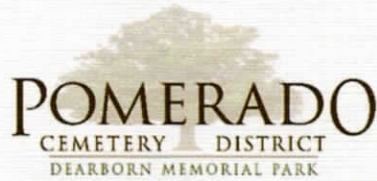


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14361 Tierra Bonita Road, Poway, CA 92064
Phone (858) 748-5760 | Fax (858) 748-5824
Email: admin@dearborncemetery.com | Website: www.dearborncemetery.com
General Manager | Carrie Perryman

Board of Trustees | James Lyon, President | Robert Thomas, Vice President | Denise Polito, Secretary

MINUTES

Regular Board Meeting

November 22, 2022

1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District was called to order at 3:05 p.m. by Board President, James Lyon.

Attendance

Members Present 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:

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 presented.” Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

3. Minutes

The Board read the minutes of the meeting dated October 26, 2022.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the meeting minutes dated October 26, 2022, as presented” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

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4. Trustee Comments and Reports

No report.

CONTINUED BUSINESS

1. Front Entry Project

The 60-day waiting period for the paver test repairs will conclude January 2023.

2. Well Project

Fain Drilling and Pump Company is scheduled to install the filtration system November 28 through December 1, 2022.

3. Capital Planning - Update

- **Road Replacement – Eagle Paving.**

The road replacement is scheduled for January 2023.

- **Cemetery Residence – Home Inspection.**

Information and proposals from 4 general contractors regarding the cemetery residence were provided to the board. Jim Lyon and Carrie will schedule a meeting with the City of Poway to gather more information regarding permits, fees, and lot line adjustments.

- **Biological Survey**

The biological survey and report have been completed. The report was provided to RJM Design Group to assist in the expansion area study.

- **RJM Design Group – Expansion Area Study.**

A site visit is scheduled for November 29, 2022.

- **Procurement Policy – Karen O’Neil**

- Successor Policy
- Land Acquisition
- Procurement Policy

Tabled until the December meeting.

NEW BUSINESS

None

CEMETERY OPERATIONS

1. Personnel

- **Employee Safety Awards**

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve a \$250.00 Safety Award for the employees” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

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2. Discussion Items

• Compliance Training

Compliance training and the CAPC Annual Conference schedule were discussed.

BUSINESS REPORT

1. Financial and Interment Report for October 2022.

- Deposit Permit: Total Revenue for October 2022 \$ **54,831.26**
- The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$1,800.00
 - General Fund \$41,485.26
 - Endowment \$8,982.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$ 2,564.00 to Wells Fargo Bank.
- Warrant for December 2022 was signed in the amount of \$ **103,000.00**
- Interments for October - 11

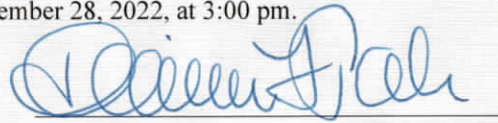
Board Action: MOTION – Board President, James Lyon moved, “To approve the financial and interment reports as presented; and the deposit permit for October 2022 to the San Diego County Treasury and Wells Fargo Bank.” Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

ADJOURNMENT

1. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, December 28, 2022, at 3:00 pm.

Meeting Adjourned.



Denise Polito/Board Secretary

Date: January 5, 2023



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, November 22, 2022.