

# 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**  
Denise Polito, President  
James Lyon, Vice President  
Robert Thomas, Secretary

### MINUTES

Regular Board Meeting

June 19, 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 2:00 p.m.

#### 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

#### Public Oral:

Guest(s): Rabbi Goldstein, along with his Burial Society Committee which consists of the following members: Mr. Samuel Hoffman, Mr. Alan Green and Mr. Larry Krantz

Correspondence: None

#### 2. Rabbi Yisroel Goldstein – Request for Jewish Section

Rabbi Goldstein, along with his Burial Society Committee, attended the board meeting. After introductions were made, Board Secretary, Robert Thomas presented information regarding the functioning of California Special Districts and Public Cemetery Health and Safety Code rules. Additionally, he referenced previous legal opinions from attorneys Alan Johnston and Karen O’Neil regarding Rabbi Goldstein’s prior requests for a Jewish Section within the cemetery.

Rabbi Goldstein then presented information regarding his strong belief in helping his congregation of Poway residents be buried in a manner that aligns with their faith, which includes having a Jewish Section within Pomerado Cemetery District.

1 Attorney Samuel Hoffman then gave his legal opinion regarding Lake Elsinore’s Jewish cemetery, and the Health  
2 and Safety Code pertaining to religion and public cemetery districts. There was no action taken. The board directed  
3 Carrie to contact our legal counsel, Karen O’Neill for an updated legal opinion.

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6 **2. Additions to the Agenda: None**

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8 **Board Action: MOTION** – Board Vice President, James Lyon moved, “To approve the agenda as presented”  
9 Board Secretary, Robert Thomas seconded the motion. Motion carried unanimously.

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11 **3. Minutes**

12 The Board read the minutes of the regular meeting dated May 17, 2018.

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14 **Board Action: MOTION** – Board Vice President, James Lyon moved, “To approve the regular meeting minutes of  
15 May 17, 2018 as presented.” Board Secretary, Robert Thomas seconded the motion. Motion carried unanimously.

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17 **4. Trustee Comments and Reports**

18 It was the consensus to update and display Board of Trustee photos in the front office.

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**CONTINUED BUSINESS**

21 **1. CalPERS – District Employee Service Credit Audit**

22 The Audit is ongoing.

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24 **2. Master Plan**

25 It was reported the RFP was sent to Project Design Consultants and RJM Design Group on May 21, 2018. The  
26 deadline for submittals is June 30, 2018.

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**NEW BUSINESS**

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30 **1. Paving Project**

31 Jim and Carrie met with Jeff Beers from the City of Poway to discuss the condition of the pavement in the cemetery.  
32 After discussing several options, Jeff offered the possibility to “piggyback” onto the City of Poway’s paving  
33 contract, thereby allowing the cemetery roads to be repaved in phases over a period of several years. The board  
34 instructed Carrie to confer with Karen O’Neill regarding this plan. Carrie will also contact Eagle Paving for an  
35 updated proposal for repairs to the existing pavement in the interim.

36

37 **2. 2018-19 Budget**

38 Carrie presented a preliminary budget proposal to the board for their review. After discussion, it was the consensus  
39 of the board not to increase fees for services in the 2018-2019 fiscal year. It was also decided to give a 3% cost of  
40 Living Adjustment (COLA) to the employees effective July 1, 2018. The board scheduled a budget workshop for  
Thursday, July 12, 2018 at 2:00pm to review the final year end closing figures.

1 **Board Action: MOTION** – *Board Secretary, Robert Thomas moved, “To approve a 3% COLA salary increase*  
2 *effective July 1, 2018.” Board Vice President, James Lyon, seconded the motion. Motion carried unanimously*

## 6 CEMETERY OPERATIONS

### 7 1. Cemetery Software Update

8 Carrie reported there is a mutual agreement with CemSites to “freeze” the project as of June 13, 2018 with the  
9 option to continue the project up to June 13, 2019. A contract has been signed with Pontem to move forward with  
10 their accounting software and GIS mapping.

### 12 2. Personnel

13 Carrie reported the new employee, Jade Horn, has been unable to work due to health issues.



## 16 BUSINESS REPORT

### 17 1. Financial and Interments Reports for May 2018.

- 18 • Deposit Permits: Total Revenues for May 2018 - **\$42,714.47**. The funds were disbursed as follows:
  - 19 ▪ San Diego County Treasury:
    - 20 ○ Capital Outlay \$1,150.00
    - 21 ○ General Fund \$32,924.47
  - 22 ▪ Endowment \$6,090.00 to a public trust fund with Wells Fargo Advisors.
  - 23 ▪ Pre-Need Income \$2,550.00 to Wells Fargo Bank.
- 24 • Warrant for July 2018 was signed in the amount of **\$86,670.00**
- 25 • Interments for May 2018 – **8**

27 **Board Action: MOTION** – *Board Secretary, Robert Thomas moved, “To approve the financial and interment*  
28 *reports as presented; and the deposit permit for May to the San Diego County Treasury and Wells Fargo Bank.”*  
29 *Board Vice President, James Lyon, seconded the motion. Motion carried unanimously*

## 31 ADJOURNMENT

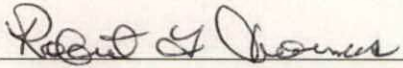
### 32 1. Next Scheduled Regular Board Meeting

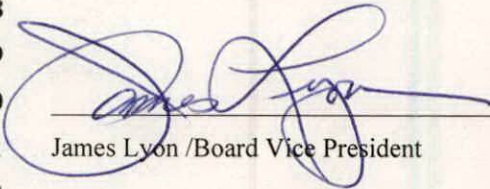
33 The next regular board meeting is scheduled for Wednesday, July 18, 2018 at 10:00 a.m. at the District  
34 Office.

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Board Action: MOTION –Board Secretary, Robert Thomas moved, “To adjourn the meeting of June 19, 2018;”  
Board Vice President, James Lyon, seconded the motion. Motion carried unanimously.

Meeting Adjourned at 4:25 p.m.

  
Robert Thomas/Board Secretary

  
James Lyon /Board Vice President

Date: July 17, 2018

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 June 19, 2018.

