

MINUTES OF THE SPECIAL MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of December 4, 2018

The Special 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 meeting was Craig Griffin and Edward Serna

Public input to the Board of Trustees was given by Craig Griffin. No action was taken on the information provided.

A motion was presented by Trustee Brown with a second by Trustee Ott, to move to move the meeting **to** a “Closed Session” in compliance with Government Code 54954.5(e), for GM Candidate interviews. The motion passed with 5 Aye votes, and at 5:40 P.M. the meeting went to a Closed Session:

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

All visitors left the meeting. Edward Serna remained for the candidate interview.

At 7:02 p.m., a motion was presented by Trustee Ott with a second by Trustee Brown, to move the meeting **from** the “Closed Session” in compliance with Government Code 54954.5(e), for GM Candidate interviews, back to an Open Meeting. The motion passed with 5 Aye votes:

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

Trustee Mike Ott offered a motion that the Board give the General Manager authorization to negotiate an employment offer with Edward Serna and develop an employment contract, (contingent upon a positive reference verification and background investigations), that reflects the guidelines and restrictions documented in the District Policy Manual; that the offer include a salary offer beginning at \$77,000 up to a maximum of \$78,500. The motion was seconded by Trustee Disney.

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

The Board asked that the GM keep on the next six future agendas a “Closed Session-Personnel Exception” item for the purpose of discussing and evaluating the new General Manager’s development and performance in the new position. In addition, the Board will keep open the option of additional Special Board of Trustees meeting in January, February, and March for the purpose of monitoring, evaluating, and developing the performance of the new General Manager.

A motion was made by Trustee Ott, assuming a new GM is on the payroll January 1, 2019, the existing GM will remain employed by the District in the job position of Administration Manager, (Policy 2315), for at least six months, to be evaluated after six months. The motion was seconded by Trustee Disney.

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

Trustee Tanis Brown and General Manager Shepard will attend the monthly San Marcos Chamber of Commerce business mixer at The Meridian, at Lake San Marcos.

An update was given by the GM to the Board regarding a request by a Boy Scout working on his Eagle Scout Project. He is proposing a project for the San Marcos Cemetery, to honor San Marcos High School alum that has died in the service of the USA.

Each December on “National Wreaths Across America Day”, a nationwide organization of volunteers carry out a mission to Remember, Honor and Teach by coordinating wreath-laying ceremonies at Arlington National Cemetery, as well as at more than 1,400 additional locations in all 50 U.S. states, at sea and abroad. Approximately 300 wreaths will be delivered to Oak Hill Memorial Park for the placing on veteran’s graves. A program will begin at 2:00 P.M. at Oak Hill on Saturday December 15.

The meeting adjourned at 7:30 P.M. The next Regular Board of Trustees Meeting is scheduled for December 17, 2018, and will begin at 5:30P.M. It will be held at the District Office, 2640 Glenridge Road, Escondido.

Dennis L. Shepard  
Acting as Secretary of the Board