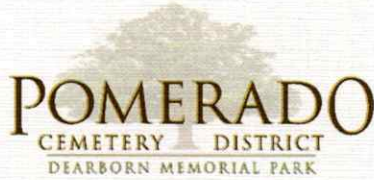


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14361 Tierra Bonita Road, Poway, CA 92064
Phone (858) 748-5760 | Fax (858) 748-5824
Email: admin@dearbornceemetery.com | Website: www.dearbornceemetery.com
General Manager | Carrie Perryman

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

MINUTES

Regular Board Meeting

November 20, 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 4:00 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 October 8, 2024.

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the special meeting minutes dated October 8, 2024, as presented” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

The Board read the minutes of the special meeting dated October 24, 2024.

Board Action: MOTION – Board President, James Lyon moved, “To approve the special meeting minutes dated October 24, 2024, as presented” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

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The Board read the minutes of the regular meeting dated October 24, 2024.

Board Action: MOTION – Board President, James Lyon moved, “To approve the regular meeting minutes dated October 24, 2024, as presented” Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

4. Trustee Discussion, Questions, Comments, and Reports

None

CONTINUED BUSINESS

5. Capital Planning

a) **Cemetery Expansion**

The board continued the discussion from the team meeting. It was agreed that the proposed building site will be staked with markers outlining the layout of the administration office, patio, and committal area. This will allow the board members to visit the site before the next meeting for a visual understanding of the dimensions and layout.

b) **Residence**

An update on the construction of a new residence was provided to the board. The contractor is in the process of obtaining the Right of Way permit and completing other necessary requirements.

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

Tabled until the December 2024 meeting.

CEMETERY OPERATIONS

7. Monthly Report

a) **Personnel**

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the annual safety award in the amount of \$300.00 per employee”. Board Vice President, Kevin Haupt, seconded the motion. Motion carried unanimously.

b) **Grounds and Office Operations**

Proposals for new equipment, asphalt replacement, and asphalt maintenance are being obtained to present at future board meetings.

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BUSINESS REPORT

8. Financial and Interment Report for October 2024.

- Deposit Permit: Total Revenue for October 2024 \$ 116,799.61
- The funds were disbursed as follows:
- San Diego County Treasury:
 - Capital Outlay \$ 3,600.00
 - General Fund \$ 89,545.61
 - Endowment \$ 19,836.00 a public trust fund with Stifel, Nicolaus & Company.
 - Pre-Need Income \$ 3,818.00 to Wells Fargo Bank.
- Warrant for December 2024 was signed in the amount of \$ 100,000.00.
 - Interments for October – 16

Board Action: MOTION – Board Secretary, Denise Polito moved, “To approve the financial and interment reports as presented; and the deposit permit for October 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, December 18, 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, November 20, 2024.


Denise Polito/Board Secretary

Date: 12-18-2024


Kevin Haupt /Board Vice President