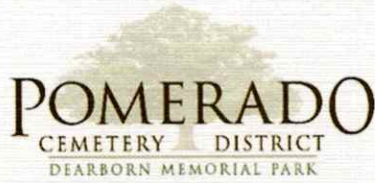


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14361 Tierra Bonita Road, Poway, CA 92064
Phone (858) 748-5760 | Fax (858) 748-5824
Email: admin@dearborncemetery.com | Website: www.dearborncemetery.com
General Manager | Carrie Perryman

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

MINUTES

Regular Board Meeting

March 27, 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 3:02 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 February 28, 2024.

Board Action: MOTION – Board Vice President, Kevin Haupt moved, “To approve the meeting minutes dated February 28, 2024, as presented” Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

4. Trustee Discussion, Questions, Comments, and Reports

None

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CONTINUED BUSINESS

5. Capital Planning

a) Cemetery Expansion

James Lyon contacted civil engineer, Mike Smith, to discuss alternative options for cemetery expansion. After a site visit, Mike Smith provided an initial grading plan of the expansion area for board review. Everyone was pleased with the more affordable option presented. Additional information will be provided as it becomes available.

b) Residence

On March 7, 2024, the City of Poway Planning Department gave approval to submit the building permit application to the Building Department.

6. General Manager Employment Contract

A draft of the General Manager Employment Contract was provided to the board. The board agreed with the changes made and the draft will be sent to attorney Robert Hunt for approval.

NEW BUSINESS

7. Audit Proposal for Year Ending June 30, 2024

After reviewing the proposals from Spafford and Landry CPAs and Kevin Brejnak, CPA, CFE the following motion was made:

Board Action: MOTION – Board Secretary, Denise Polito moved, “To accept the Audit Proposal from Spafford and Landry, CPAs for fiscal year ending June 30, 2024.” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

CEMETERY OPERATIONS

8. Monthly Report

- a) Personnel – Carrie reported that on March 7, 2024, Foreman Paul Castillo was involved in a work-related accident that resulted in lost time and modified duty. On March 26, 2024, Paul was released to full duty without restrictions.
- b) Grounds and Office Operation – Carrie reported that on March 18, 2024, the cemetery had a network outage due to a localized hardware failure. The equipment was replaced, and the network was restored on the morning of March 19, 2024.
- c) CAPC Annual Conference – March 14-16, 2024
Carrie reported on the CAPC Annual Conference held on March 14-16, 2024. Some topics of interest were succession planning, managing pre-need funds, cemetery projections, expansion, and development.

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BUSINESS REPORT

9. Financial and Interment Report for February 2024.

- Deposit Permit: Total Revenue for February 2024 \$ 49,510.25

The funds were disbursed as follows:

- San Diego County Treasury:
 - Capital Outlay \$ 1,600.00
 - General Fund \$37,348.25
- Endowment \$ 6,800.00 a public trust fund with Stifel, Nicolaus & Company.
- Pre-Need Income \$3,762.00 to Wells Fargo Bank.
- Warrant for April 2024 was signed in the amount of \$ 125,000.00.
- Interments for February – 9

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the financial and interment reports as presented; and the deposit permit for February 2024 to the San Diego County Treasury and Wells Fargo Bank.” Board Vice President, Kevin Haupt seconded the motion. Motion carried unanimously.

ADJOURNMENT

10. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, April 24, 2024, at 2:00 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 Wednesday, March 27, 2024.



Denise Polito/Board Secretary

Date: 4-24-2024



Kevin Haupt /Board Vice President