

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

December 29, 2020

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 via teleconference: 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 Oral:

Guest(s): None

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 President, James Lyon, seconded the motion. Motion carried unanimously.

3. Minutes

The Board read the minutes of the meeting dated November 23, 2020.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the meeting minutes of November 23, 2020 as presented.” Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.

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4. Trustee Comments and Reports

Robert Thomas reported on the LAFCO advisory committee meeting he attended on December 18, 2020 via Zoom. Topics of discussion included Resource Conservation Districts and Sub-Committees for Municipal Service Reviews.

CONTINUED BUSINESS

1. Project Updates

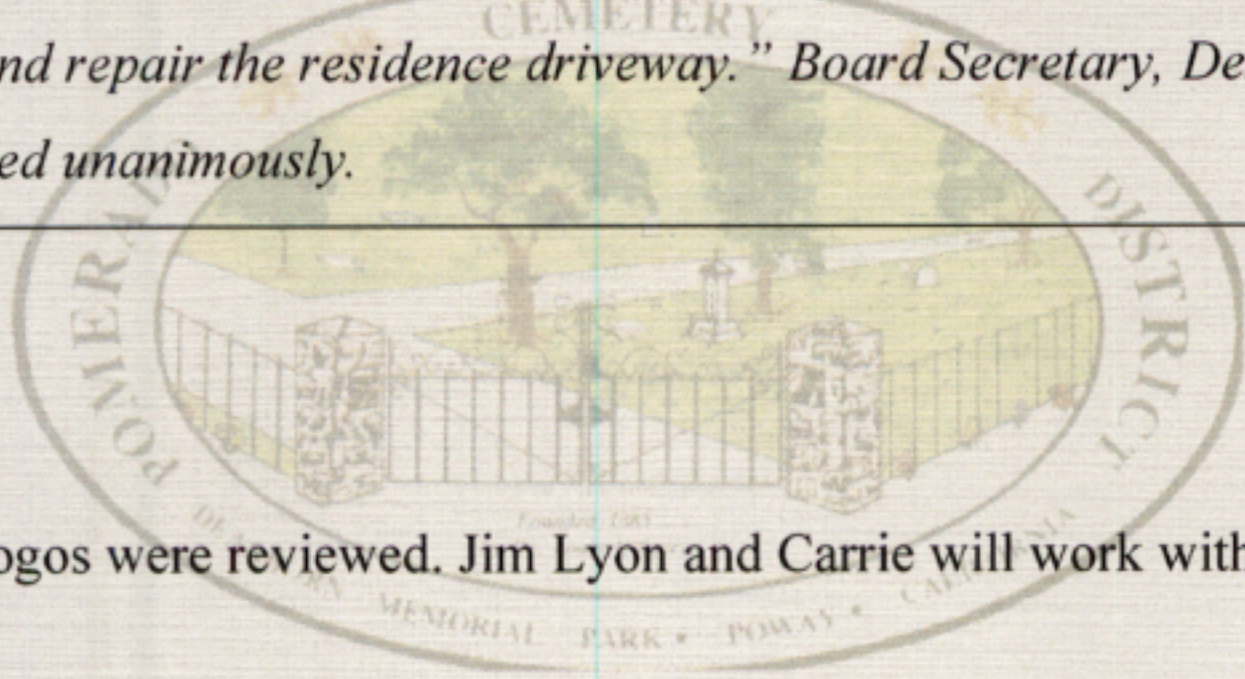
• **Front Entry**

The submittal packet was delivered to the City of Poway for plan check on December 9, 2020. Request for Pre-Qualification of General Contractors has been advertised and packets are due to the District office by January 7, 2021. Architect James Mickartz, Jim Lyon, Carrie Perryman, and Wayne Perryman will review the submittals.

• **Residence Driveway**

Eagle Paving provided an additional proposal for further repairs and widening of the driveway at the residence.

Board Action: MOTION – *Board Vice President, Robert Thomas moved, “To approve an additional \$6,000.00 to widen and repair the residence driveway.” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.*



2. Cemetery Logo

The three preferred logos were reviewed. Jim Lyon and Carrie will work with a graphic designer to complete the project.

NEW BUSINESS

None

CEMETERY OPERATIONS

1. Personnel

There was discussion involving current employees, job descriptions, and qualifications. Carrie suggested it may be necessary to revise the job requirements for the Groundskeeper position. There was further discussion regarding hiring a retired annuitant to assist with specialized needs of the District. The board instructed Carrie to contact attorney Karen O’Neil to help structure a proposal.

2. SDG&E Public Safety Power Shutoff – December 2-4, 2020

Carrie informed the board the cemetery was without power due to the SDG&E PSPS on December 2nd, 3rd, and 4th. Proposals have been received to install a generator and transfer switch.

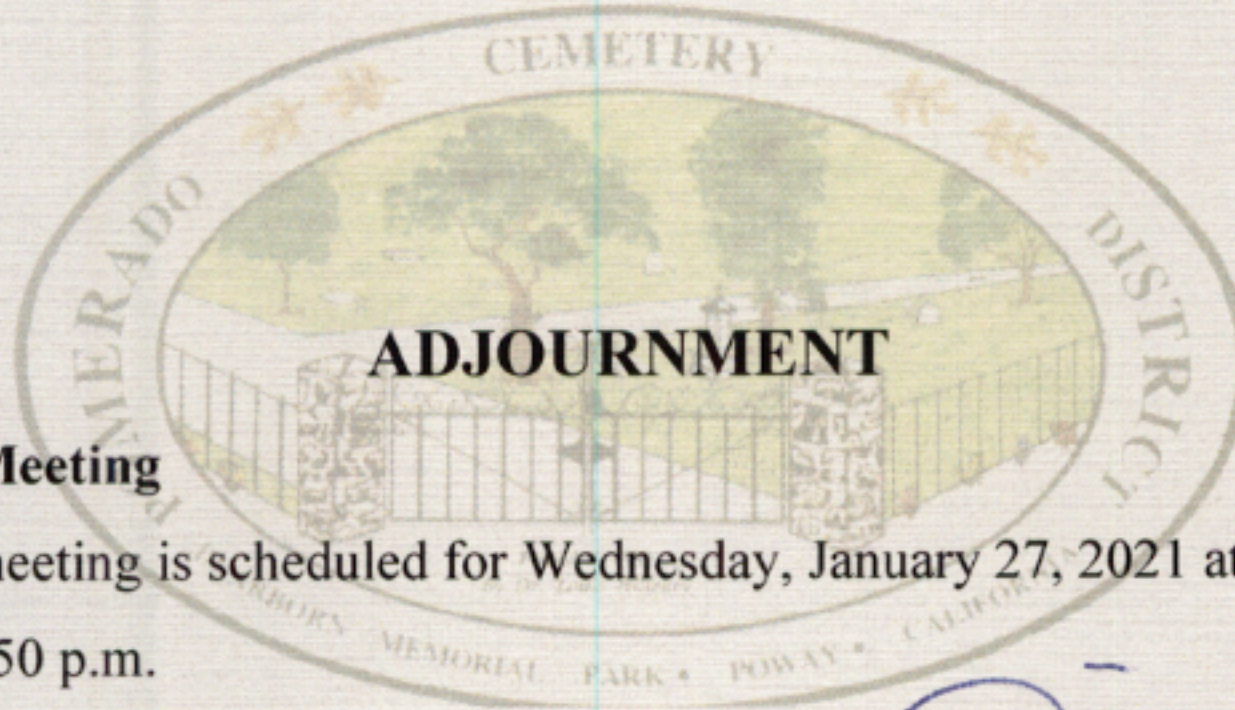
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BUSINESS REPORT

1. Financial and Interment Report for November 2020.

- Deposit Permit: Total Revenue for November 2020 **\$85,850.40**
- The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$3,000.00
 - General Fund \$66,416.40
 - Endowment \$ 13,830.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$2,604.00 to Wells Fargo Bank.
- Warrant for January 2021 was signed in the amount of **\$ 95,000.00**
- Interments for November - 17

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



1. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, January 27, 2021 at 3:00 p.m.
Meeting Adjourned at 4:50 p.m.

Denise Polito/Board Secretary

Date: January 27, 2021

Robert Thomas /Board Vice 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 Tuesday, December 29, 2020.