

Pomerado Cemetery District

A Special District of the State of California

Dearborn Memorial Park

14361 Tierra Bonita Road, Poway, CA 92064

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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
November 21, 2019

1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District took place at the District office.

Board President, James Lyon called the meeting to order at 12:47 p.m.

Attendance

Members Present: Board President, Jim 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 presented" Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

3. Minutes

The Board read the minutes of the Special Meeting dated October 30, 2019.

Board Action: MOTION – Board Secretary, Denise Polito moved, "To approve the special meeting minutes of October 30, 2019 as presented." Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

1 The Board read the minutes of the Regular Meeting dated October 30, 2019.

2 **Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the regular meeting minutes
3 of October 30, 2019 as presented.” Board Secretary, Denise Polito seconded the motion. Motion carried
4 unanimously.

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6 **4. Trustee Comments and Reports**

7 No reports

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CONTINUED BUSINESS

10 **1. Cemetery Home Inspection**

11 A breakdown of repairs, maintenance, and improvements was presented to the board.

12 **Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve reimbursements of
13 \$6,677.81 as presented.” Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

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15 **2. After Hours Activity**

16 **Board Action: MOTION** – Board Secretary, Denise Polito made the following motion, “Effective January 2, 2020
17 the cemetery grounds hours will be 5 a.m. to 8:00 p.m. Daily.” Board Vice President, Robert Thomas seconded the
18 motion. Motion carried unanimously.

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NEW BUSINESS

22 **1. CAPC Annual Conference – February 20-22, 2020**

23 The CAPC Annual Conference Agenda was presented and discussed. No commitments to attend were made at this
24 time.

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CEMETERY OPERATIONS

27 **1. Front Entrance Update**

28 Craig from RJM Design Group provided the information needed for the MDRA and Variance Applications. Jim and
29 Carrie will review all the information and submit it to the City of Poway.

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31 **2. Personnel**

32 Carrie reported Foreman Carson Lowe is no longer employed by the District. Victor Castro will be in charge of the
33 cemetery grounds as the Lead Maintenance Groundskeeper. The vacant position is currently being advertised.

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35 **Carrie reported:**

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- The new Website is live.

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- Information for the audit has been provided to Pat Spafford, CPA of Spafford & Landry Inc.

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BUSINESS REPORT

1. Financial and Interment Report for October 2019.

- Deposit Permit: Total Revenue for October 2019 – **\$34,851.60**. The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$1,200.00
 - General Fund \$ 24,286.60
 - Endowment \$5,370.00 to a public trust fund with Wells Fargo Advisors.
 - Pre-Need Income \$3,995.00 to Wells Fargo Bank.
- Warrant for December 2019 was signed in the amount of **\$ 95,000.00**
- Interments for October – 11

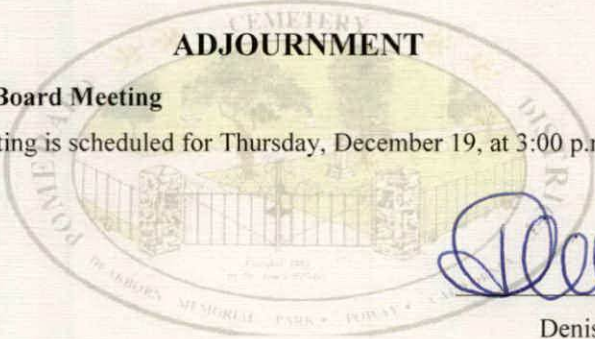
Board Action: MOTION – *Board Vice President, Robert Thomas moved, "To approve the financial and interment reports as presented; and the deposit permit for October 2019 to the San Diego County Treasury and Wells Fargo Bank." Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously*

ADJOURNMENT

1. Next Scheduled Regular Board Meeting

The next regular board meeting is scheduled for Thursday, December 19, at 3:00 p.m. at the District Office.

Meeting Adjourned.



Denise Polito

Denise Polito/Board Secretary

Date: 12-27-19

Robert Thomas

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 Thursday, November 21, 2019.