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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

### July 26, 2023

#### 1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District was called to order at 3:02 p.m. by Board President, James Lyon.

#### Attendance

Members Present Board President, James Lyon, and Board Vice President, Kevin Haupt

Members Absent: Board Secretary, Denise Polito

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, Kevin Haupt moved, “To approve the agenda as presented.” Board President, James Lyon seconded the motion. Motion carried unanimously.

#### 3. Minutes

The Board read the minutes of the meeting dated June 21, 2023.

**Board Action: MOTION** – Board Vice President, Kevin Haupt moved, “To approve the meeting minutes dated June 21, 2023, as presented” Board President, Jim Lyon seconded the motion. Motion carried unanimously.

#### 4. Trustee Comments and Reports

None

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## CONTINUED BUSINESS

### 1. Closed Session

**Pursuant to Gov Code 54956**

**Real Property Negotiations**

**Property: APN 3211900500**

**Board Action: MOTION** – Board President, James Lyon moved, “To enter into closed session pursuant to the Agenda Gov Code 54956.” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

Reconvene into Open Session – Report from Closed Session

**Board Action: MOTION** – Board Vice President, Kevin Haupt moved, “To reconvene into open session” Board President, James Lyon, seconded the motion. Motion carried unanimously.

The Board of Trustees reported that they convened in closed session. There was no action taken and nothing to report.

### 2. Capital Planning

#### Cemetery Residence

The floor plan for the new residence was provided to the board. Carrie reported the structural drawings are complete and the draftsman is waiting for the energy forms for the city submittal package. The board suggested adding additional square footage to the residence and the garage. Carrie will request the changes discussed with the draftsman.

## NEW BUSINESS

### 1. Policy Revisions

- **Vacation and Sick Policy**
- **Disinterment Policy/Fee**
- **Niche Wall Pricing**

The board reviewed the proposed revisions to the vacation, sick, and disinterment policies. There was discussion regarding the policy revisions and the price structure for the niches. Carrie reported that preparations for the installation of the niche benches are in progress and are scheduled to be completed in two weeks. Policy revisions and pricing are tabled until all board members are present.

## CEMETERY OPERATIONS

### 1. Personnel

Carrie reported the Maintenance I position has been filled. The new employee, Luis Cuadra, started on July 5, 2023.

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**2. Discussion Items**

None

**BUSINESS REPORT**

**1. Financial and Interment Report for June 2023.**

- Deposit Permit: Total Revenue for June 2023 \$ **96,187.44**
- The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$ 3,600.00
    - General Fund \$ 69,564.44
  - Endowment \$17,964.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need Income \$5,059.00 to Wells Fargo Bank.
- Warrant for August 2023 was signed in the amount of \$ **350,000.00**.
- Interments for June - 12

**Board Action: MOTION** – *Board President, James Lyon moved, "To approve the financial and interment reports as presented; and the deposit permit for June 2023 to the San Diego County Treasury and Wells Fargo Bank." Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.*

**ADJOURNMENT**

**1. Next Scheduled Board Meeting**

The next regular board meeting is scheduled for Wednesday, August 23, 2023, at 3:00 pm.  
Meeting Adjourned at 5:30 pm.

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, July 26, 2023.

  
James Lyon/Board President

Date: \_\_\_\_\_

  
Kevin Haupt /Board Vice President