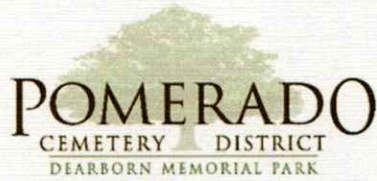


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14361 Tierra Bonita Road, Poway, CA 92064  
Phone (858) 748-5760 | Fax (858) 748-5824

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

### July 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, and Board Secretary, Denise Polito

Members Absent: None

District Staff Present: General Manager, Carrie Perryman

#### 2. Public:

Guest(s): None

Correspondence:

#### 3. Minutes

The Board read the minutes of the regular meeting dated June 26, 2024.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the regular meeting minutes dated June 26, 2024, as amended” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

#### 4. Trustee Discussion, Questions, Comments, and Reports

There was discussion about attending the CAPC Annual Education Seminar and Area Meeting in San Luis Obispo in October 2024. The board members will not be able to attend. However, if time permits, Carrie will attend.



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**CONTINUED BUSINESS**

**5. Capital Planning**

a) **Cemetery Expansion**

Discussion from the special meeting on Thursday, July 18, 2024, continued. Previous Master Plan alternatives were reviewed, and a concept plan was agreed upon. To continue the development process, a habitat study will be required by the city. Jim Lyon will contact a biologist to schedule the study for submission to the city.

b) **Residence**

Work continues towards compliance with the city's requirements to obtain the building permit.

**NEW BUSINESS**

**6. Employee Handbook**

Benefit information from other cemetery districts, public agencies, and CalPERS was provided to the board. After some discussion the following motion was made:

**Board Action: MOTION** – Board President, Jim Lyon moved, “To adopt the policy changes and Employee Handbook revisions as presented. The 2025 Employer Health Insurance contributions are as follows: Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

**Employees hired prior to July 2024:**

Employee = \$948.53 Employee + 1 = \$1,897.06 Employee + 2 or more = \$2,466.18

**Employees hired after July 2024:**

Employee = \$948.53 Employee + 1 = \$1,422.80 Employee + 2 or more = \$ 1,707.36

**CEMETERY OPERATIONS**

**7. Monthly Report**

- a) Personnel - No report.
- b) Grounds and Office Operation - No report.



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**BUSINESS REPORT**

**8. Financial and Interment Report for June 2024.**

- Deposit Permit: Total Revenue for June 2024 \$ **84,111.75**
- The funds were disbursed as follows:
- San Diego County Treasury:
    - Capital Outlay \$ 2,600.00
    - General Fund \$ 64,409.75
  - Endowment \$ 12,660.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need Income \$ 4,442.00 to Wells Fargo Bank.
- Warrant for August 2024 was signed in the amount of \$ **100,000.00.**
  - Interments for June – 13

**Board Action: MOTION** – *Board Secretary Denise Polito, moved, "To approve the financial and interment reports as presented; and the deposit permit for June 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, August 28, 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 Wednesday, July 24, 2024.



Denise Polito/Board Secretary

Date: 8-28-2024



Kevin Haupt /Board Vice President