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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 | Robert Thomas, Vice President | Denise Polito, Secretary

## MINUTES

### Regular Board Meeting

### February 22, 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 3:00 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): Barry Willis, Commissioner San Diego LAFCO  
Ross Pike, North County Fire Protection District  
Ian Harper, Community Outreach Assistant  
County Supervisor Joel Anderson

Correspondence: None

Ian Harper from Supervisor Joel Anderson's office attended the board meeting to present a Proclamation to Trustee Robert Thomas for his service to Pomerado Cemetery District.

Barry Willis is a candidate for a seat on the LAFCO board. He provided his resume and gave a summary of his current term on the LAFCO board and why he would like to be reelected.

Ross Pike attended the meeting for a second time and provided his resume.

1  
2 **2. Approve Agenda as posted or as amended.**  
3

4 **Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the agenda as presented.” Board  
5 Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

6  
7 **3. Minutes**  
8

9 The Board read the minutes of the meeting dated January 25, 2023.

10 **Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the meeting minutes dated  
11 January 25, 2023, as presented” Board Secretary, Denise Polito seconded the motion. Motion carried  
12 unanimously.

13  
14 **4. Trustee Comments and Reports**  
15

16 No report.

17 **CONTINUED BUSINESS**

18 **1. Capital Planning Report**  
19

20 • **Front Entry Project Report**

21 Gina Grahovac of Grahovac Construction Company provided a written proposal to resolve the loose pavers  
22 at the north entrance. Based on the previous test results, Grahovac Construction Company recommends  
23 repairing all loose pavers using mortar and will provide an additional one-year extended warranty. After the  
24 board reviewed and discussed the proposal, the following motion was made:

25 **Board Action: MOTION** - Board Vice President, Robert Thomas moved, “To accept the February 15, 2023,  
26 proposal from Grahovac Construction Company to repair the north entry pavers.” Board Secretary, Denise Polito  
27 seconded the motion. Motion carried unanimously.

28  
29 • **Well Project**

30 As of January 26, 2023, the well and filtration system are operational. The water test that was performed on  
31 the well water concluded the new filtration system decreased the iron content from 3.40 mg/L to .06 mg/L.  
32 Everyone was pleased with the results.

33  
34 • **RJM Design Group – Expansion Area Study.**

35 Tabled.

36  
37 **2. Attorney Karen O’Neil**

38 • **Successor Policy**

39 The board reviewed the revisions to Policy 2023.2 PROCEDURE TO ADDRESS MULTIPLE CLAIMS  
40 TO AN INTERMENT RIGHT. After further discussion, the following motion was made.

41 **Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve Policy 2023.2 as presented.”  
42 Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

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**3. Trustee Position – Unscheduled Vacancy**

Carrie was notified that Supervisor Anderson requested Mr. Kevin Haupt’s nomination to the Pomerado Cemetery District. Supervisor Anderson’s recommendation is scheduled to be reviewed by the Board of Supervisors on February 28<sup>th</sup>.

**NEW BUSINESS**

**1. Capital Planning – Road Replacement**

A proposal for additional road replacement was provided by Eagle Paving Company. The board discussed the asphalt and concrete work that was completed at the beginning of February 2023. Everyone agreed the new roads and curbs were necessary and a great asset to the cemetery. The board agreed to allocate an additional \$150,000.00 for road replacement in the 2022-23 Fiscal Year.

**Board Action: MOTION** - Board Vice President, Robert Thomas moved, “To approve an additional \$150,000.00 for road and curb replacement.” Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

**2. General Manager Retention Agreement**

The General Manager retention agreement in the amount of \$5,000.00 was provided to the board. The trustees approved the agreement as presented and discussed. The agreement was signed and will be forwarded to attorney Karen O’Neil for signature.

**Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the General Manager retention agreement as presented”; Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

**3. Form 700**

The requirements of Form 700 were discussed.

**CEMETERY OPERATIONS**

**1. Personnel**

None

**2. Discussion Items**

Due to the C.A.P.C. Annual Conference, it was decided to reschedule the next regular board meeting to March 15, 2023.



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## BUSINESS REPORT

### 1. Financial and Interment Report for January 2023.

- Deposit Permit: Total Revenue for January 2023 \$ 65,232.86
- The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$1,400.00
    - General Fund \$44,919.86
  - Endowment \$6,986.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need Income \$ 11,927.00 to Wells Fargo Bank.
- Warrant for March 2023 was signed in the amount of \$ 103,000.00.
- Interments for January - 11

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

## ADJOURNMENT

### 1. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, March 15, 2023, at 3:00 pm.

Meeting Adjourned at 4:50 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, February 22, 2023.

Denise Polito/Board Secretary

Date: 3-15-2023

James Lyon /Board President