

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of November 20, 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 Tanis Brown, 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.

A motion was made by Trustee Brown with a second by Trustee Ott to approve the minutes of the Regular Board Meeting of October 16, 2017. The motion passed with 5 Aye votes.

Ayes: 5 Trustees Brown, Disney, Knight, Lochridge, and Ott  
Nays: 0  
Abstained: 0  
Absent: 0

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

The Board reviewed all the correspondence received by November 7. There was no new correspondence for the Board.

The Board reviewed the Financial Report for the month of October 2017. A discussion by the Board was held regarding the Revenue item "Transfer From Pre-Need Fund." The Board directed that the Financial Report be placed on file for the Auditor.

The Investment Report for October 2017 was reviewed. On October 10, the three year CD with Comenity Bank matured. These San Marcos Endowment Care funds were used to purchase an Ally Bank CD on October 26. It has a two year maturity and a 1.7% APY. It was purchased through our Wells Fargo Advisors broker. The next investment to mature will be a corporate bond from Westpack Banking Corp, also purchased through Wells Fargo Advisors. The two year bond has been paying 1.5% APY, and will mature December 1, 2017. Also maturing in December is a WFA Company corporate bond. It is a four year bond that has paid 1.44% APY. The District has approximately 50.4% of its available funds invested outside the San Diego County Treasury. 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. No new developments have occurred since the last Board meeting.

The Board reviewed the District's level of insurance coverage provided by our JPA, the Special District Risk Management Association, for dishonest acts by employees and by the Board.

New Business:

Trustee Mike Ott attended the local San Diego Chapter of CSDA meeting on Thursday November 17. Trustee Ott provided a report on the meeting's activities which included the election of officers, and a presentation by Keene Simonds, the new Executive Director of LAFCO.

The Board considered the purchase of three major pieces of equipment from the Capital Improvement Fund; a Wacker Neuson Dump Truck, a used Golf Cart for the San Marcos Cemetery, and a Toro Utility truck for San Marcos.

Trustee Mike Ott made a motion with a second by Trustee Tom Knight, to direct the General Manager to negotiate a purchase of a Wacker Neuson DW-50 Dump Truck from Liquidated Solutions LLC Equipment Sales for a price not to exceed \$75,000.00 inclusive of taxes and fees. All were in favor, the motion passed unanimously:

Ayes: 5 Trustees Brown, Disney, Knight, Lochridge, and Ott  
Nays: 0  
Abstained: 0  
Absent: 0

Trustee Tanis Brown made a motion with a second by Trustee Steve Lochridge, to direct the General Manager to negotiate a purchase of a used Golf Cart for the San Marcos Cemetery from Liquidated Solutions LLC Motor Sports of Atascadero for a price of \$5,800.00. All were in favor, the motion passed unanimously:

Ayes: 5 Trustees Brown, Disney, Knight, Lochridge, and Ott  
Nays: 0  
Abstained: 0  
Absent: 0

Trustee Mike Ott made a motion with a second by Trustee Steve Lochridge, to direct the General Manager to negotiate a purchase of a used Toro HDX-D Utility Truck from Turf Star, Vista, California, for a price not to exceed \$10,000.00 inclusive of taxes and fees. All were in favor, the motion passed unanimously:

Ayes: 5 Trustees Brown, Disney, Knight, Lochridge, and Ott  
Nays: 0  
Abstained: 0  
Absent: 0

The General Manager provided his Manager's Report:

- Annual Open Enrollment for Health Coverage was completed October 26
- Annual Financial Audit begins November 27, 2017
- Standing EVR Test to be done at Oak Hill on December 12 & 14
- Trustee Training was discussed
- Equipment Down For Repair: San Marcos Ford 1220 Tractor –Transmission
- Personnel: no hires and no terminations or retirements
- Monthly Employee Safety Training subject: Winter Safety

An Ad Hoc Committee was established to focus on the District's priority of building a Committal Center / Activity Center in the District. The Committee will have members Trustee Ott, Trustee Lochridge, and General Manager Shepard.

The schedule of future activities include:

- December 1, 2017: NCCD Safety Performance Recognition Event
- February 21, 2018: CemSites Workshop in San Luis Obispo
- 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 7:35 p.m. The next Regular Board of Trustees Meeting is scheduled for December 18, 2017, and will 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