

# Pomerado Cemetery District

*A Special District of the State of California*

## Dearborn Memorial Park

14361 Tierra Bonita Road, Poway, CA 92064

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**General Manager**

**Carrie Perryman**

**Board of Trustees**

**Robert Thomas  
Denise Polito  
James Lyon**

### MINUTES

**Regular Board Meeting**

**January 18, 2018**

**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 1:59 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, Carrie Perryman

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 presented" Board Vice President, James Lyon seconded the motion. Motion carried unanimously.

**5. Minutes**

The Board read the minutes of the regular meeting dated December 14, 2017.

1 **Board Action: MOTION** – Board Secretary, Robert Thomas moved, “To approve the regular meeting minutes of  
2 December 14, 2017 as presented.” Board Vice President, James Lyon seconded the motion. Motion carried  
3 unanimously.

4  
5 **CONTINUED BUSINESS**

6  
7 **1. Safety Enhancements**

8 There was discussion on employee safety training and safety upgrades.

9 **2. Niche Beautification**

10 **Board Action: Motion-** Secretary, Robert Thomas moved “for Jim Lyon to contact Jon Becker to set a meeting with  
11 Trustee Jim Lyon, Manager Carrie Perryman and Foreman Carson Lowe.” Board Vice President, James Lyon  
12 seconded the motion. Motion carried unanimously.

13  
14 **3. Cemetery House Maintenance and Repairs:**

15 The maintenance and repairs are ongoing.

16  
17 **4. General Manager Job Description Review:**

18 The board instructed Manager Carrie Perryman to review with attorney, Karen O’Neil.

19  
20 **5. General Manager Employment Agreement Discussion:**

21 The board instructed Manager Carrie Perryman to review with attorney, Karen O’Neil.

22  
23 **6. Employment Opportunity- Groundskeeper/Maintenance Worker 1:**

24 The position remains open.

25  
26 **7. CalPERS – District Employee Service Credit Audit:**

27 The Audit is ongoing.

28  
29 **NEW BUSINESS**

30  
31 **1. CAPC Local Area Meeting Change:**

32 **Board Action: MOTION** – Board Secretary, Robert Thomas moved, “To postpone hosting the CAPC Local  
33 Area Meeting until the spring of 2019.” Board Vice President, James Lyon seconded the motion. Motion  
34 carried unanimously.

1 2. **SB1179/Policy Updates:**

2 There was discussion regarding *SB1179 Succession of Ownership* that took effect January 2017. The  
3 current forms, contracts, accounting and record keeping procedures are being reviewed and revised. The  
4 work is ongoing and will allow the changeover to CemSites. The board will review a Consultant Service  
5 Agreement with accountant Rob Dennis at the February 2018 meeting. There was discussion about the  
6 District's Flower Policy.

7 **Board Action: MOTION** – Board Vice President, James Lyon moved, "To enforce the Flower Policy Section  
8 3:2 as written. Board Secretary Robert Thomas seconded the motion. Motion carried unanimously.

9  
10 **BUSINESS REPORT**

11 **1. Financial and Interments Reports for December 2017.**

12 Reports were presented to the board. Checks and Deposit permits were signed. New signature cards were  
13 signed.

14  
15 **Equipment – Grounds – Structures**

16 There was discussion regarding improvements needed to the Front Office, Gazebo and Front Entrance. It  
17 was the consensus of the board for Board Vice President, James Lyon to set a meeting with Manager Carrie  
18 Perryman, Foreman Carson Lowe and a landscape architect to discuss.

19  
20 **SAFETY**

21 **1. Monthly Training:** TOPIC for January 2018: Communication Breakdown.

22  
23 **ADJOURN to CLOSED SESSION**

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25 **Board Action: Motion** – Board Secretary, Robert Thomas moved to adjourn closed session. Board Vice President,  
26 James Lyon seconded.

27  
28 **Report Closed Session Action:** Board President Denise Polito moved, "To give the Administrative Assistant a  
29 retention bonus for additional responsibilities during the time period of July 14 to December 31, 2017 subject to  
30 review by attorney Karen O'Neil and final approval at the February meeting." Board Vice President, James Lyon,  
31 seconded the motion. Motion carried unanimously.

# ADJOURNMENT

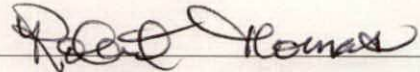
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## 1. Next Scheduled Regular Board Meeting

The next regular board meeting is scheduled for Thursday, February 15, 2018 at 2:00 p.m. at the District Office.

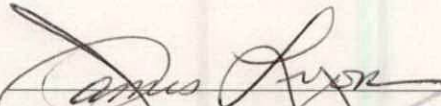
**Board Action: MOTION** –Board Secretary, Robert Thomas moved, “To adjourn the meeting of January 18, 2018;” Board Vice President, James Lyon, seconded the motion. Motion carried unanimously.

Meeting Adjourned at 4:36 p.m.

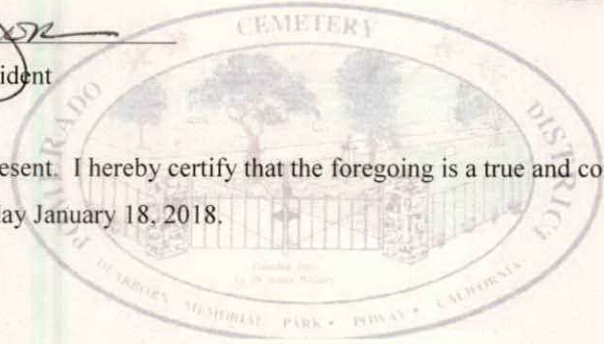


Robert Thomas/Board Secretary

Date: 2-15-18



James Lyon /Board Vice President



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 18, 2018.