

# Pomerado Cemetery District

*A Special District of the State of California*

## Dearborn Memorial Park

14361 Tierra Bonita Road, Poway, CA 92064

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**General Manager**

**Carrie Perryman**

**Board of Trustees**

**James Lyon, President**

**Robert Thomas, Vice President**

**Denise Polito, Secretary**

## MINUTES

**Regular Board Meeting**

**January 22, 2020**

### 1. Call to order / Roll Call

The regular 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, Robert Thomas, and 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 December 19, 2019.

**Board Action: MOTION** – Board President, James Lyon moved, “To approve the regular meeting minutes of December 19, 2019 as presented.” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

1 **4. Trustee Comments and Reports**

2 Robert Thomas reported on the LAFCO Advisory Committee Meeting he attended December 20, 2019.

3  
4 **CONTINUED BUSINESS**

5 **1. After Hours Activity/Grounds Hours**

6 Carrie reported on the new grounds hours that took effect January 2, 2020. The south gate has been closing  
7 automatically during the hours of 8:00 pm to 5:00 am. Currently the north gate is operated manually and is open  
8 during business hours. The feedback from the public has been minimal and there are no additional problems to  
9 report at this time. Our security company has installed equipment to enable gate notifications to help monitor after-  
10 hours activity.

11  
12 **2. Board Meeting Date and Time**

13 There was more discussion on changing the regular board meeting date and time. Tabled until the February meeting.

14  
15 **3. Rules and Regulations**

16 A copy of the Rules and Regulations with revisions made by attorney Karen O'Neil and board input was reviewed.

17 **Board Action: MOTION** – Board President, James Lyon moved, “To adopt the revised Rules and Regulations as  
18 presented.” Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

19  
20  
21 **NEW BUSINESS**

22 **1. Project Proposals**

23 Proposals were presented to the board. After review and discussion, the following motions were made.

- 24
- CRB/Gazebo Walkways

25 **Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve repair and replacement of  
26 the walkways and drainage on the north side of the Gazebo in the CRB not to exceed \$55,000.” Board Vice  
27 President, Robert Thomas, seconded the motion. Motion carried unanimously.

- 28
- Cemetery Residence

29  
30 **Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the Cemetery Residence  
31 projects as presented for the 2019/20 Fiscal Year not to exceed \$5,000.00 excluding the driveway/concrete  
32 repair”. Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.

- 33
- Asphalt Repair

34  
35 **Board Action: MOTION** – Board Vice President, Robert Thomas moved, “To approve the proposal for  
36 asphalt repair not to exceed \$25,000.00”. Board Secretary, Denise Polito, seconded the motion. Motion  
37 carried unanimously.

**CEMETERY OPERATIONS**

**1. Front Entrance Update**

A letter was received from the City of Poway regarding our MDRA and Variance applications. A copy of the letter was given to the board and to RJM Design Group for their review. Jim Lyon, Carrie, and RJM will meet with the City Engineers to address the items in the letter.

**2. Personnel**

No report.

**BUSINESS REPORT**

**1. Financial and Interment Report for December 2019.**

- Deposit Permit: Total Revenue for December 2019 – **\$56,566.69**. The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$1,600.00
    - General Fund \$ 42,296.69
  - Endowment \$7,160.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need Income \$5,510.00 to Wells Fargo Bank.
- Warrant for February 2020 was signed in the amount of **\$ 95,000.00**
- Interments for December – 11

**Board Action: MOTION** – *Board Secretary, Denise Polito moved, "To approve the financial and interment reports as presented; and the deposit permit for December 2019 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 Regular Board Meeting**

The next regular board meeting is scheduled for Wednesday, February 19, at 3:00 p.m. at the District Office.

Meeting Adjourned at 5:05 pm

  
 \_\_\_\_\_  
 Denise Polito/Board Secretary

Date: February 19, 2020

  
 \_\_\_\_\_  
 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, January 22, 2019.