

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of September 18, 2017

The Regular meeting of the Board of Trustees of the North County Cemetery District was called to order by Chairperson Sharon Disney at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Disney, Trustees Thomas Knight, Steven Lochridge, and Mike Ott. A quorum was present. Also present was General Manager Dennis Shepard.

The meeting was opened with the Flag Salute. Visitors to the Board Meeting were Foreman Omar Lopez, and district resident Richard Hyde.

The Oath of office was administered by General Manager Shepard to new Trustee Michael D. Ott.

Chairperson Disney presented a *Recognition of Service Award* to retiring Trustee Richard Hyde for his 22 years of dedicated service to the North County Cemetery District.

A motion was made by Trustee Knight with a second by Trustee Lochridge to approve the minutes of the Regular Board Meeting of August 21, 2017. The motion passed with 3 Aye votes.

Ayes: 3 Trustees Disney, Knight, and Lochridge

Nays: 0

Abstained: 1 Trustee Ott

Absent: 1 Trustee Brown

All District Orders and District Certificates were approved and signed by the Board.

The Board reviewed all the correspondence received by September 18. There was no new correspondence for the Board.

The Board reviewed the Financial Report for the month of August 2017. After discussion by the Board and some questions about specific line items, the Board directed that the Financial Report be placed on file for the Auditor.

The Investment Report for August 2017 was reviewed by the Board. There were no changes in investment items during August. The next item to mature is a CD from Comenity Bank that will mature on October 10, 2017. The District has approximately 50.4% of its available funds invested outside the San Diego County Treasury. The GM will continue to search for investment opportunities that meet the direction details provided by the Board. There were no questions by the Board. They directed that the Financial Report be placed on file.

Continuing Business:

Blue Consulting Group is still working with the U.S. Fish and Wildlife on the degree of habitation of Gnatcatchers found on the NCCD property under study. A "walk around" has been scheduled with Fish and Wildlife for Tuesday August 22. General Manager Shepard will join in that tour of the property for the representatives of U.S. Fish and Wildlife.

Status was given by the General Manager on the CemSites implementation. The Accounts Receivable module of CemSites is not performing as it should. It is causing the District to maintain its old legacy inventory system, the Burrowes Consulting Systems. The correspondence between the District and CemSites was shared with the Trustees. While no action was taken by the Board, concerns from each Trustee were noted, and potential action by the District was discussed. CemSites has promised to have a new AR Module by December 1, 2017.

New Business:

In compliance with North County Cemetery District's Policy Number 1010, two readings of a proposed policy are required before adopting or amending a policy. This was the first reading of the proposed policy #3090, Record Retention and Disposal. The North County Cemetery District has been storing all of its records with none being disposed. Storage space for these records has been exhausted. It is appropriate to dispose those records that are older than current legislative requirements, and are no longer beneficial to the District. The Second Reading of the proposed policy will be in the Regular Board of Trustees Meeting of October 16, 2017.

The General Manager provided his Manager's Report:

- Attended CDIAC Training Workshop on August 24
- Attended meeting with Escondido Fire Chief Vogt on August 29
- Attended a facilities tour by San Diego County Water Authority on September 13
- Equipment Down For Repair:
 - San Marcos Ford 1220 Tractor, the Ford 2000 Tractor, & the dump truck
- Personnel: no changes;
- Monthly Employee Safety Training subject was: Emergency Evacuation

The schedule of future activities include:

- September 21, 2017: Local Cemetery Meeting – Menifee
- September 25 – 28, 2017: CSDA Annual Conference in Monterey
- October 5 – 7, 2017: CAPC Education Day/Area Meeting in Sacramento
- December 1, 2017: NCCD Safety Performance Recognition Event
- February 22 – 26, 2018: CAPC Annual Conference in San Luis Obispo

The meeting adjourned at 7:25 p.m. The next Regular Board of Trustees Meeting is scheduled for October 16, 2017, to begin at 5:30P.M. It will be held at the Oak Hill Memorial Park office.

Dennis L. Shepard
Acting as Secretary of the Board