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General Manager | Carrie Perryman

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

# MINUTES

Regular Board Meeting  
September 25, 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): None

Correspondence:

## 3. Minutes

The Board read the minutes of the special meeting dated August 21, 2024.

**Board Action: MOTION** – Board Vice President, Kevin Haupt moved, “To approve the special meeting minutes dated August 21, 2024, as presented” Board President, James Lyon, seconded the motion. Motion carried unanimously.

The Board read the minutes of the regular meeting dated August 28, 2024.

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the regular meeting minutes dated August 28, 2024, as presented” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.



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

None

**CONTINUED BUSINESS**

**5. Capital Planning**

**a) Cemetery Expansion**

b) Discussion continued from the Special Capital Workshop meeting on September 24, 2024. A phasing plan and associated costs for Habitat Mitigation, Conditional Use Permit, and Grading Permit were provided to the board. The primary concern was the cost and effects of habitat mitigation. To assist the decision-making process, the board requested a complete cost analysis for habitat mitigation on 18 acres versus 5 acres to include the following: habitat In-Lieu fees, habitat clearing, hydroseeding, erosion control, and irrigation.

It was the consensus of the board to enter into agreements with **PLSA Civil Engineering, George Mercer Associates,** and **SDA Architects** to design the expansion and prepare the necessary documents to apply for the Conditional Use Permit and Grading Permit with the City of Poway.

**c) Residence**

The Landscape Plans have been approved by the City of Poway Planning Department. The final items required for the issuance of the building permit are currently being completed.

**NEW BUSINESS**

**6. Trustee Reappointment – James Lyon**

**Board Action: MOTION** – Board Secretary, Denise Polito moved, “To approve the request for the reappointment of Trustee James Lyon to Pomerado Cemetery Board for a term of four years” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

**CEMETERY OPERATIONS**

**7. Monthly Report**

a) **Personnel:** On August 28, 2024, Foreman Paul Castillo and Gabriel Lemus visited Coachella Cemetery District to observe their operational procedures and equipment. On September 18 & 19, 2024, Foreman Paul Castillo attended the Landscape Expo in Anaheim. Both trips proved to be beneficial.

b) **Grounds and Office Operations:** Carrie informed the board that all the necessary information has been provided to Accountant Pat Spafford for the annual audit. The first draft is expected to be ready for the board’s review at the October 2024 board meeting.

It was decided that the Annual Staff Safety Awards Luncheon will be held on December 6, 2024.



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**BUSINESS REPORT**

**8. Financial and Interment Report for August 2024.**

- Deposit Permit: Total Revenue for August 2024 \$ **52,375.10**
- The funds were disbursed as follows:
  - San Diego County Treasury:
    - Capital Outlay \$ 1,600.00
    - General Fund \$ 43,123.10
  - Endowment \$ 7,652.00 a public trust fund with Stifel, Nicolaus & Company.
  - Pre-Need Income \$ .00 to Wells Fargo Bank.
- Warrant for October 2024 was signed in the amount of \$ **100,000.00**.
- Interments for August – 14

**Board Action: MOTION** – Board Secretary Denise Polito, moved, “To approve the financial and interment reports as presented; and the deposit permit for August 2024 to the San Diego County Treasury and Wells Fargo Bank.” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

**ADJOURNMENT**

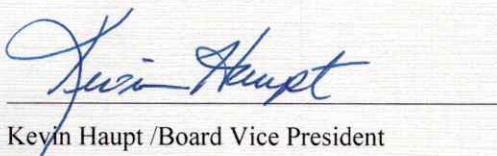
**9. Next Scheduled Board Meeting**

The next regular board meeting is scheduled for Wednesday, October 23, 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, September 25, 2024.

  
James Lyon/Board President

Date: 10/24/2024

  
Kevin Haupt /Board Vice President