, 2017 at 2:00 p.m. at the District Office.
21 Meeting Adjourned at 3:56 p.m.

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23 **Board Action: MOTION** – Board Secretary, Robert Thomas moved, "To adjourn the meeting of December 14,
24 2017;" Board Vice President, James Lyon, seconded the motion. Motion carried unanimously.

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28 Robert Thomas/Board Secretary

29
30 Date: 1-18-18

31 
32 James Lyon /Board Vice President

33
34 I certify that a quorum was present. I hereby certify that the foregoing is a true and correct copy of the Board of
35 Trustees Meeting held Thursday December 14, 2017.

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