

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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Email: dearborncemetery@gmail.com

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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

February 24, 2021

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 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 meeting dated January 27, 2021.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the meeting minutes of January 27, 2021 as presented.” Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.

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4. Trustee Comments and Reports

Carrie provided an updated list of compliance training for the trustees.

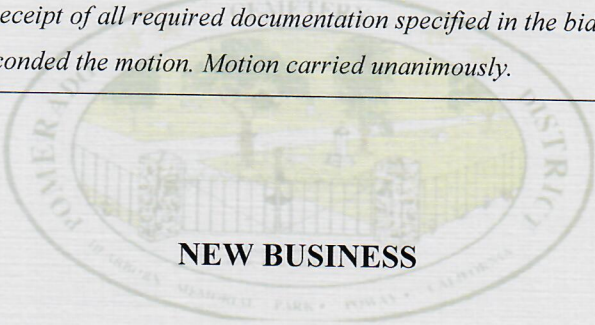
CONTINUED BUSINESS

1. Project Updates

- **Front Entry – Bid Review**

Five bid packets for the Front Entry Project were received from the prequalified General Contractors on Tuesday, February 23, 2021. The bids were opened at the District office and logged by Manager Carrie Perryman and Board President James Lyon. Architect James Mickartz, Craig Sensenbach of RJM Design Group, Carrie Perryman, James Lyon, and Wayne Perryman reviewed the proposals. A summary was provided to attorney Karen O’Neil for her review. James Lyon presented a summary of findings to the board, which included a recommendation for the lowest responsible bidder. After discussion, the following motion was made.

Board Action: MOTION – Board Vice President, Robert Thomas moved, “To award the Front Entry Base Bid and Bid Alternate to Grahovac Construction Company, Inc. as the lowest responsible bid in the amount of \$750,970.00 contingent upon successful receipt of all required documentation specified in the bid instructions”. Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.



NEW BUSINESS

1. Form 700

Form 700 was provided to the board.

CEMETERY OPERATIONS

1. Personnel

Carrie informed the board of the vacant grounds position. There was discussion on the status of current employees, positions available, and the number of applications received.

2. Equipment

Due to Covid-19 and the unavailability of equipment, no equipment purchase has been made at this time.

BUSINESS REPORT

1. Financial and Interment Report for January 2021.

- Deposit Permit: Total Revenue for January 2021 **\$56,104.53**
- The funds were disbursed as follows:
 - San Diego County Treasury:
 - Capital Outlay \$1,800.00
 - General Fund \$43,402.53
 - Endowment \$ 8,298.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$2,604.00 to Wells Fargo Bank.
- Warrant for March 2021 was signed in the amount of **\$ 95,000.00**
- Interments for January - 13

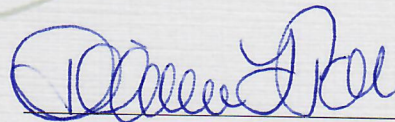
Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the financial and interment reports as presented; and the deposit permit for January 2021 to the San Diego County Treasury and Wells Fargo Bank.” Board Vice President, Robert Thomas, seconded the motion. Motion carried unanimously.

ADJOURNMENT

1. Next Scheduled Board Meeting

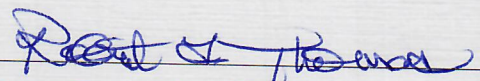
The next regular board meeting is scheduled for Wednesday, March 24, 2021 at 3:00 p.m.

Meeting Adjourned at 4:05 p.m.



 Denise Polito/Board Secretary

Date: 03-24-2021



 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, February 24, 2021.