

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
44
45



14361 Tierra Bonita Road, Poway, CA 92064

Phone (858) 748-5760 | Fax (858) 748-5824

Email: admin@dearbornceemetery.com | Website: www.dearbornceemetery.com

General Manager | Carrie Perryman

Board of Trustees | James Lyon, President | Robert Thomas, Vice President | Denise Polito, Secretary

MINUTES

Regular Board Meeting

May 25, 2022

1. Call to order / Roll Call

The regular meeting of the Board of Trustees of the Pomerado Cemetery District was called to order at 3:15 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 regular meeting dated April 27, 2022.

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To approve the meeting minutes of April 27, 2022, as presented” Board Secretary, Denise Polito 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

4. Trustee Comments and Reports

Robert Thomas gave a brief report on the CSDA Quarterly Dinner Meeting he attended on May 19, 2022. Trustee rotation was discussed, and it was decided to leave the positions in place for the 2022-23 Fiscal Year.

CONTINUED BUSINESS

1. Front Entry Project

Carrie gave an update on the items that need to be completed to finalize the Front Entry Project. Cemetery staff continues to work with the City of Poway to resolve the stockpile issues in order to obtain final approval for the Right of Way Permit. Architect James Mickartz requested written justification from Grahovac Construction Company for Change Order #13 & #14. Additionally, his research about the loose pavers at the north entry is ongoing.

2. Well Project

Fain Drilling and Pump Company provided an invoice for all the equipment necessary to install the pump and electrical system for the well. A deposit of \$50,564.11 is required to order the equipment.

3. 2022-23 Budget

Work on the 2022-23 Budget continued. A detailed look at the balance sheet and available funds was discussed. There was further discussion regarding projects for the 2022-23 fiscal year. Inflation and CPI were considered for salary and fee increases. After a thorough review, the following motion was made.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To adopt the 2022-23 Budget in the amount of \$3,900,000.00, with a 5% increase to fees and salaries, and a \$400.00 increase to the Pre-Need admin fee.” Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.

NEW BUSINESS

- None

CEMETERY OPERATIONS

1. Personnel

None

2. Discussion Items

Carrie reported the cemetery staff was busy preparing for Memorial Day. Eagle Paving is scheduled to complete the approved paving and concrete project on June 20th, 21st, and 29th, 2022.

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

BUSINESS REPORT

1. Financial and Interment Report for April 2022.

- Deposit Permit: Total Revenue for April 2022 \$ 37,046.93
- The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$1,000.00
 - General Fund \$18,611.93
 - Endowment \$4,750.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$ 12,685.00 to Wells Fargo Bank.
- Warrant for June 2022 was signed in the amount of \$ 98,000.00
- Interments for April - 8

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the financial and interment reports as presented; and the deposit permit for April 2022 to the San Diego County Treasury and Wells Fargo Bank.” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve an additional warrant in the amount of \$100,000.00 for the well project” 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, June 22, 2022, at 3:00 pm.

Meeting Adjourned at 5:05 pm.

Denise Polito/Board Secretary

Date: 6-22-2022

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, May 25, 2022.