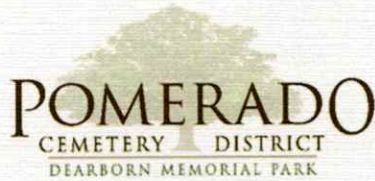


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14361 Tierra Bonita Road, Poway, CA 92064  
Phone (858) 748-5760 | Fax (858) 748-5824  
Email: admin@dearborncemetery.com | Website: www.dearborncemetery.com  
General Manager | Carrie Perryman

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

## MINUTES

### Regular Board Meeting

### February 28, 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: None

#### 3. Minutes

The Board read the minutes of the meeting dated January 29, 2024.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the meeting minutes dated January 29, 2024, as presented” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

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

None



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**CONTINUED BUSINESS**

**5. Capital Planning**

- a) **Expansion Area Study** – Cost Estimates from *Murow Development Consultants* and revised expansion plans from *RJM Design Group* were provided to the board. Jim Lyon gave a brief overview and explanation of the information provided. After discussion, it was the consensus of the board to investigate more affordable alternatives for expansion.
- b) **Residence** – No report.

**NEW BUSINESS**

**6. Capital Improvements – Eagle Paving Proposals**

After the board reviewed the proposals from Eagle Paving for road and curb replacement, new concrete drainage for the niche area, and concrete for the maintenance yard, the following motion was made:

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To accept the Eagle Paving Proposal # 38992 in the amount of \$99,611.00 and Proposal #39242 in the amount of \$18,760.00.” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

**7. General Manager**

**a) Retention Agreement**

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the Retention Agreement for the General Manager as presented.” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

**b) Employment Contract Annex**

After review and discussion of Annex 1 to the original General Manager Employment Agreement, it was decided to draft a new employment agreement to include the changes made in Annex 1.

**CEMETERY OPERATIONS**

**8. Monthly Report**

- a) Personnel - No report
- b) Grounds and Office Operation – Carrie reported on the emergency replacement of the hot water heater at the cemetery residence on Saturday, February 24, 2024.



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## BUSINESS REPORT

### 9. Financial and Interment Report for January 2024.

- Deposit Permit: Total Revenue for January 2024 \$ **58,580.38**

The funds were disbursed as follows:

- San Diego County Treasury:
  - Capital Outlay \$ 2,400.00
  - General Fund \$45,140.38
- Endowment \$ 11,040.00 a public trust fund with Stifel, Nicolaus & Company.
- Pre-Need Income \$0 to Wells Fargo Bank.
- Warrant for March 2024 was signed in the amount of \$ **125,000.00**.
- Interments for January – 12

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

## ADJOURNMENT

### 10. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, March 27, 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, February 28, 2024.



Denise Polito/Board Secretary

Date: 3-27-24



Kevin Haupt /Board Vice President