

BOARD OF TRUSTEES REGULAR MEETING
NORTH COUNTY CEMETERY DISTRICT
For Monday, September 18, 2017 at **5:30** P.M.
Oak Hill Memorial Park Office
2640 Glen Ridge Road
Escondido, CA. 92027-4532

Mission Statement

“It is the mission of the North County Cemetery District to provide respectful and cost effective cemetery services that meet the cultural, economic, religious and social needs of the community”.

Agenda Items May Be Addressed In A Sequence Different Than Listed.

Materials related to an item on this Agenda submitted to the Trustees after distribution of the agenda packet are available for public inspection in the District Office at 2640 Glen Ridge Road, Escondido, during normal business hours.

AGENDA

- A. Call meeting to order: Time _____
- B. Roll call:
- | | | |
|------------------|---------------------|----------------|
| 1) Tanis Brown | 3) Thomas S. Knight | 5) Michael Ott |
| 2) Sharon Disney | 4) Steven Lochridge | |
- C. Opening of Meeting
- 1) U.S. Flag Salute & Pledge of Allegiance
 - 2) Oath of Office: New Trustee Michael D. Ott
 - 3) Recognize visitors:
- Public input for non-agenda items. No action will be taken on non-agenda items. Speakers limited to three minutes each.
- D. Minutes:
- | | |
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| Approve minutes of the Regular Board Meeting of August 21, 2017 | Page 1 - 2 |
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- E. Approve District Orders and Certificates Including New Bank Signature Cards
- F. Review correspondence as of September 12, 2017: Pages 3 – 4
- G. Review Financial Report for month of August 2017: Pages 5 - 26
- H. Review District Investment Report for month of August 2017: Pages 27 - 35
- I. Continuing business:
- | | |
|--|---------------|
| 1. Land Conservancy Status: Mike Jefferson | Pages 36 - 37 |
| 2. Cemetery Data Management Software Replacement | Pages 38 - 41 |
- J. New Business:
- | | |
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| 1. Draft Record Retention Policy | Pages 42 - 53 |
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K. Managers Report:

1. GM's Activities:
 - August 24: GM attended "Public Funds Investing Workshop" presented by CDIAC
 - August 29: GM attended workshop with Escondido Fire Chief, Rick Vogt
 - September 13: GM participated on SDCWA Tour of Desalination Plant in Carlsbad, & the Lake Hodges pumping / electrical generating plant
2. Operations Issues:
3. Equipment Down for repair:
 - San Marcos Ford 1220 Tractor
 - San Marcos Dump Truck
 - San Marcos Ford 2000 Tractor
4. Personnel:
 - Terminations: None
 - Hires: None
5. Monthly Employee Safety Training for September 2017:
 - Emergency Evacuation

Calendar, Conference, and Meeting Travel Arrangements:

- September 21, 2017: Local Cemetery Meeting in Menifee
- September 25 – 28, 2017: CSDA Annual Conference in Monterey
- October 6 – 7, 2017: CAPC Education Day/Area Meeting in Sacramento
- December 1, 2017: NCCD Safety Performance Recognition Event
- February 22 – 24, 2018: CAPC Annual Conference in San Luis Obispo

List of items pending:

- Redesign of Oak Hill residence into Committal Center
- Carport for District Vehicles

Meeting adjourned at _____. The next Board of Trustees meeting is scheduled to be held at 5:30 p.m., Monday, October 16, 2017, at the Oak Hill Memorial Park office. **Please submit additions or changes to this agenda to the District office not later than 6:00 p.m., Friday, September 15, 2017.**

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