

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of May 21, 2018

The Regular Meeting of the *Board of Trustees of the North County Cemetery District* was called to order by Chairperson Steve Lochridge at 5:38 p.m., at the Oak Hill Memorial Park office. Present were Trustees Tanis Brown, Mike Ott and Chairperson Lochridge. Trustee Knight was out of town on vacation, and Trustee Disney had notified the Board that she was going to be a little late. A quorum was present. Also present was General Manager Dennis Shepard.

The meeting was opened with the Flag Salute.
Visiting the Board Meeting was resident Richard Hyde.

A motion was presented by Trustee Brown with a second by Trustee Ott, to approve the minutes of the Regular Board Meeting of April 16, 2018 and the minutes of the Special Board Meeting of April 30, 2018. The motion passed with 3 Aye votes.

Ayes:	3	Trustees Brown, Lochridge and Ott
Nays:	0	
Abstained:	0	
Absent:	2	Trustees Disney and Knight

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

The Board reviewed all the correspondence received by May 15. Since that date, the District received notice that SDRMA CEO Greg Hall had resigned, and a search for his replacement was in progress. Also, the District received notice that a scholarship had been awarded to NCCD for the attendance by Trustee Ott to the Special District Leadership Academy in July.

The Board reviewed the Financial Report for the month of April 2018. The District's revenues are still a little ahead of the "straight line" budget for the year. Taxes are on schedule with budget target amount. The expense spending is a little under budget. The Board reviewed several of the "line items" of the budget including Small Tool, Travel & Transportation, Prof & Special Services. The Board directed that the Financial Report be placed on file for the Auditor.

The April 2018 Investment Report was presented to the Board for their review. Nothing has matured during the month of April, 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 46.6 % of its available funds invested outside the San Diego County Treasury. County Pool return increased to 1.72% in March and continues to increase month over month.

Trustee Sharon Disney joined the meeting at 6:15 p.m.

Continuing Business:

The GM provided an update on the Community Use Facility project. Architects Ken Ericson and Brad Burke are still working on developing a proposal for the Board to consider.

Status was given on the Land Conservancy project. Mike Jefferson of Blue Consulting Group submitted a "Scope of Work" agreement for the preparation and processing of required documents to create a habitat Conservation Bank. After discussion by the Board, Trustee Ott presented a motion to direct General Manager Shepard to communicate with Mike Jefferson of Blue Consulting Group the acceptance of the proposal with the clarification that payments identified in the proposal will be paid upon the presentation of the deliverables as identified in the proposal, (items 1 through 4); and number two, that Mr. Jefferson keep the District advised on any comments, positive or negative, from the wild life agencies upon the completion of

Draft and Final Prospectus. The District reserves the right to terminate the project if upon receiving adverse comments from the wild life agencies, the District feels these comments render the project infeasible. Mike Jefferson would receive compensation up to the point of termination. Trustee Disney provided a second for the motion. The motion passed with 4 Aye votes.

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

The General Manager presented to the Board status on the CemSites implementation. On April 11, 2018, NCCD sent a letter to CemSites notifying them that NCCD considers them to have failed to deliver on their agreement to deliver a workable system. On May 4, 2018, NCCD received a request from CemSites to continue working with them to resolve the problems. After consideration, the GM wrote CemSites on May 8, 2018, declining their offer, and again requesting a refund of past payments. No Board action was taken on this item.

The Board reviewed the DRAFT Policy #3060, Acceptable Legal Tender policy that eliminates the acceptance of cash for payment. The District's new policy would accept credit/debit cards, checks, money orders, but not cash. This was the second reading of the proposed policy. Trustee Ott presented a motion to accept this new policy. Trustee Brown provided a second for the motion. The motion passed with 4 Aye votes.

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

New Business:

The Board discussed a process to solicit and evaluate candidates for the position of General Manager at the North County Cemetery District. The GM is to provide an Announcement DRAFT, and an application for the Board's review in the June Regular meeting.

The Board reviewed a very high level, course grain, representation of the 2018/2019 Budget DRAFT.

The General Manager provided his Manager's Report:

- May 4, attended meeting w/ Representative Duncan Hunter
- May 5, Co-Hosted Genealogy Class at the San Marcos Cemetery
- May 8, attended meeting with Mayor Jim Desmond of San Marcos
- May 10, attended meeting with San Diego Treasurer/Tax Collector Dan McAllister
- Meetings with Allied Veteran's Council of Escondido for Memorial Day planning
- Equipment Down For Repair: None
- Personnel: No Termination Hired Jesse Alvarez as Maintenance Man I
- Monthly Employee Safety Training subject: Heat Stress

The schedule of future activities includes:

- September 24 – 27, 2018: CSDA Annual Conference in Palm Springs
- October 5 – 6, 2018: CAPC Education Day / Area Meeting in South Lake Tahoe
- March 7 - 8, 2019: CAPC Annual Conference in Seaside

The meeting adjourned at 9:10 p.m. The next Regular Board of Trustees Meeting is scheduled for June 18, 2018, and will begin at 5:30P.M. It will be held at the Oak Hill Memorial Park office. In July there will be two meeting, the Regular meeting on July 16, and a Special meeting on July 23.

Dennis L. Shepard
Acting as Secretary of the Board