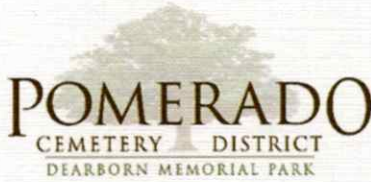


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14361 Tierra Bonita Road, Poway, CA 92064
Phone (858) 748-5760 | Fax (858) 748-5824
Email: admin@dearborncemetery.com | Website: www.dearborncemetery.com
General Manager | Carrie Perryman

Board of Trustees | James Lyon, President | Kevin Haupt, Vice President | Denise Polito, Secretary

MINUTES

Regular Board Meeting

October 24, 2024

1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District was called to order at 3:00 p.m. by Board President, James Lyon.

Attendance

Members Present Board President, James Lyon, and Board Vice President, Kevin Haupt

Members Absent: Board Secretary, Denise Polito

District Staff Present: General Manager, Carrie Perryman

2. Public:

Guest(s): None

Correspondence:

3. Minutes

The Board read the minutes of the special meeting dated September 17, 2024.

Board Action: MOTION – Board Vice President, Kevin Haupt moved, “To approve the special meeting minutes dated September 17, 2024, as presented” Board President, James Lyon, seconded the motion. Motion carried unanimously.

The Board read the minutes of the special meeting dated September 24, 2024.

Board Action: MOTION – Board Vice President, Kevin Haupt moved, “To approve the special meeting minutes dated September 24, 2024, as presented” Board President, James Lyon, seconded the motion. Motion carried unanimously.

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The Board read the minutes of the regular meeting dated September 25, 2024.

Board Action: MOTION – Board Vice President, Kevin Haupt moved, “To approve the regular meeting minutes dated September 25, 2024, as presented” Board President, James Lyon, seconded the motion. Motion carried unanimously.

4. Trustee Discussion, Questions, Comments, and Reports

None

CONTINUED BUSINESS

5. Capital Planning

a) Cemetery Expansion

Following the kickoff meeting, the board continued to discuss the expansion project. The board members agreed that the kickoff meeting was productive and that we selected an effective team. It was the consensus of the board to request an alternative method for document sharing, such as Dropbox, to avoid the need to sort through numerous emails for important documents.

b) Residence

A report on the construction of the new cemetery residence was presented to the board. The necessary documents to obtain the **Right of Way Permit** are currently being provided to the City Planning Department. After more discussion, the following motion was made:

Board Action: MOTION – Board President, James Lyon moved, “To enter into an agreement with **Pacific View Building and Design, Inc.** for the construction of a new cemetery residence.” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

NEW BUSINESS

6. Audit Report for the Year Ended June 30, 2024

The Audit Report for the year ending June 30, 2024, was provided to the board for their review. The discussion focused on the **Comparative Analysis of the Current and Prior Year Activities and Balances**. The board agreed that the cemetery district is in a financially strong position based on the auditor’s findings. The board will review the report in closer detail before the final approval of the Financial Statements at the November 2024 board meeting.

CEMETERY OPERATIONS

7. Monthly Report

- a) **Personnel:** No report
- b) **Grounds and Office Operations:** No report

BUSINESS REPORT

8. Financial and Interment Report for September 2024.

- Deposit Permit: Total Revenue for September 2024 **\$ 85,329.60**
- The funds were disbursed as follows:
- San Diego County Treasury:
 - Capital Outlay \$ 2,400.00
 - General Fund \$ 62,069.60
 - Endowment \$ 13,224.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$ 7,636.00 to Wells Fargo Bank.
- Warrant for November 2024 was signed in the amount of **\$ 100,000.00.**
 - Interments for September – 13


Board Action: MOTION – Board President James Lyon, moved, “To approve the financial and interment reports as presented; and the deposit permit for September 2024 to the San Diego County Treasury and Wells Fargo Bank.” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

ADJOURNMENT

9. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, November 20, 2024, at 3:00 pm.
Meeting Adjourned.

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, October 24, 2024.


James Lyon/Board President

Date: 11-20-2024


Kevin Haupt /Board Vice President