

# Pomerado Cemetery District

*A Special District of the State of California*

## Dearborn Memorial Park

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**General Manager**

**Carrie Perryman**

**Board of Trustees**

**Robert Thomas**

**Denise Polito**

**James Lyon**

### MINUTES

**Regular Board Meeting**

**February 15, 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 2:05 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 January 18, 2018.

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

## CONTINUED BUSINESS

### 1. Safety Enhancements

It was the consensus of the board to move forward with the following safety enhancements: Upgrade security system, upgrade security camera system, and schedule Active Shooter training for May 2018. It was also reported a metal shoring frame and plate were being fabricated to use for public safety during funerals.

### 2. Niche Beautification

The niche beautification project has been tabled at this time.

### 3. Cemetery Beautification

- Front Office and Gazebo - It was the consensus of the board that Foreman, Carson Lowe begin work on the entrance to the office. There will be minor repairs done to the Gazebo area.
- Front Gate - There was discussion regarding updating the Master Plan before moving forward with any major landscape projects. Carrie will report after the CAPC conference.

### 4. Cemetery House Maintenance and Repairs

**Board Action: MOTION** – Board Vice President, James Lyon moved, “To Approve cemetery house reimbursements as presented. Board Secretary, Robert Thomas seconded the motion. Motion carried unanimously.

### 5. General Manager Employment Agreement

**Board Action: MOTION** – Board Vice President, James Lyon moved, “To Approve the General Manager Employment Agreement with change to Page 2 Item 6. Board Secretary, Robert Thomas seconded the motion. Motion carried unanimously.

### 6. Employment Opportunity - Groundskeeper/Maintenance Worker 1:

The position has been filled.

### 7. CalPERS – District Employee Service Credit Audit:

The Audit is ongoing.

## NEW BUSINESS

### 1. Employee Retention Bonus

**Board Action: MOTION** – Board Vice President, James Lyon moved, “To approve a retention bonus for the Administrative Assistant as presented.” Board Vice President, James Lyon seconded the motion. Motion carried unanimously.

### 2. Consultant Service Agreement - Tabled



3. 2018 Form 700 was given to the board members to complete by the March meeting.

**BUSINESS REPORT**

**1. Financial and Interments Reports for January 2018.**

- Deposit Permits: Total Revenues for January 2018 was **\$61,620.60**. The funds were disbursed as follows:
  - Endowment \$6,960.00 to a public trust fund with Wells Fargo Advisors.
  - Capital Outlay \$1,100.00 and General Fund \$41,505.60 to San Diego County Treasury.
  - Pre-Need Income \$12,055.00 to Wells Fargo Bank.
- Warrant for March 2018 was signed in the amount of **\$86,662.00**
- Interments for January 2018 - 16

**CEMETERY OPERATIONS**

There was discussion regarding the LAFCO Sphere of Influence questionnaire that was received. It was the consensus of the board not to request any changes to the district boundaries at this time.

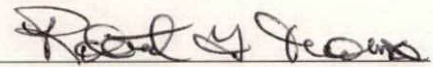
**ADJOURNMENT**

**1. Next Scheduled Regular Board Meeting**

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

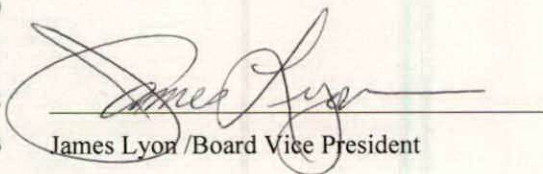
**Board Action: MOTION** –Board Vice President, James Lyon moved, “To adjourn the meeting of February 15, 2018;” Board Secretary, Robert Thomas, seconded the motion. Motion carried unanimously.

Meeting Adjourned at 4:24 p.m.



Robert Thomas/Board Secretary

Date: March 15, 2018



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 February 15, 2018.