

MINUTES OF THE SPECIAL MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of July 23, 2018

The Special meeting of the Board of Trustees of the North County Cemetery District was called to order by Chairman Steven Lochridge at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Chairman Lochridge, Trustees Tanis Brown, Sharon Disney, and Michael Ott. Trustee Thomas Knight was absent/excused. A quorum was present. Also present was General Manager Dennis Shepard.

The meeting was opened with the Flag Salute. There were no visitors to the Board Meeting.

A motion was made by Trustee Ott with a second by Trustee Disney to approve the minutes of the Regular Board Meeting of June 18, 2018, and the minutes of the Regular Board Meeting of July 16, 2018. The motion passed with 3 Aye votes.

Ayes: 3 Trustees Disney, Ott, and Lochridge

Nays: 0

Abstained: 1 Trustee Brown

Absent: 1 Trustee Knight

All District Orders and District Certificates were approved in the Regular Board of Trustees Meeting of July 16. There were no new business items for this agenda.

The Board reviewed all the correspondence received by July 17. New correspondence for the Board was information about a symposium hosted by the County Tax Collector / Treasurer on the subject of Fraud Prevention & Ethics. The date of the symposium is August 3, 2018.

The Board reviewed the Financial Report of the month of June 2018, and the End of Year data for Fiscal Year 2017/2018. The District ended the year with \$376,830.91 in Revenues over Expenses. The Board directed that the Financial Report be placed on file for the Auditor. The Financial Audit for FY 2017/2018 is scheduled to begin on August 20, 2018.

The Investment Report for June 2018 was reviewed by the Board. The CD from Bank of North Carolina matured on June 29. The maturity value of \$100,000.00 was moved to the Money Market account, and then on July 6, a CD was purchased for \$100,000 from American Express National Bank. It will mature on July 12, 2021 and will pay 3% APY. On July 9, a Corporate Bond from Discovery Bank matured. The \$200,000 from this maturing bond was used to purchase a CD from BMW Bank. It has a maturity date of July 13, 2021, and will pay 3% APY. The District has approximately 45.6% of its available funds invested outside the San Diego County Treasury. The GM will continue to search for investment opportunities that meet the direction details provided by the Board. There were no questions by the Board. They directed that the Financial Report be placed on file.

Continuing Business:

A motion was made by Trustee Disney, seconded by Trustee Ott, to distribute the revenues from FY 2017/2018 that were in excess of the expenses, (\$376,830.91), in the following manner:

- \$65,394.30 to remain in the Endowment Care Interest Fund;

- \$184,800.66 to be placed in the Capital Improvement Fund and be designated for the land mortgage payment due in F/Y 2018-2019;
- The balance of \$126,635.95 to be placed in the Capital Improvement Fund.

The motion was approved by unanimous vote.

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

Discussion was held regarding the proposed budget for the District in F/Y 2018-2019. A proposed budget was presented to the Board that reflects an increase in District Fees of 5.0%, and an increase in salaries of 5.0% for all staff. A motion to accept the proposed budget was made by Trustee Ott. Trustee Lochridge provided a second to the motion. The motion was approved by unanimous vote.

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

An update was given to the Board regarding the potential development of a Community Use Facility at the Oak Hill Memorial Park. In the June 18, 2018 Board of Trustees meeting the Board accepted a proposal for Architectural Services to define concepts of the project from Rich Miller (Planner), Brad Burke (Architect), and Ken Erickson (Architect). The proposal is for two of the initial tasks of the project; programming and concept design. On June 29, GM Shepard delivered some topographic maps to assist with addressing the elevations of the project.

A status of activity was given to the Board of Trustees regarding Blue Consulting Group's progress in creating the Land Conservancy for the District. In 2017, NCCD hired Blue Consulting Group to complete a U.S. Fish & Wildlife Service Survey and to assist NCCD in creating a land conservancy. On September 17, 2017, the U.S. Fish & Wildlife Service Survey team, Blue Consulting Group, and the General Manager walked the area of interest. Mike Jefferson of Blue consulting Group provided a status report in the February 19, 2018, Board of Trustees Meeting. In the May 21, 2018 meeting of the Board of Trustees, the Board accepted the proposal by Blue Consulting Group and directed the General Manager to provide clarity of payments to Mr. Jefferson. On July 12, 2018, Mike Jefferson requested a "description of adjacent uses" from the District. This will be one of the last items required in the document of proposal for presentation. The GM is working to provide that information.

#### New Business:

The Annual Reimbursement Report was present to the Board for review.

North County Cemetery District is a "Regular Voting Member" in Good Standing of the California Special Districts Association. This year Seat A of the Southern Network has expired, and there are two candidates seeking election to this seat: Jo MacKenzie from Vista Irrigation District, and Joseph Kelly from the Big Bear Airport District. A motion was made by Trustee Ott with a second by Trustee Disney to cast the District's vote for Jo MacKenzie. The motion passed with 4 Aye votes.

Ayes: 4 Trustees Brown, Disney, Lochridge, and Ott  
 Nays: 0

Abstained: 0

Absent: 1 Trustee Knight

North County Cemetery District is a member of the California Association of Public Cemeteries. CAPC has a 10 member Board of Directors, each serving a two year term. There will be 5 seats open for candidates in the March 2019 Annual Conference. Trustee Ott has agreed to run for one of the Director positions. Resolution number 2-2018, provides support for Trustee Ott's election run. A motion to accept the Resolution 2-2018 was made by Trustee Brown. Trustee Lochridge provided a second to the motion. The motion was approved by unanimous vote.

Ayes: 4 Trustees Brown, Disney, Lochridge and Ott

Nays: 0

Abstained: 0

Absent: 1 Trustee Knight

The General Manager provided his Manager's Report:

- Equipment Down For Repair: Oak Hill Utility Truck, and Backhoe
- Personnel: no changes;
- Monthly Employee Safety Training subject was: Housekeeping & Defensive Driving Tips

The schedule of future activities include:

- September 24 – 27, 2018: CSDA Annual Conference in Palm Springs
- October 5 – 6, 2018: CAPC Education Day/Area Meeting in South Lake Tahoe
- March 8-9, 2019: CAPC Annual Conference in San Luis Obispo

The meeting adjourned at 7:10 p.m. The next Regular Board of Trustees Meeting scheduled for August 20, 2018, to 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