

# 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**

James Lyon, President

Robert Thomas, Vice President

Denise Polito, Secretary

### MINUTES

Regular Board Meeting

May 27, 2020

#### 1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District took place via teleconference. Board President, James Lyon called the meeting to order at 2:58 p.m.

#### Attendance

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

Members Absent: None

District Staff Present: General Manager, Carrie Perryman

#### Public Oral:

Guest(s): None

Correspondence: None

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

**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.

#### 3. Minutes

The Board read the minutes of the Special Meeting dated March 19, 2020.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the special meeting minutes of March 19, 2020 as presented.” Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

#### 4. Trustee Comments and Reports

None



## CONTINUED BUSINESS

### 1. Project Updates

- Front Entry

Jim Lyon gave a brief report on the process of the City of Poway applications. There was discussion regarding the remodel of the North entry. It was the consensus of the board to contract with RJM Design Group to include the north gate remodel as a bid alternative in the bid package.

### 2. Financial Statements June 30, 2019

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To accept the Financial Statements and Independent Auditors’ Report from Spafford & Landry dated June 30, 2019”. Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.

## NEW BUSINESS

### 1. Notice of Claim

The board was provided information on the Notice of Claim received by the District on May 5, 2020.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the Notice of Rejection of Claim.” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

### 2. Resolution 202.5 – Workers’ Compensation Coverage for Governing Body Members and Volunteers.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To adopt Resolution 2020.5 providing workers’ compensation coverage for governing body members and volunteers”. Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.

## CEMETERY OPERATIONS

### 1. COVID-19/Corona Virus

Carrie provided an update on the county restrictions for COVID-19.

### 2. Personnel

Carrie reported administrative assistant Diana Sisson is on disability leave.

## BUSINESS REPORT

### 1. Financial and Interment Report for March 2020.

- Deposit Permit: Total Revenue for March 2020 **\$49,038.82**–. The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$ 1,200.00
    - General Fund \$ 35,528.82
  - Endowment \$ 5,370.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need Income \$6,940.00 to Wells Fargo Bank.
- Warrant for May 2020 was signed in the amount of **\$ 95,000.00**
- Interments for March – 13



**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the financial and interment reports as presented; and the deposit permit for March 2020 to the San Diego County Treasury and Wells Fargo Bank.” Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously

**2. Financial and Interment Report for April 2020.**

- Deposit Permit: Total Revenue for April 2020 – **\$33,690.10**. The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$ 600.00
    - General Fund \$ 20,510.10
  - Endowment -\$ 2,685.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need - \$ 9,895.00 Income to Wells Fargo Bank.
- Warrant for June 2020 was signed in the amount of **\$ 95,000.00**
- Interments for April – 6

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the financial and interment reports as presented; and the deposit permit for April 2020 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 Special Budget meeting is scheduled for Wednesday, June 17, at 3:00 p.m. at the District Office.

The next regular board meeting is scheduled for Wednesday, June 24, at 3:00 p.m. at the District Office.

Meeting Adjourned at 4:30 pm

Denise Polito/Board Secretary

Robert Thomas /Board Vice President

Date: 6-24-2020

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 Wednesday, May 27, 2020.