

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of August 20, 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 was district resident Richard Hyde and developer Jonathon Webster

Trustee Ott made a motion to rearrange the agenda, going directly to agenda item J-1. The motion was seconded by Trustee Knight. The motion passed unanimously with 5 Aye votes:

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

The Board considered a proposal by Pimura Corporation to modify the route of the District's current 15 foot wide easement from the District's northern boundary to Reed Road. Developer Primura Corporation is in the process of developing 4 single family homes on the District's neighboring property, and is asking permission to adjust the easement. No concerns were identified by the Board after the presentation of the proposal. On a motion by Trustee Knight, with a second by Trustee Ott, the Board unanimously approved acceptance of the proposed easement adjustment. The motion passed with 5 Aye votes:

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

The Board returned to the original agenda items.

A motion was presented by Trustee Brown with a second by Trustee Disney, to approve the minutes of the Special Board of Trustees Meeting of July 23, 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 August 13, 2018. One new piece of correspondence was received after the Board Package was mailed to the Trustees. It is a letter from LAFCP Executive Director, Keene Simonds, which he addressed to the San Diego Consolidated Redevelopment Oversight Board. It was to clarify Special District representation and voting authority on the Board.

The Board reviewed the Financial Report for the month of July 2018. The District's revenues are slightly ahead of the "straight line" budget for the year as is common this early in the Fiscal Year. The expense spending is over budget due to the annual payment of insurance premiums, (Workers Comp., and Liability). The Board directed that the Financial Report be placed on file for the Auditor.

The July 2018 Investment Report was presented to the Board for their review. A Comenity Bank CD matured on August 1, 2018. The \$100,000 of Oak Hill Endowment Care funds were used to purchase

another Comenity Bank CD, which has a maturity of 48 months and will provide an APY of 3.2%. The next investment to mature is a Capital One NA Bank. It will mature on August 27. It is a 36 month CD that has yielded 1.75%. The District has approximately 45.6% of its available funds invested outside the San Diego County Treasury. The County Pool return increased to 1.94% in June and continues to increase month over month. 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:**

An update was given to the Board regarding the District’s project of building a Community Use Facility. Trustee Ott shared information with the Board about the activity of the architect/project team. Trustee Ott also shared information about county grant applications. GM Shepard committed to having a draft grant application complete by the end of August to share with the Ad Hoc committee; Trustee Steven Lochridge and Trustee Michael Ott.

Status was given on the Land Conservancy project. Mike Jefferson of Blue Consulting Group is still writing the proposal.

The General Manager provided an update on the receipt of applications for the GM position. No action taken on this item by the Board.

**New Business:**

After review of District Policy #3050, (Rules and Regulations), the Board accepted them with one change. A motion was presented by Trustee Ott with a second by Trustee Disney, to apply the Raised Marker Specification to both the San Marcos Cemetery and the Oak Hill Memorial Park. The motion passed with 5 Aye votes.

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

The Annual Review of NCCD’s Policy #3070 and #3080, (Fee Schedule) was completed by the Board. These Fees and Prices were accepted by the Board in the July 23<sup>rd</sup> Special Board of Trustees Meeting, and now are added to the Policy Manual. On a motion by Trustee Ott with a second by Trustee Disney, new Fee Schedule was accepted. The motion passed with 5 Aye votes.

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

The Board reviewed the District’s Harassment Policy, #4040, for clarity, verify compliance, and certify coverage. Each Trustee signed the Certification Form and returned it to the GM for filing in the personnel folders.

The General Manager provided his Manager’s Report:

- Met with County Board of Supervisor Kritin Gaspar at a Chamber meeting in Escondido
- Discussed Safari Highlands Property Tax Issue with LAFCO & Escondido Planner Bill Martin
- Financial Auditor is scheduled for September 10, 2018 in the District Office
- Equipment Down For Repair: Oak Hill utility truck; Oak Hill backhoe
- Personnel: No Termination No Hires
- Monthly Employee Safety Training subject: Ergonomics

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 7:45 p.m. The next Regular Board of Trustees Meeting is scheduled for September 17, 2018, and will begin at 5:30P.M. The meeting will be held at the Oak Hill Memorial Park office, 2640 Glenridge Road, Escondido CA.

Dennis L. Shepard  
Acting as Secretary of the Board