

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of January 15, 2018

The Regular meeting of the Board of Trustees of the North County Cemetery District was called to order by Vice-Chairperson Tanis Brown at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Vice-Chair Brown, Trustees Sharon Disney, Thomas Knight, and Mike Ott. Chairperson Steven Lochridge was absent due to illness. 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 presented by Trustee Knight with a second by Trustee Disney to approve the minutes of the Regular Board Meeting of December 18, 2017. The motion passed with 4 Aye votes.

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

Nays: 0

Abstained: 0

Absent: 1 Trustee Lochridge

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

The Board reviewed all the correspondence received by January 9. General Manager Shepard announced that County Supervisor Gaspar reappointed Trustee Knight to another 4 year term. His new term will expire on January 3, 2022.

The Board reviewed the Financial Report for the month of December 2017. The District's revenues are a little ahead of the "straight line" budget for the year, and the expense spending is a little under budget. The GM believes that the District is in good financial position and should end the fiscal year a little better than budget. It was pointed out to the Board that the number of services in calendar year 2017 increased by 9.5%, (35 burials). The Board believes that the increase in services this past year is due in large part to the community outreach and networking efforts that the staff at NCCD has put forth during the past 12 months. The Board directed that the Financial Report be placed on file for the Auditor.

Two investments held through our Wells Fargo Advisors account matured in December. A two year corporate bond from Westpack Banking Corp., that paid a 1.5% APY, matured on December 1, 2017. These "Oak Hill PreNeed" Funds were used to purchase a corporate bond from Caterpillar Financial Services with a two year maturity, and will pay a 1.9% APY. A four year WFA Company corporate bond that has paid 1.44% APY, matured on December 11. The Oak Hill Endowment Care Principle Funds were used to purchase a \$165,000 CD from Investors Bank with a 36 month maturity, and a 2.1% yield at maturity. The next investment to mature will be a Corporate Bond from Goldman Sachs Group Inc. It will mature on January 22, 2018. The District has approximately 49.9% 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 General Manager presented to the Board status on CemSites promise to provide a new Account Receivable software module. CemSites provided the new Account Receivable module on Wednesday December 20, 2017. NCCD is in the process of rebuilding the Time Payment Contracts into the new

module. There is approximately 70 Time Payment Contracts that must be rebuilt, payment by payment, into the new module. Without an error free AR module, CemSites software is not acceptable to NCCD. Blue Consulting Group provided a status from the U.S. Fish and Wildlife Service regarding the area NCCD is considering for a conservancy. The answer is that the land is occupied, but the level of occupation will be determined at the time of the formal submittal. Mr. Jefferson has been invited to the February 19 Board of Trustees meeting to provide additional information.

#### New Business:

The District's Investment Policy, NCCD Policy #3060, must be reviewed annually. After discussion by the Board, Trustee Mike Ott made a motion with a second by Trustee Sharon Disney, 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 Ott

Nays: 0

Abstained: 0

Absent: 1 Trustee Lochridge

The Board reviewed the District's policy on providing Workers' Compensation Insurance for volunteers and for the Governing Board. New information regarding "Class Codes," "Base Rates", and Wage estimates was provided to the Board. Trustee Tom Knight presented a motion to approve District Resolution Number 1-2018, regarding Workers' Compensation Insurance for volunteers and the Governing Body. The motion received a second from Trustee Mike Ott. The motion passed with 4 Aye votes.

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

Nays: 0

Abstained: 0

Absent: 1 Trustee Lochridge

The Ad Hoc Committee to study a Committal Center/Community Use Facility, chaired by Trustee Ott, reported to the Board. No action was taken.

The General Manager provided his Manager's Report:

- The GM attended a January 9, 2018 Webinar on Labor & Employment Law Changes in 2018
- The Annual Hearing Test is scheduled for January 31, 2018
- Equipment Down For Repair: None
- Personnel: no hires and no terminations or retirements
- Monthly Employee Safety Training subject: "Communication Breakdown"

The schedule of future activities include:

- 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 7:30 p.m. The next Regular Board of Trustees Meeting is scheduled for February 19, 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