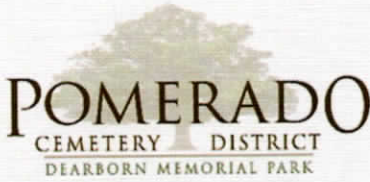


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14361 Tierra Bonita Road, Poway, CA 92064
Phone (858) 748-5760 | Fax (858) 748-5824
Email: admin@dearbornceemetery.com | Website: www.dearbornceemetery.com
General Manager | Carrie Perryman

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

MINUTES

Regular Board Meeting

January 5, 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): None

Correspondence: None

2. Approve Agenda as posted or as amended.

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

3. Minutes

The Board read the minutes of the meeting dated November 22, 2022.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the meeting minutes dated November 22, 2022, as presented” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

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4. Trustee Comments and Reports

No report.

CONTINUED BUSINESS

1. Closed Session

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (1 case)

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To enter into closed session pursuant to the Agenda Gov Code 54956.” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

Reconvene into Open Session – Report from Closed Session

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To reconvene into open session” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

The Board of Trustees reported that they convened in closed session. There was no action taken and nothing to report.

2. Front Entry Project Report

No report.

3. Well Project

Fain Drilling and Pump Company continues to adjust and correct inefficiencies to the well filtration system due to the large amount of water pressure and volume.

4. Capital Planning - Update

- **Road Replacement – Eagle Paving.**

The schedule for the road replacement has been delayed due to rain.

- **Cemetery Residence – Home Inspection.**

Tabled until James Lyon and Carrie Perryman meet with the City of Poway.

- **Biological Survey**

Blue Consulting Group performed a second biological survey. The report was provided to the District, Trustee James Lyon, and RJM Design Group.

- **RJM Design Group – Expansion Area Study.**

Craig Sensenbach from RJM Design Group met with James Lyon and Carrie Perryman for a site visit on November 29, 2022. The potential sites for expansion, administrative building, maintenance, and committal areas were visited and discussed. The meeting was very productive. RJM will provide preliminary sketches for the projects that are being considered.

- **Attorney Karen O’Neil**

- Successor Policy
- Procurement Policy

Tabled until the January meeting.

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NEW BUSINESS

1. 2021-2022 Annual Audit

A draft of the June 30, 2022, Financial Audit was provided to the board. After review and discussion, the following motion was made.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the “June 30, 2022, Financial Audit as presented.” Board Vice President, Robert Thomas seconded the motion. Motion carried unanimously.

2. Price Increase

Due to rising inflation and the increased cost of cemetery supplies, the following motion was made.

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To approve an 8% increase to standard burial vaults and standard opening and closing fees effective February 1, 2023”. Board Secretary, Denise Polito seconded the motion. Motion carried unanimously.

3. Rules and Regulations Revision

The following revisions were made to the Rules and Regulations.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To revise the Rules and Regulations to include: “For safety reasons, all burial services will be conducted in a designated committal area. No viewing (witnessing) of the casket or urn lowering is permitted.”. Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.

4. Trustee Resignation – Unscheduled Vacancy

Board Vice President Robert Thomas stated his intent to resign from his position of Trustee effective March 1, 2023. Robert Thomas served as a trustee for almost twenty years and felt it is time to step down. His term was set to expire on January 1, 2024. The board accepted his resignation with regret and will actively seek candidates to recommend as a replacement to the County Board of Supervisors.

CEMETERY OPERATIONS

1. Personnel

No report

2. Discussion Items

None

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BUSINESS REPORT

1. Financial and Interment Report for November 2022.

- Deposit Permit: Total Revenue for November 2022 \$ **82,560.29**
- The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$3,000.00
 - General Fund \$61,761.29
 - Endowment \$14,970.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$ 2,829.00 to Wells Fargo Bank.
- Warrant for January 2023 was signed in the amount of \$ **103,000.00**
- Interments for November - 13

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

ADJOURNMENT

1. Next Scheduled Board Meeting

The next regular board meeting is scheduled for Wednesday, January 25, 2022, at 3:00 pm.

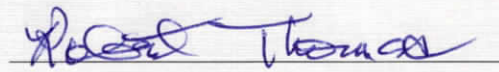
Meeting Adjourned at 4:55 pm.

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 Thursday, January 5, 2023.



Denise Polito/Board Secretary

Date: Jan. 25, 2023



Robert Thomas /Board Vice President