

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of February 19, 2018

The Regular meeting of the Board of Trustees of the North County Cemetery District was called to order by Chairperson Steve Lochridge at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Trustees Sharon Disney, Thomas Knight, Mike Ott and Chairperson Lochridge. Vice-Chairperson Tanis Brown 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 were district resident, Richard Hyde and Mike Jefferson, President of Blue Consulting Group.

A motion was presented by Trustee Knight with a second by Trustee Disney, to approve the minutes of the Regular Board Meeting of January 15, 2018. The motion passed with 3 Aye votes.

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

A motion was made by Trustee Ott with a second by Trustee Disney, to change the order of items on the agenda, and have the Board address item I - 1, Status of Land Conservancy, first for the benefit of Mike Jefferson. The motion passed with 4 Aye votes.

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

Trustee Tanis Brown joined the meeting at 5:38 p.m.

Mike Jefferson of Blue consulting Group provided a status report for the Board of Trustees. Mike discussed the process and the establishment of the endowment for the care of the conservancy. He explained that everything done initially is to create a "base line" for the creation of mitigation credits. If more endangered birds appear then the number initially observed, the number of credits could increase. Budgeting questions were asked, and Mike indicated that a total of \$101,235.25 would go to U.S. Fish & Wildlife, and Blue Consulting Fees would total about \$32,000. Considering the required maintenance within the conservancy, the GM feels that most of it can be accomplished with existing staff. At the conclusion of the presentation Mike Jefferson agreed to provide a graph, or a "Cost and Time Line" with expectations identified. The Board is looking for Blue Consulting Group to provide clarity on the process steps, and expectations. The Trustees asked many questions of Mr. Jefferson but no action was taken by the Board on this matter.

At the conclusion of discussion on item I - 1, the Chair directed a returned to agenda item "E". All District Orders and District Certificates were approved and signed by the Board.

The Board reviewed all the correspondence received by February 13. Three new items arrived after that date that was shared with the Board: a thank you note from the Bulen family, correspondence with Peter Matsos regarding the potential of leasing some undeveloped acreage, and a thank you card from the Salisbury family.

The Board reviewed the Financial Report for the month of January 2018. 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. Impact to the Capital Outlay Fund was from the purchase of a new dump truck, and the sale of the old truck. The Board directed that the Financial Report be placed on file for the Auditor.

One investment held through our Wells Fargo Advisors account matured in January. A four year corporate bond from Goldman Sachs Group Inc., that paid a 2.38% APY, matured on January 22, 2018. These "San Marcos Endowment Care Principle" Funds were used to purchase a Certificate of Deposit from Morgan Stanley Bank with a two year maturity, and will pay a 2.3% APY. The next investment to mature will be a CD from Bank of North Carolina. It will mature on June 29, 2018. It has paid 1.5% APY. The District has approximately 48.3% of its available funds invested outside the San Diego County Treasury.

Continuing Business:

The General Manager presented to the Board status on CemSites implementation. 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. A Symposium will be held on February 20 hosted by CemSites to review issues and to provide training. The GM will be meeting with CemSites leadership to communicate to them that NCCD is near terminating our arrangements on the basis that CemSites has not been able to comply with the sales contract, specifically the AR functions of the software.

The General Manager represented the District at the quarterly meeting of the San Diego Chapter of CSDA. It was held Thursday February 15, at the Butcher Shop in Kearny Mesa. He provided feedback about the meeting and the featured presenter, Tom Paolicelli, Chief Deputy Treasurer, from the Treasurer / Tax Collector's office.

New Business:

Annual Statement of Economic Interests - Form 700 from each Trustee is due April 1, 2018. The process and status of the reporting was shared with the Trustees.

The General Manager shared with the Board that NCCD will be hosting a Local Area Cemetery Meeting on April 12, 2018. The plan will be to set up tables outside under the portable canopies near the old rental house. The kitchen and restrooms will be convenient. About 45 attendees are expected from Orange County, Riverside County, San Bernardino County, Imperial and San Diego Counties. It will begin at 10:00 a.m., and conclude about 1:00 p.m.

The Ad Hoc Committee to study a Committal Center/Community Use Facility, chaired by Trustee Ott, with members Steve Lochridge and Dennis Shepard, reported to the Board. Consultant Rich Miller has been invited to the April meeting. No action was taken by the Board.

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 completed on January 31, 2018
- Sold two "Premier Product" locations at San Marcos in Granite Gardens
- Equipment Down For Repair: None

- Personnel: no hires and no terminations or retirements
 - One employee broke his leg while off work on the weekend & will be off work for several months. A "Temporary Employee" will be added to the force until the return.
- Monthly Employee Safety Training subject: "Communication Breakdown" and "Service Animals & Comfort Animals: ADA and the FEHA"

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
- April 12, 2018: Local Area Cemetery Meeting at Oak Hill Memorial Park
- 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 7:45 p.m. The next Regular Board of Trustees Meeting is scheduled for March 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