

MINUTES OF THE SPECIAL MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of April 30, 2018

The Special Meeting of the *Board of Trustees of the North County Cemetery District* was called to order by Chairperson Steve Lochridge at 12:30 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 was community resident Rich Hyde

The Board agreed to document concepts on the multi use, community facility and provide design criteria back to the architects Ken Erickson and Brad Burk. The goal for sending design criteria to the architects is to obtain a proposal from them describing scope of work, and defining the time and cost estimates. The Trustees worked to develop such a list, (attached). Also discussed was the importance of documenting the Policy and Rules for the use of the facility.

A motion was presented by Trustee Ott with a second by Trustee Disney, to approve a consensus on the criteria list, and to direct the General Manager to transmit this information to the architect team of Erickson and Burk. The motion passed with 5 Aye votes.

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

The Board of Trustees discussed a change in policy on the 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 DRAFT new Policy #3068 was presented to the Board for consideration. NCCD's Policy #1010 for adding or amending policies provides that a change to Policy must be considered in a meeting of the Board prior to the meeting at which consideration of the amendment is given. This is the first reading of the draft policy for the Board. No action was taken on this item.

The GM has located a used **Toro Pro Force** debris blower that will replace the functionality of the current John Deere sweeper. A motion was presented by Trustee Brown with a second by Trustee Disney, to approve a Capital Dollar allocation to purchase two Toro Pro Force blowers, not to exceed \$14,000.00. The motion passed with 5 Aye votes.

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

The meeting adjourned at 2:00 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.

Dennis L. Shepard
Acting as Secretary of the Board