

# 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](mailto:dearborncemetery@gmail.com)

Website: [www.dearborncemetery.com](http://www.dearborncemetery.com)

**General Manager**

Carrie Perryman

**Board of Trustees**

James Lyon, President

Robert Thomas, Vice President

Denise Polito, Secretary

## MINUTES

Regular Board Meeting

March 24, 2021

### 1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District was called to order at 2:57 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 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 meeting dated February 24, 2021.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the meeting minutes of February 24, 2021 as presented.” Board President, James Lyon, seconded the motion. Motion carried unanimously.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43

**4. Minutes**

The Board read the minutes of the special meeting dated March 17, 2021.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the special meeting minutes of March 17, 2021 as presented.” Board President, James Lyon, seconded the motion. Motion carried unanimously.

**5. Trustee Comments and Reports**

No Report

**CONTINUED BUSINESS**

**1. Project Updates**

- **Front Entry Project**

Construction on the North Entry is underway. Mobilization and demolition began on March 18, 2021. The projected completion date of the North Entry is April 28, 2021, with demolition on the South Entry beginning on May 5, 2021. Carrie and Jim Lyon will monitor the construction progress, submittals, timelines, change orders, etc. Carrie will send progress reports to the board each week.

**2. Closed Session**

**Pursuant to Gov Code 54956  
Russo vs. Pomerado Cemetery District**

Board President, Jim Lyon convened the meeting into Closed Session.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To enter into Closed Session pursuant to the agenda” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

Reconvene into Open Session – Report from Closed Session

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To reconvene into open session” Board Secretary, Denise Polito, 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.

## NEW BUSINESS

### 1. Vendor Contracts

- **James Mickartz Architect**

James Mickartz provided a proposal for Construction Administration on the North and South Entry Project in the amount of \$23,500.00.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To accept the proposal from James Mickartz Architect for Construction Administration in the amount of \$23,500.00” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

Architect James Mickartz requested proposals from Engineering firms for Special Inspections on the Front Entry Project. Several proposals were received. Upon the recommendation of James Mickartz, the following motion was made.

**Board Action: MOTION** – Board President, James Lyon moved, “To accept the proposal from Christian Wheeler Engineering in the amount of \$7,500.00” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

- **West Coast Arborist**

The District’s contract with West Coast Arborist through the City of Poway has expired. WCA offered to extend the contract directly with Pomerado Cemetery with a COLA increase.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To extend the contract with West Coast Arborist with a COLA increase” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

## CEMETERY OPERATIONS

### 1. Updates/Information

Carrie provided information to the board regarding the new email domain, work on the new Cox phone system, updates to the logo, and the security and network expansion that is ongoing in conjunction with the construction project.

Preliminary work on the 2021-22 Budget has begun and will be placed on the April Agenda. Requests for proposals for Liability and Workers Compensation Insurance are in process.

### 2 Personnel

After interviewing potential candidates for the Maintenance position, Carrie informed the board she plans to advertise for the vacant Foreman position before making a hiring decision.

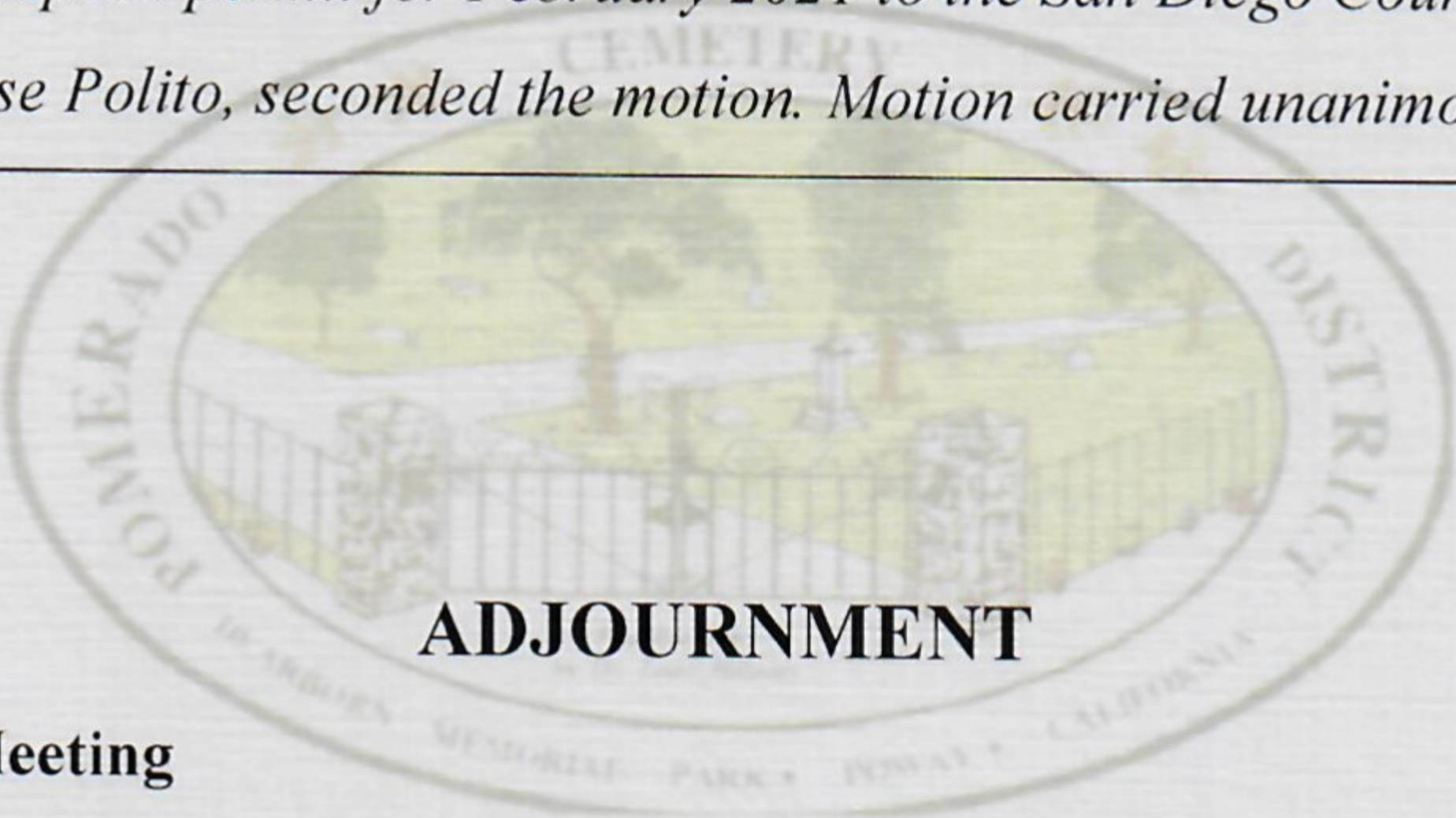
1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

## BUSINESS REPORT

### 1. Financial and Interment Report for February 2021.

- Deposit Permit: Total Revenue for February 2021 **\$79,875.16**
- The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$2,800.00
    - General Fund \$58,701.16
  - Endowment \$ 12,908.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need Income \$5,466.00 to Wells Fargo Bank.
- Warrant for April 2021 was signed in the amount of **\$ 95,000.00**
- Warrant for Capital Improvements in the amount of **\$250,000.00**
- Interments for February - 16

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the financial and interment reports as presented; and the deposit permit for February 2021 to the San Diego County Treasury and Wells Fargo Bank.” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.



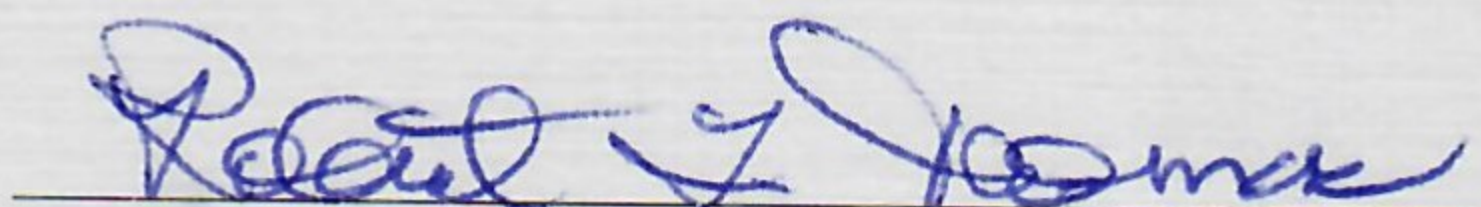
## ADJOURNMENT

### 1. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, April 28, 2021 at 3:00 p.m.  
Meeting Adjourned.

  
Denise Polito/Board Secretary

Date: 5-26-2021

  
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 Wednesday, March 24, 2021.