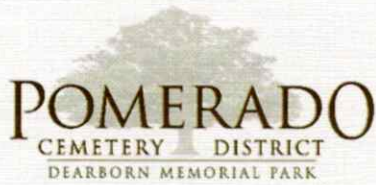


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14361 Tierra Bonita Road, Poway, CA 92064
Phone (858) 748-5760 | Fax (858) 748-5824
Email: admin@dearborncemetery.com | Website: www.dearborncemetery.com
General Manager | Carrie Perryman

Board of Trustees | James Lyon, President | Kevin Haupt, Vice President | Denise Polito, Secretary

MINUTES

Regular Board Meeting December 18, 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 3:45 p.m. by Board President, James Lyon.

Attendance

Members Present Board President, James Lyon, Board Vice President, Kevin Haupt, and Board Secretary, Denise Polito

Members Absent: None

District Staff Present: General Manager, Carrie Perryman

2. Public:

Guest(s): None

Correspondence:

3. Minutes

The Board read the minutes of the special meeting dated November 20, 2024.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the special meeting minutes dated November 20, 2024, as presented” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

The Board read the minutes of the regular meeting dated November 20, 2024.

Board Action: MOTION – Board Vice President, Kevin Haupt moved, “To approve the regular meeting minutes dated November 20, 2024, as presented” Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

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

2 None

3 **CONTINUED BUSINESS**

4
5 **5. Capital Planning**

6 a) **Cemetery Expansion**

7 Prior to the meeting, the board conducted a site visit to the proposed building location. The board also
8 visited the maintenance area to review the proposed asphalt repair and the layout of the new maintenance
9 shop and office.

10
11 b) **Residence**

12 During the meeting, the board welcomed Ron Rogers from Pacific View Building and Design, the
13 contractor being considered for the construction of the new residence. Mr. Rogers introduced himself and
14 provided an overview of his background and his company's experience. He shared details about his various
15 projects around Poway and his long-standing history with the community. The board members had the
16 opportunity to ask Mr. Rogers questions regarding his company's past projects, as well as specific details
17 about the new residence construction. Mr. Rogers confirmed that he had all the necessary documents ready
18 to finalize the building permit the following day. The meeting allowed the board to gain a better
19 understanding of the project's scope, timeline, and any potential challenges. It was the consensus of the
20 board to move forward with the agreement with Pacific View Building and Design, Inc.

21
22 **6. Audit Report for the Year Ended June 30, 2024**

23 **Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the Audit Report for the
24 Year Ended June 30, 2024.” Board Vice President, Kevin Haupt, seconded the motion. Motion carried
25 unanimously.

26
27 **NEW BUSINESS**

28 **7. Asphalt Repair and Maintenance – Eagle Paving**

29 The board reviewed two proposals from Eagle Paving. The first proposal was for the replacement of asphalt
30 in the maintenance area. The second proposal was to seal the asphalt on the cemetery grounds for regular
31 maintenance. After both proposals were discussed, the following motions were made.

32 **Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve Eagle Paving Proposal
33 # 42347 in the amount of \$27,737.00 for asphalt replacement in the maintenance area” Board Vice
34 President, Kevin Haupt, seconded the motion. Motion carried unanimously.

35
36 **Board Action: MOTION** – Board Vice President, Kevin Haupt moved, “To approve Eagle Paving
37 Proposal #42358 in the amount of \$22,363.00 for Seal Coating the asphalt on the cemetery grounds.”
38 Board Secretary, Denise Polito, seconded the motion. Motion carried unanimously.

39

40

CEMETERY OPERATIONS

8. Monthly Report

a) **Personnel**

No Report.

b) **Grounds and Office Operations**

The board discussed the deadlines for the required training and the completion of Form 700.

BUSINESS REPORT

9. Financial and Interment Report for November 2024.

- Deposit Permit: Total Revenue for November 2024 \$ **40,857.02**

The funds were disbursed as follows:

- San Diego County Treasury:

- Capital Outlay \$ 1,200.00
- General Fund \$ 26,816.02

- Endowment \$ 6,030.00 a public trust fund with Stifel, Nicolaus & Company.
- Pre-Need Income \$ 6,811.00 to Wells Fargo Bank.

- Warrant for January 2025 was signed in the amount of \$ **100,000.00**.
- Interments for November – 8

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the financial and interment reports as presented; and the deposit permit for November 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, January 22, 2025, 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, December 18, 2024.

Denise Polito/Board Secretary

Kevin Haupt /Board Vice President

Date: 1-29-2025