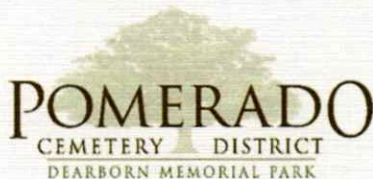


1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43



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

June 26, 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 3:00 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):

Former Trustee, Robert Thomas

Correspondence:

#### 3. Minutes

The Board read the minutes of the special meeting dated May 29, 2024.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the special meeting minutes dated May 29, 2024, as presented” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

The Board read the minutes of the regular meeting dated May 29, 2024.

**Board Action: MOTION** – Board Secretary Denise Polito, moved, “To approve the regular meeting minutes dated May 29, 2024, as presented.” Board Vice President, Kevin Haupt, 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

**4. Trustee Discussion, Questions, Comments, and Reports**

None

**CONTINUED BUSINESS**

**5. Capital Planning**

**a) Cemetery Expansion**

On June 19, 2024, the District signed a contract with Van-Dyke Landscape Architects for a Conceptual Master Plan. VDLA performed a site visit on June 24, 2024, and will present their Master Plan concept to the board in July.

**b) Residence**

The City of Poway Building Department and Fire Department approved the building permit submittal on June 13, 2024. The Planning Department is scheduled to do a plan check of the building permit submittal on July 5, 2024.

**NEW BUSINESS**

**6. Employee Handbook**

The first draft of the new **Employee Handbook** from attorney Robert Hunt was provided to the board for their review. There was discussion regarding the changes to employee benefits. Carrie will research the benefits of other cemetery districts and report at the next regular meeting.

**CEMETERY OPERATIONS**

**8. Monthly Report**

- a) Personnel - No report.
- b) Grounds and Office Operation - No report.

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

## BUSINESS REPORT

### 9. Financial and Interment Report for May 2024.

- Deposit Permit: Total Revenue for May 2024 \$ **63,266.64**

The funds were disbursed as follows:

- San Diego County Treasury:
  - Capital Outlay \$ 1000.00
  - General Fund \$ 45,387.64
- Endowment \$ 5,300.00 a public trust fund with Stifel, Nicolaus & Company.
- Pre-Need Income \$11,579.00 to Wells Fargo Bank.
- Warrant for July 2024 was signed in the amount of \$ **100,000.00**.
- Interments for May – 10

**Board Action: MOTION** – Board Secretary Denise Polito, moved, “To approve the financial and interment reports as presented; and the deposit permit for May 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, July 24, 2024, at 3:00 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, June 26, 2024.



Denise Polito/Board Secretary



Kevin Haupt /Board Vice President

Date: July 24, 2024