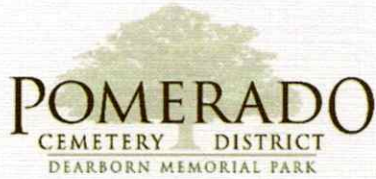


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14361 Tierra Bonita Road, Poway, CA 92064
Phone (858) 748-5760 | Fax (858) 748-5824
Email: admin@dearborncemetery.com | Website: www.dearborncemetery.com
General Manager | Carrie Perryman

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

MINUTES

Regular Board Meeting

April 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 2:02 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): Cindy Gompper Graves

Correspondence: Cindy Gompper Graves provided a letter to the board expressing her concerns regarding the location of the new cemetery signage.

3. Minutes

The Board read the minutes of the meeting dated March 27, 2024.

Board Action: MOTION – Board Vice President Kevin Haupt, moved, “To approve the meeting minutes dated March 27, 2024, as presented” Board Secretary, seconded the motion. Motion carried unanimously.

4. Trustee Discussion, Questions, Comments, and Reports

None

CONTINUED BUSINESS

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5. Capital Planning

a) **Cemetery Expansion**

Discussion continued from the April 23, 2024, Capital Planning meeting. A census of existing interment space along with projections for the new development were provided and reviewed. Additional information from attorney Robert Hunt regarding requirements for cemetery development was also provided.

b) **Residence**

The application for the building permit was submitted to the city building department. The building department requested a soils report prior to the issuance of the permit. The soils testing is scheduled for April 30, 2024.

6. General Manager Employment Contract

The General Manager Employment Contract was approved and signed by Attorney Robert Hunt. The following motion was made:

Board Action: MOTION – *Board Secretary Denise Polito, moved, "To approve the General Manager Employment Contract as presented." Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.*

Board President James Lyon and General Manager Carrie Perryman signed the agreement. The fully executed document will be sent to Attorney Robert Hunt.

NEW BUSINESS

CEMETERY OPERATIONS

7. Monthly Report

a) **Personnel**

No report.

b) **Grounds and Office Operation**

Carrie reported that on April 18, 2024, there was a power disruption due to old faulty wiring on the property. The phase converter for the well was damaged and replacement parts have been ordered.

Eagle Paving is scheduled to begin road and curb replacement, construction on the drainage for the niche area, and the new concrete foundation for the maintenance area the week of April 29, 2024.

BUSINESS REPORT

8. Financial and Interment Report for March 2024.

- Deposit Permit: Total Revenue for March 2024 \$ **58,989.29**

The funds were disbursed as follows:

- San Diego County Treasury:
 - Capital Outlay \$ 2000.00
 - General Fund \$ 47,509.29
- Endowment \$ 9,480.00 a public trust fund with Stifel, Nicolaus & Company.
- Pre-Need Income \$ to Wells Fargo Bank.
- Warrant for May 2024 was signed in the amount of \$ **125,000.00.**
- Interments for March – 8

Board Action: MOTION – Board Secretary Denise Polito, moved, “To approve the financial and interment reports as presented; and the deposit permit for March 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, May 29, 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, April 24, 2024.



Denise Polito/Board Secretary

Date: 5-20-24



Kevin Haupt /Board Vice President