

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of June 18, 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. Trustee Brown was out of town on vacation. 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 Ott with a second by Trustee Disney, to approve the minutes of the Regular Board Meeting of May 21, 2018. The motion passed with 3 Aye votes.

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

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

The Board reviewed all the correspondence received by June 18. No new correspondence had been received by the District since that date.

The Board reviewed the Financial Report for the month of May 2018. The District's revenues are still slightly ahead of the "straight line" budget for the year. Taxes are on schedule to exceed the budget target amount. The expense spending is a little under budget. Some money will be spent in June for tree replacement and some equipment repairs. Property Tax revenues will be slightly higher than projected. The Board directed that the Financial Report be placed on file for the Auditor.

The May 2018 Investment Report was presented to the Board for their review. Nothing has matured during the month of May, 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 46.3 % of its available funds invested outside the San Diego County Treasury. County Pool return increased to 1.84% in April and continues to increase month over month.

Continuing Business:

The Board reviewed a *Proposal for Architectural Services* from Ken Erickson for the Community Use Facility project. After discussion, the Board asked the GM to request early material from the Architect for the purpose of communication our project to the community. This material would be in advance of the "Presentation Material" that is documented in the Proposal. A motion was presented by Trustee Ott for approval of the scope of services defined in the Proposal by Ken Erickson with the incorporation of an item for early delivery pamphlet/brochure containing a concept design. Trustee Knight provided the second for the motion. The motion passed with 4 Aye votes.

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

Status was given on the Land Conservancy project. Mike Jefferson of Blue Consulting Group confirmed and

agreed with the clarification memo dated June 8, 2018 from NCCD to Blue Consulting Group. This clarified the payments schedule and the schedule of deliverables from Blue Consulting Group while processing documents to create a habitat Conservation Bank at Oak Hill Memorial Park.

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. On May 29, 2018, CemSites responded to NCCD stating they would not be able to refund any money, and that CemSites had completed all the “custom” work NCCD had requested. On June 11, 2018, NCCD responded to each point of the May 29 letter and disputed all 5 items. Again NCCD expressed that CemSites had failed to deliver a product, and NCCD request refund of previous payments. Action through Small Claims Court may be considered. No Board action was taken on this item.

Trustee Ott and GM Shepard reported to the Board the activities of Memorial Day May 28, 2018 at Oak Hill Memorial Park and San Marcos Cemetery.

#### New Business:

NCCD is initiating a Recruitment Process for the position of General Manager at the North County Cemetery District. The Board reviewed the Position Announcement and the Application for Employment. A motion was presented by Trustee Disney to distribute the Announcement and Application as widely as possible, including posting on NCCD’s web site, CSDA’s web site, and sending copies to CAPC members. Trustee Ott provided the second for the motion. The motion passed with 4 Aye votes.

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

The General Manager provided his Manager’s Report:

- May 28; Memorial Day Celebrations
- June 3 & 4; CAPC Board of Directors Strategic Planning Meeting
- Oak Hill is using “Gopher Blaster” company to help control rodents
- Equipment Down For Repair: None
- Personnel: No Termination No Hires
- Monthly Employee Safety Training subject: Emergency Action Plan: Crisis Under Control

The schedule of future activities includes:

- July 8 – 11, 2018: Trustee Ott Attending SDLA Program
- 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 7:10 p.m. The next Regular Board of Trustees Meeting is scheduled for July 16, 2018, and will begin at 5:30P.M. A second meeting in July will be held July 23. Both meetings will be held at the Oak Hill Memorial Park office.

Dennis L. Shepard  
Acting as Secretary of the Board