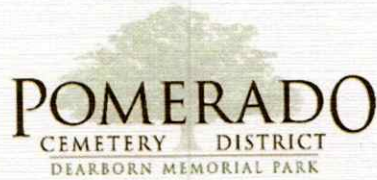


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14361 Tierra Bonita Road, Poway, CA 92064
Phone (858) 748-5760 | Fax (858) 748-5824
Email: admin@dearborncemetery.com | Website: www.dearborncemetery.com
General Manager | Carrie Perryman

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

MINUTES
Regular Board Meeting
January 29, 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 2:00 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): None

Correspondence: None

3. Minutes

The Board read the minutes of the meeting dated December 27, 2023.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the meeting minutes dated December 27, 2023, as presented” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

4. Trustee Discussion, Questions, Comments, and Reports

None

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CONTINUED BUSINESS

5. Capital Planning

The meeting began with a site visit to the proposed expansion area. There was discussion regarding phasing the expansion project beginning with a biological survey, habitat mitigation, grading, and new roads. The discussion will continue as we receive cost estimates from RJM Design Group and Murow Development Consultants. The site visit continued to the cemetery residence to discuss the location of the new construction, the existing habitat area, and fire mitigation zones. An update on the MDRA for the new residence was provided. There was further discussion on the location of a new administrative building and the drainage issues behind the existing niches. Carrie has requested a proposal from Eagle Paving’s Concrete Division to resurface the flowline and reset the inlets behind the niche wall to help improve the drainage.

NEW BUSINESS

6. Capital Improvements

- a) Road and Curb Replacement – Tabled
- b) Niche Drainage – Tabled

7. Form 700 Filing Deadline – April 2, 2024.

The board discussed the electronic filing requirement and the issues with the county’s website.

8. Closed Session

- Pursuant to Gov Code 54956**
- Public Employee Performance Evaluation**
- Title General Manager**

Board President, James Lyon convened the meeting into Closed Session “pursuant to the agenda”.

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

The Board of Trustees reported that they convened in closed session for the performance evaluation of the General Manager. The board gave a positive assessment and approved a Retention Agreement in the amount of \$5,000.00.

CEMETERY OPERATIONS

9. Monthly Report

- a) Personnel - No report
- b) Grounds and Office Operation – No report

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BUSINESS REPORT

10. Financial and Interment Report for December 2023.

- Deposit Permit: Total Revenue for December 2023 \$ 39,937.58
- The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$ 1,600.00
 - General Fund \$29,857.58
 - Endowment \$ 8,480.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$0 to Wells Fargo Bank.
- Warrant for February 2024 was signed in the amount of \$ 125,000.00.
- Interments for December – 7

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the financial and interment reports as presented; and the deposit permit for December 2023 to the San Diego County Treasury and Wells Fargo Bank.” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

ADJOURNMENT

11. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, February 28, 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 Monday, January 29, 2024.


Denise Polito/Board Secretary

Date: 2-28-2024


Kevin Haupt /Board Vice President