

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46



14361 Tierra Bonita Road, Poway, CA 92064  
Phone (858) 748-5760 | Fax (858) 748-5824  
Email: admin@dearborncemetery.com | Website: www.dearborncemetery.com  
General Manager | Carrie Perryman

Board of Trustees | James Lyon, President | Robert Thomas, Vice President | Denise Polito, Secretary

**MINUTES**  
Regular Board Meeting  
January 25, 2023

**1. Call to order / Roll Call**

The regular meeting of the Board of Trustees of the Pomerado Cemetery District was called to order at 3:04 p.m. by Board President, James Lyon.

**Attendance**

Members Present Board President, James Lyon, Board Vice President, Robert Thomas, and Board Secretary, Denise Polito

Members Absent: None

District Staff Present: General Manager, Carrie Perryman

**Public:**

Guest(s): Ross Pike, North County Fire Protection District  
Mr. Pike is running for a seat on the LAFCO board. He spoke briefly about his qualifications and the reasons he desires a position on the LAFCO board.

Correspondence: None

**2. Approve Agenda as posted or as amended.**

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the agenda as amended.”  
Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**3. Minutes**

The Board read the minutes of the meeting dated January 5, 2023.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the meeting minutes dated January 5, 2023, as presented” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

**4. Trustee Comments and Reports**

No report.

**CONTINUED BUSINESS**

**1. Front Entry Project Report**

The 60-day test period has concluded. On January 25, 2023, David Setterberg of Grahovac Construction inspected the repair areas that were made at the north entrance. All three repair areas remain stable and secure. Carrie informed the board that she will meet with owner, Gina Grahovac, to discuss repair options and a proposed resolution to present to the board at the February meeting.

**2. Well Project**

Fain Drilling and Pump Company made the necessary repairs to the well and filtration system. We are scheduled to switch the irrigation system to well water on January 26, 2023. We will test and monitor the system closely throughout the next several weeks. A water test to determine iron content will be preformed after the filtration system has been operational for approximately one week.

**3. Capital Planning - Update**

- **Road Replacement – Eagle Paving.**

Eagle Paving is scheduled for road replacement January 30 – February 3, 2023.

- **Cemetery Residence – Home Inspection.**

Tabled until James Lyon and Carrie Perryman meet with the City of Poway.

- **RJM Design Group – Expansion Area Study.**

Preliminary sketches from RJM Design Group were provided to the board and discussed. RJM’s civil engineer will complete hydrology and earth work estimates before any decisions are made. The discussion continued regarding the location of existing and future niches. It was decided to purchase two niche benches for the Gazebo area.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the purchase of two niche benches.” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**4. Attorney Karen O’Neil**

- **Successor Policy**

Karen O’Neil provided a draft of Policy 2023.2 *Procedure to Address Multiple Claims to an Interment Right*. The policy was tabled until the February 2023 board meeting.

- **Procurement Policy**

After the board discussed the revision to the *Procurement Policy 2023.1*, the following motion was made.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the revision to the *Procurement Policy 2023.1* as presented.” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

**5. Trustee Position – Unscheduled Vacancy**

The *Special Vacancy Notice* posted by the *Clerk of the Board of Supervisors* was provided to the board. Per the *Special Vacancy Notice*, the appointment can be made after February 3, 2023. Kevin Haupt has shown interest in the trustee position and submitted his application to the district office. The board all agreed Mr. Haupt will be an asset to our Cemetery District. A letter of recommendation from the board of trustees and Mr. Haupt’s application will be sent to Joel Anderson’s office for consideration.

**NEW BUSINESS**

**1. Closed Session**

**Pursuant to Gov. Code 54956**  
**Public Employee Performance Evaluation**  
**Title: General Manager**

Board Vice President, Robert Thomas then convened the meeting into Closed Session “pursuant to the agenda”.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To enter into closed session pursuant to the agenda”; Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

**Reconvene into Open Session – Report from Closed Session**

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To reconvene into open session”; Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

The Board of Trustees reported that they convened in closed session for the performance evaluation of the General Manager. The board requested that a Retention Agreement be placed on the next regular agenda.

**CEMETERY OPERATIONS**

**1. Personnel**

The board was notified that employee Victor Castro plans to retire on June 16, 2023, after working for Pomerado Cemetery District for twenty-three years.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40

**2. Discussion Items**

- C.A.P.C. Annual Conference – Seaside, CA March 23 -25, 2023.  
General Manager Carrie Perryman and Trustee Denise Polito plan to attend the conference.

**BUSINESS REPORT**

**1. Financial and Interment Report for December 2022.**

- Deposit Permit: Total Revenue for December 2022 \$ **65,909.38**
- The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$2,000.00
    - General Fund \$46,156.38
  - Endowment \$10,978.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need Income \$ 6,775.00 to Wells Fargo Bank.
- Warrant for February 2023 was signed in the amount of \$ **103,000.00**.
- Warrant for Additional Projects was signed in the amount of \$**125,000.00**.
- Interments for December - 14

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the financial and interment reports as presented; and the deposit permit for December 2022 to the San Diego County Treasury and Wells Fargo Bank.” Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

**ADJOURNMENT**

**1. Next Scheduled Board Meeting**

The next regular board meeting is scheduled for Wednesday, February 22, 2022, at 3:00 pm.  
Meeting Adjourned at 5:05 pm.

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 25, 2023.

  
Denise Polito/Board Secretary

Date: 2-22-2023

  
Robert Thomas /Board Vice President