

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of September 17, 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.

A motion was presented by Trustee Ott with a second by Trustee Knight, to approve the minutes of the Regular Board of Trustees Meeting of August 20, and the Special Board of Trustees Meeting of August 27, 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 September 11, 2018. One new piece of correspondence was received after the Board Package was mailed to the Trustees. The San Diego County Board of Supervisors Re-Appointed Trustee Sharon Disney to a new four year term beginning on January 7, 2019 to expire on January 2, 2023. The appointment was made in the June 26 Board of Supervisors meeting, but the communication to this office was delayed.

The Board reviewed the Financial Report for the month of August 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 by approximately \$40,000 due to the annual payment of insurance premiums, (Workers Comp., and Liability). The GM has no concerns at this time. The Board directed that the Financial Report be placed on file for the Auditor.

The August 2018 Investment Report was presented to the Board for their review. The District had purchased a \$100,000 CD from OneWest Bank using Oak Hill Preneed funds. CIT Bank purchased OneWest. The CD matured on August 10, 2018. CIT was offering an APY of only 1.85%, so the account was closed and the money returned to the County Treasurer August 22, 2018. The CD purchased from HSBC Bank through the USB broker is a "Step Up" CD. The first call date was September 10. The CD was not called, so the CD steps up in rate from an original APY of 1.30%, to 2.75%. There are no additional call dates, and it has a maturity date of 03/10/2021. The next investment to mature is a \$100,000 CD using Endowment Care Principle funds. It is a CD from American Express Central Bank that was purchased through our Wells Fargo Advisor broker. The District has approximately 45.2% of its available funds invested outside the San Diego County Treasury. The County Pool return increased to 1.99% in July 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. A Special Board of Trustees meeting will be held on October 3, with the architect/project team. Progress is

being made on the Grant Application to be sent to the San Diego County Board of Supervisors.

Status was given on the Land Conservancy project. Mike Jefferson of Blue Consulting Group provided a draft proposal that will go to the State and Federal agencies. The GM will finalize the proposal with Mike and then instruct him to submit the proposal to the State and Federal agencies.

The General Manager provided an update on the receipt of applications for the GM position. The Board suggested some procedure steps for the interviews, but no action was taken on this item by the Board. The applications will be reviewed by the Board in the October 3, 2018 meeting. The Board will also review the list of questions for the interview in the October 3 meeting.

**New Business:**

After review of District Policy #2110, (Health and Welfare Benefits), the Board accepted the policy as updated with the new insurance premium costs and the deletion of the paragraph referring to employees hired prior to April of 1984. A motion was made by Trustee Knight with a second by Trustee Disney to accept Policy #2110 as presented. 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 #3060, (Investment of District Funds) was completed by the Board. On a motion by Trustee Ott with a second by Trustee Disney, current policy 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 General Manager provided his Manager's Report:

- Financial Auditor was in the District September 10, 2018 through September 13
- Equipment Down For Repair: none
- Personnel: No Termination No Hires
- Monthly Employee Safety Training subject: Public Building Security

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 8:30 p.m. The next Regular Board of Trustees Meeting is scheduled for October 15, 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