

Pomerado Cemetery District

A Special District of the State of California

Dearborn Memorial Park

14361 Tierra Bonita Road, Poway, CA 92064

Phone: (858) 748-5760 & (858) 748-5820; Fax: (858) 748-5824

Email: dearborncemetery@gmail.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
March 21, 2019

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, Jim Lyon called the meeting to order at 3:18p.m.

Attendance

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

Members Absent: None

District Staff Present: General Manager, Carrie Perryman

Public Oral:

Guest(s): None

Correspondence: None

2. Additions to the Agenda: None

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

4. Minutes

The Board read the minutes of the Regular Meeting dated February 21, 2019.

Board Action: MOTION – Board Secretary, Denise Polito moved, "To approve the regular meeting minutes of February 21, 2019." Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

1 **4. Trustee Comments and Reports**

2 Trustee, Robert Thomas, reported on the LAFCO Quarterly Advisory meeting, and their budget will increase
3 slightly for the upcoming year.

4 Board members, James Lyon, Bob Thomas, and Denise Polito, along with Manager, Carrie Perryman and Grounds
5 Foreman, Carson Lowe attended the CAPC Annual Conference in Seaside, CA on March 7-9, 2019. There was
6 discussion regarding topics covered at the meeting. It was the consensus of the board to review one policy each
7 regular board meeting. There was also discussion regarding adopting a policy to prohibit viewing the casket
8 lowering. Carrie will draft a policy to add to the Rules and Regulations. This item will be placed on the April agenda
9 for review and approval.

10

11

12

CONTINUED BUSINESS

13

14 **1. Master Plan**

- 15 • Proposal from RJM Design Group.

16 The board reviewed the proposal from RJM Design Group for the New Front Entrance. After some
17 discussion, the board agreed to enter into an hourly contract with RJM Design.

18 **Board Action: MOTION** – Board President, Jim Lyon moved, "To enter into an hourly contract with RJM Design
19 Group for the design and development of the cemetery entrance." Board Vice President, Robert Thomas, seconded
20 the motion. Motion carried unanimously

21

22 **2. Road Maintenance –**

23 Tabled until the April 2019 Board Meeting.

24

25 **3. Poway Kiwanis Club and Poway Historical Society.**

26 After discussion the following motion was made.

27 **Board Action: MOTION** – Board Vice President, Robert Thomas moved, "To participate with the Kiwanis Club and
28 Poway Historical Society to host an event at Dearborn Memorial Park on September 21 or October 5, 2019." Board
29 Secretary, Denise Polito, seconded the motion. Motion carried unanimously

30

31 **4. Request for Jewish Section**

32 No action taken.

33

34

35

36

37

NEW BUSINESS

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

1. Special District Ballot Form San Diego LAFCO

The board reviewed the Ballot for LAFCO Special District Member and for the Alternate LAFCO Special District Member.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To vote for **Edmund K. Sprague** for the Regular LAFCO Special District Member and **Erin Lump** for the Alternate LAFCO Special District Member.” Board Secretary, Robert Thomas, seconded the motion. Motion carried unanimously

CEMETERY OPERATIONS

1. CalPERS

- **CalPERS Audit-**

Carrie reported the CalPERS audit was completed and reported the findings and cost to the district.

- **CalPERS OPED -**

The board reviewed the Resolution with CalPERS for Employees and Annuitants Health Benefits including the OPED (Other Post Employment Benefits).

2. Personnel

- Employee, Victor Castro, remains on modified duty.

3. Closed Session

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

Meeting convened 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 Secretary, Denise Polito moved, “To reconvene into open session”. Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

Board President, James Lyon reported that they convened in closed session for the performance evaluation of the General Manager.

BUSINESS REPORT

1. Financial and Interment Report for February 2019.

- Deposit Permit: Total Revenue for February 2019 – **\$55,607.56**. The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$1,200.00
 - General Fund \$ 42,362.56
 - Endowment \$5,220.00 to a public trust fund with Wells Fargo Advisors.
 - Pre-Need Income \$6,825.00 to Wells Fargo Bank.
- Warrant for March 2019 was signed in the amount of **\$ 93,100.00**
- Interments for February – **12**

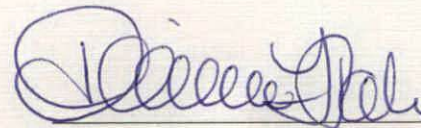
Board Action: MOTION – Board Secretary, Denise Polito moved, "To approve the financial and interment reports as presented; and the deposit permit for February 2019 to the San Diego County Treasury and Wells Fargo Bank." Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously

ADJOURNMENT

1. Next Scheduled Regular Board Meeting

The next regular board meeting is scheduled for Thursday, April 18, at 3:00 p.m. at the District Office.

Meeting Adjourned at 5:38 p.m.



Denise Polito/Board Secretary

Date: 5-16-2019



James Lyon /Board 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, March 21, 2019.