

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of December 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 Tanis Brown, Thomas Knight, and Steven Lochridge. Trustee Mike Ott was absent. A quorum was present. Also present was General Manager Dennis Shepard.

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 Lochridge to approve the minutes of the Regular Board Meeting of November 20, 2017. The motion passed with 4 Aye votes.

Ayes: 4 Trustees Brown, Disney, Knight, and Lochridge

Nays: 0

Abstained: 0

Absent: 1 Trustee Ott

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

The Board reviewed all the correspondence received by December 12. New correspondence consisted of SDRMA's Annual Financial Report.

The Board reviewed the Financial Report for the month of November 2017. A discussion by the Board was held regarding the check to Escondido Disposal. The Board directed that the Financial Report be placed on file for the Auditor.

The Investment Report for November 2017 was reviewed. No investment changes occurred in November. In December a two year corporate bond from Westpack Banking Corp., that has been paying 1.5% APY, matured on December 1, 2017. Also a four year WFA Company corporate bond that has paid 1.44% APY, matured December 11. The General Manager is working with Wells Fargo Advisors, (Sandra Wheeler), to find appropriate investment vehicles for these funds. The funds are currently in a money market account at WFA. 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 Investment Report be placed on file for the auditor.

Continuing Business:

The Board reviewed the December 1, 2017 Safety Performance Recognition Event. The District has been successful in achieving a 0.75 performance modification as a result of its historic safety performance.

The General Manager presented to the Board status on CemSites promise to provide a new Account Receivable software module. CemSites has finished the module and will roll it out to NCCD on Wednesday December 20, 2017. NCCD is anticipating that the new software will correct the errors of the current version and make the product acceptable. Without an error free AR module, CemSites software is not acceptable to NCCD.

New Business:

Government Code 87306.5 requires NCCD to review its Conflict of Interest Code biennially. This policy was last reviewed as part of the entire policy review in 2015. The Conflict of Interest Code, NCCD Policy #1020, is written to be in compliance with the Political Reform Act of 1974, and meets

the Fair Political Practices Commission Regulations. Trustee Tom Knight made a motion with a second by Trustee Steve Lochridge, to confirm the policy has been reviewed and that no amendments are necessary. The motion passed with 4 Aye votes.

Ayes: 4 Trustees Brown, Disney, Knight, and Lochridge
Nays: 0
Abstained: 0
Absent: 1 Trustee Ott

The Board reviewed the District's policy on providing Workers' Compensation Insurance for volunteers and for the Governing Board. The Board asked staff to return this item on the January agenda with information from SDRMA regarding the salary and rate formulas that SDRMA would use for volunteers.

The Board reviewed the membership renewal cost for CSDA Membership effective January 1, 2018.

On a motion by Trustee Tom Knight, with a second by Trustee Sharon Disney, new Board officers were nominated to serve for calendar year 2018. Trustee Steve Lochridge was nominated as Chairperson of the Board for 2018, and Trustee Tanis Brown was nominated for Vice-Chairperson of the Board for 2018. The motion passed with 4 Aye votes.

Ayes: 4 Trustees Brown, Disney, Knight, and Lochridge
Nays: 0
Abstained: 0
Absent: 1 Trustee Ott

The General Manager provided his Manager's Report:

- Financial Audit for FY16-17
- Standing Loss EVR Test at Oak Hill scheduled for December 15, & 19
- New Equipment added to fleet: WD-50 dump truck, Toro HDX-D utility truck
- Equipment Down For Repair: San Marcos Ford 1220 Tractor –Transmission
- Personnel: no hires and no terminations or retirements
- Monthly Employee Safety Training subject: "Before You Turn the Key"

The schedule of future activities include:

- January 9, 2018: Labor & Employment Law Update by BB&K - Webinar
- January 31, 2018 hearing test
- 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 6:30 p.m. The next Regular Board of Trustees Meeting is scheduled for January 15, 2018, 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