

Pomerado Cemetery District

A Special District of the State of California

Dearborn Memorial Park

14361 Tierra Bonita Road, Poway, CA 92064

Phone: (858) 748-5760 & (858) 748-5820; Fax: (858) 748-5824

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

Special Board Meeting

March 19, 2020

1. Call to order / Roll Call

The special 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 3:00 p.m.

Attendance

Members Present: Board President, Jim Lyon, Board Vice President and Robert Thomas

Members via Conference Call: 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 Secretary, Denise Polito moved, “To approve the agenda as presented” Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.

3. Minutes

The Board read the minutes of the Regular Meeting dated February 19, 2020.

Board Action: MOTION – Board President, James Lyon moved, “To approve the regular meeting minutes of February 19, 2020 as presented.” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

1 **4. Minutes**

2 The Board read the minutes of the Special Meeting dated March 5, 2020.

3 **Board Action: MOTION** – Board President, James Lyon moved, “To approve the special meeting minutes of
4 March 5, 2020 as presented.” Board Vice President, Robert Thomas seconded the motion. Motion carried
5 unanimously.

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7 **4. Trustee Comments and Reports**

8 Robert Thomas reported the LAFCO Advisory Committee Meeting was cancelled due to COVID-19.

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CONTINUED BUSINESS

11 **1. Project Updates**

- 12 • Front Entry

13 The board discussed the pending items for the MDRA and Variance Application. It was the consensus of the
14 board to remove the deceleration lanes from the current design. Other changes are tabled until further
15 information is received.

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NEW BUSINESS

18 **1. June 2019 Audit.**

19 The audit from Spafford and Landry was provided to the board for their review.

20 **2. Equipment Purchase**

21 The board reviewed the depreciation schedule and maintenance cost of the equipment. Carrie recommended the
22 purchase of a new tractor.

23 **Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the purchase of a new
24 tractor cost not to exceed \$35,000.00.” Board Secretary, Denise Polito, seconded the motion. Motion carried
25 unanimously

26

27 **3. Building Repairs**

28 The roof on the administration building developed a leak during the recent rains. The condition, maintenance, and
29 repairs of the building was discussed. In light of plans for a new administration building, it was decided to do
30 minimal repairs.

31

CEMETERY OPERATIONS

32 **1. Conference and Area Meeting Report**

- 33 • CAPC Conference in Oxnard, CA on February 20-23, 2020.

34 Carrie Perryman attended the annual conference. Some topics of interest were: The return of cemetery lots,
35 record management, board member compensation and classification. Attorneys Karen O’Neil, Mark
36 Velasquez, and Bob Hunt participated in most of the sessions. All the information presented and the Q&A
37 times were very informative. Carrie met with our software vendors to continue work on integration and
38 new features. Carrie also informed the board we are updating and streamlining our current payroll and time
39 keeping system.

40 The Local Area Meeting was cancelled due to COVID-19. After some discussion, the following motion
41 was made.

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To change the board members classification from W-2 employees to 1099Misc Income.” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

2. COVID-19/Corona Virus

COVID-19 was discussed and how things were changing rapidly. The anticipation of a “Shelter in Place” order from the Governor was also discussed and how it will affect cemetery operations. Information was received from Attorney Karen O’Neil regarding essential functions of cemetery districts. Carrie will keep the board informed during this time.

3. Personnel

No report.

BUSINESS REPORT

1. Financial and Interment Report for February 2020.

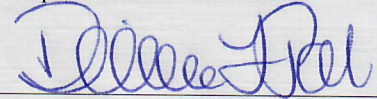
- Deposit Permit: Total Revenue for February 2020 – **\$50,330.58**. The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$1,600.00
 - General Fund \$ \$34,350.58
 - Endowment \$7,160.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$7,220 to Wells Fargo Bank.
- Warrant for April 2020 was signed in the amount of **\$ 95,000.00**
- Interments for January – 12

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To approve the financial and interment reports as presented; and the deposit permit for February 2020 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 Wednesday, April 22, at 3:00 p.m. at the District Office.
Meeting Adjourned at 4:37 pm



Denise Polito/Board Secretary



Robert Thomas /Board Vice President

Date: 6-10-20

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, March 19, 2020.