

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

January 27, 2021

1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District was called to order at 3:07 p.m. by

Board President, James Lyon.

Attendance

Members Present

Board President, James Lyon and Board Secretary, Denise Polito

Via Teleconference

Board Vice President, Robert Thomas

Members Absent:

None

District Staff Present:

General Manager, Carrie Perryman

Public:

Guest(s):

None

Correspondence:

None

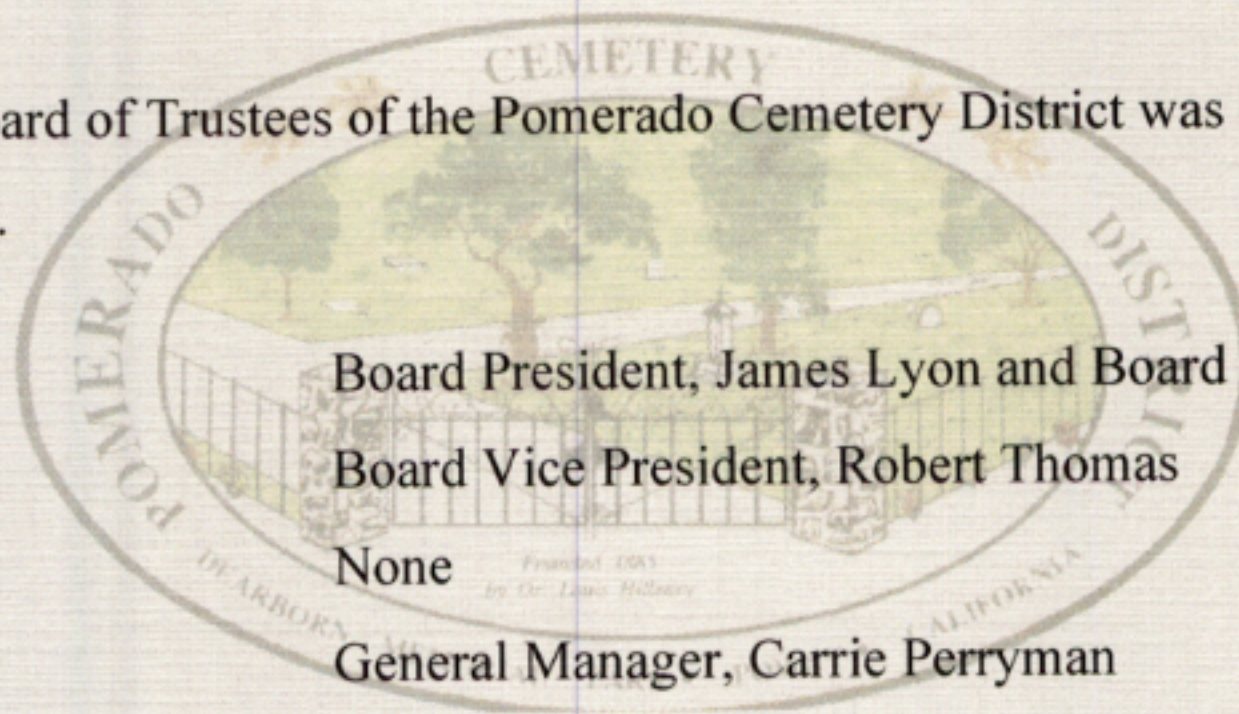
2. Approve Agenda as posted or as amended.

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 meeting dated December 29, 2020.

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To approve the meeting minutes of December 29, 2020 as presented.” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.



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4. Trustee Comments and Reports

James Lyon reported that he and Carrie met with the City of Poway to discuss unapproved brush habitat clearing on cemetery property. The Fire Marshall and the City Code Compliance Department will perform a review and may add some of the impacted habitat area into Poway’s Wildfire Defensible Space Program.

CONTINUED BUSINESS

1. Project Updates

• Front Entry – Prequalification of General Contractors

In response to our RFQ (Request for Prequalification) for the Front Entry Project, seven General Contractors submitted prequalification packets to the District. Architect James Mickartz, James Lyon, Carrie Perryman, and Wayne Perryman reviewed the packets and found all seven of the General Contractors are qualified to bid on the project. Architect James Mickartz provided a matrix summary of qualifications to the board. After review and discussion, the following motion was made.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To accept the seven qualified General Contractors and distribute the bid packets to them on February 1, 2021.” Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.



None

1. Personnel

MOU – Retired Annuitant Position

Per instruction from the Board, Carrie consulted with Attorney Karen O’Neil and CalPERS on the structure of a Retired Annuitant position. A draft of the MOU and CalPERS Resolution for 180-Day Wait Period Exception was provided to the board. Due to the Front Entry Project, the board agreed a February 1, 2021 appointment date was necessary. After discussion, the following motion was made:

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To accept the MOU and Resolution for the Retired Annuitant Position for Additional Services and Special Projects as presented.” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

1. Equipment

Carrie discussed existing District equipment and the impact it has on the cemetery grounds. In an effort to improve efficiency, a smaller mini excavator and other options are being considered. Due to Covid-19, the lead time to order certain equipment is approximately six months. The board made the following motion based on availability.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the purchase of Mini Excavator/Backhoe cost not to exceed \$65,000.00.” Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.

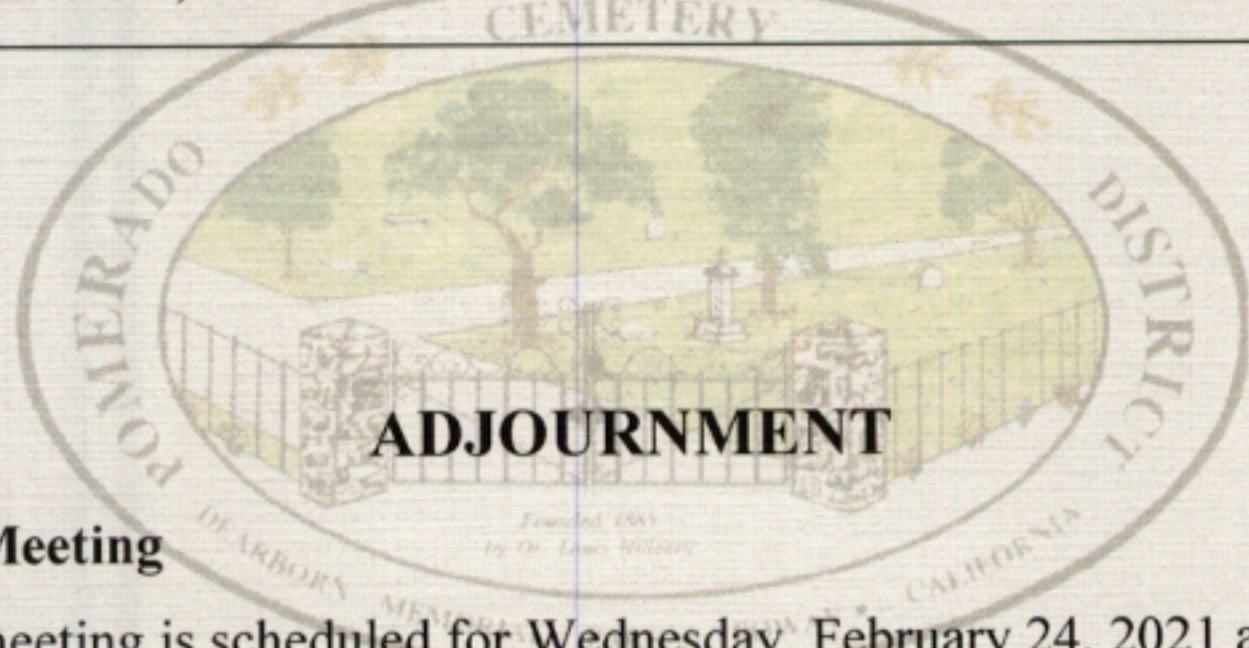
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BUSINESS REPORT

1. Financial and Interment Report for December 2020.

- Deposit Permit: Total Revenue for December 2020 **\$58,162.28**
- The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$2,000.00
 - General Fund \$37,635.28
 - Endowment \$ 9,220.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$9,307.00 to Wells Fargo Bank.
- Warrant for February 2021 was signed in the amount of **\$ 95,000.00**
- Interments for December - 9

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

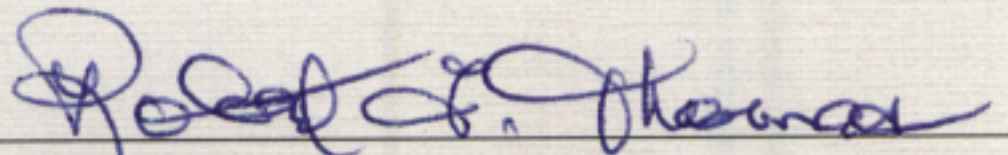


1. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, February 24, 2021 at 3:00 p.m.
Meeting Adjourned at 4:20 p.m.


Denise Polito/Board Secretary

Date: 2-24-2021



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 Wednesday, January 27, 2021.