

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of October 16, 2017

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

The meeting was opened with the Flag Salute. Visiting the Board Meeting was district resident Richard Hyde.

A motion was made by Trustee Knight with a second by Trustee Ott to approve the minutes of the Regular Board Meeting of September 18, 2017. The motion passed with 3 Aye votes, and one Abstention:

Ayes: 3 Trustees Knight, Lochridge and Ott
Nays: 0
Abstained: 1 Trustee Brown
Absent: 1 Trustee Disney

All District Orders and District Certificates were approved and signed by the Board. New Bank Signature Cards were signed by the Trustees for Wells Fargo Bank, and for California Bank & Trust.

The Board reviewed all the correspondence received by October 8, 2017. There was no new correspondence for the Board. Trustee Brown suggested that the District post the SDRMA *President's Special Acknowledgement Award* on the District's website. The Board reviewed a request from Peter Matsos to discuss leasing of unused land for agriculture use. The General Manager will meet with Mr. Matsos on October 19, to discuss the potential for an agriculture lease. Trustee Knight asked the General Manager to verify if the District is Fidelity Bonded.

The Board reviewed the Financial Report for the month of September 2017. The Cemetery Income continues to be ahead of the District's Budget, and the Cemetery Expenses still exceed the straight line budget, however it is trending back to the budget line. After discussion by the Board and some questions about the Check Register, the Board directed that the Financial Report be placed on file for the Auditor.

The Investment Report for September 2017 was reviewed by the Board. The CD from Comenity Bank matured on October 10, 2017. General Manager Shepard is working with our Wells Fargo Advisor Broker, Sandra Wheeler, to find another CD to invest these San Marcos Endowment Care funds. The District has approximately 50.5% 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. There has been no change from the report on 09/18/17.

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. The first reading of the proposed policy

#3090, Record Retention and Disposal, was on September 18. 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. This was the Second Reading of the proposed policy. In compliance with Government Code 60201(b)(1), Resolution 2-2017 was presented to the Board. On a motion by Trustee Brown, with a second from Trustee Knight, Resolution 2-2017 was passed unanimously with 4 Aye votes, and one Trustee Absent:

Ayes: 4 Trustees Brown, Knight, Lochridge and Ott

Nays: 0

Abstained: 0

Absent: 1 Trustee Disney

New Business:

The Board provided a report on attendance to the CAPC Local Cemetery meeting held September 21, in Menifee at the Miller Jones Mortuary and the Whited Cemetery Services Factory. Trustees Disney, Knight, Lochridge, Ott, and GM Shepard attended.

The Board provided a report on attendance to the CSDA Annual Conference held in Monterey on September 25 through the 28th. Trustees Disney, Knight and GM Shepard attended.

The Board provided a report on attendance to the CAPC Education Day / Area Meeting held in Sacramento on October 6 & 7. Trustees Disney, Lochridge, Ott, and GM Shepard attended.

The General Manager provided his Manager's Report:

- Visited Orange County CD to study CemSites processes on September 20
- Hosted retirement function for 37 year employee Gary Smith September 30
- Attended CSDA & CAPC Hosted Tour of Special Districts for Legislative Staff October 9 & 10
- Visited Westside CD to study CemSites processes on October 13

Equipment Down For Repair:

- San Marcos Ford 1220 Tractor

Personnel:

- Retirement of Irrigation Foreman
- Hires: None

Monthly Employee Safety Training subject was: Emergency Evacuation

The October Open Enrollment period has begun. An overview of Health Benefits and enrollment procedures were given to the Board.

The schedule of future activities include:

- December 1, 2017: NCCD Safety Performance Recognition Event
- February 22 – 26, 2018: CAPC Annual Conference in San Luis Obispo
- May 15 – 16, 2018: Special Districts Legislative Days
- September 24 – 27, 2018: CSDA Annual Conference in Palm Springs
- October 5 – 6, 2018: CAPC Education Day / Area Meeting in South Lake Tahoe

The meeting adjourned at 7:50 p.m. The next Regular Board of Trustees Meeting is scheduled for November 20, 2017, beginning at 5:30P.M. It will be held at the Oak Hill Memorial Park office.

Dennis L. Shepard
Acting as Secretary of the Board