

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of April 16, 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 Tanis Brown, Sharon Disney, Thomas Knight, Mike Ott and Chairperson Lochridge. A quorum was present. Also present was General Manager Dennis Shepard.

The meeting was opened with the Flag Salute.

Visiting the Board Meeting were Rich Miller, Brad Burke, and Ken Erickson

A motion was made by Trustee Knight with a second by Trustee Ott, to change the order of items on the agenda, and have the Board address item I - 1, *Community Activity Facility*, first for the benefit of the visitors. The motion passed with 5 Aye votes.

Ayes: 5 Trustees Brown, Disney, Knight, Lochridge and Ott

Nays: 0

Abstained: 0

Absent: 0

The Board received a presentation from Rich Miller (Planner), Brad Burke (Architect), and Ken Erickson (Architect), on the considerations that should be taken as the Community Activity Facility is designed. The Board agreed to document specifics on the facility and provide those criteria back to the team. The Board agreed to have a Special Board of Trustees meeting on Monday May 30, 2018, to document criteria, the goals of the District for the use of a facility, and more clearly define the scope of the project. After the Special Board Meeting, the General Manager will communicate back to Rich, Brad, and Ken. That communication would then trigger a proposal to NCCD.

A motion was presented by Trustee Brown with a second by Trustee Disney, to approve the minutes of the Regular Board Meeting of March 19, 2018. The motion passed with 5 Aye votes.

Ayes: 5 Trustees Brown, Disney, Knight, Lochridge and Ott

Nays: 0

Abstained: 0

Absent: 0

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

The Board reviewed all the correspondence received by April 9. Since that date, the District received the annual CAPC surveys of Fees, Prices, and Wages that association members submitted.

The Board reviewed the Financial Report for the month of March 2018. The District's revenues are still a little ahead of the "straight line" budget for the year. Taxes are on schedule with target amount. The expense spending is a little under budget. April will show an uptick on spending due to increased water usage and fertilizer. Tree replacement will also impact expense budget. The Board directed that the Financial Report be placed on file for the Auditor.

The March 2018 Investment Report was presented to the Board for its review. Nothing has matured during the month of March, and no changes have taken place with the District's investments. 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 47.7 % of its available funds invested outside the San Diego County Treasury. County Pool return increased to 1.62% in February and continues to increase month over month.

Continuing Business:

Status was given on the Land Conservancy project. A detailed map has been created using GPS and the services of Jim Eyerman, Land Surveying Inc. Mike Jefferson of Blue Consulting Group continues to work with U.S. Fish and Wildlife.

The General Manager presented to the Board status on CemSites implementation. On April 4, 2018, NCCD staff discovered another software problem with the calculation of receipts. On April 6, CemSites admitted to the software error and implemented a fix. NCCD has been working with CemSites for 30 months trying to implement a reliable Accounts Receivable program. Errors continue to be found by NCCD during this process. The GM will send a letter to notify CemSites they have failed to perform on their contractual obligation, (delivery of Account Receivable), and that NCCD is demanding a refund of all monies paid to date.

New Business:

The Board of Trustees discussed a change in policy on acceptance of cash at the offices for payments. The Board is very concerned about the safety of District employees, and for the risk factors around asset protection. A list of Pro's and Con's were considered by the Board. A motion was made by Trustee Ott with a second by Trustee Knight, to adopt a "**NO CASH**" policy for new clients, and "grandfather" the current active contracts to allow acceptance of cash through the balance of those contracts; and to have the GM **draft** a new District Policy eliminating the acceptance of cash to be considered by the Board in the next Board meet. The motion passed with 5 Aye votes.

Ayes: 5 Trustees Brown, Disney, Knight, Lochridge and Ott

Nays: 0

Abstained: 0

Absent: 0

San Diego LAFCO is administering the election of Special Districts' representative on the newly forming San Diego County Consolidated Redevelopment Oversight Board. NCCD is eligible to cast one vote in this election. The provided ballot must be used to cast the District's one vote. A motion was made by Trustee Ott with a second by Trustee Brown, to cast the District's vote for Julie Nygaard. The motion passed with 4 Aye votes.

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

Nays: 0

Abstained: 1 Trustee Lochridge

Absent: 0

The General Manager provided his Manager's Report:

- Working with Images of Escondido on a historic publication to include NCCD
- Attended San Marcos Chamber Mixer on March 22, with Trustee Brown
- April 12, 2018, the Local Area Cemeteries Meeting was held at Oak Hill Memorial Park
- Equipment Down For Repair: None
- Personnel: No changes
- Monthly Employee Safety Training subject: Respect for People

The schedule of future activities includes:

- May 22 – 23, 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 May 21, 2018, and will begin at 5:30P.M. It will be held at the Oak Hill Memorial Park office. There will be a Special Board of Trustees Meeting is scheduled for Monday April 30, at 12:30 p.m. It will be held at the District Office, Oak Hill Memorial Park.

Dennis L. Shepard

Acting as Secretary of the Board