

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of March 24, 2025

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Colleen Lukoff at 5:31 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Barbara Sulier, Sharon Disney and Steven Lochridge. A quorum was present. Also present was Administration Manager Kelly Swales and General Manager Edward Serna.

The meeting began with the Salute to the U.S. Flag and the recognition of visitors.

Brian Nowlin, a newly appointed Trustee, and Ken Erickson, Architect, were in attendance. Also in attendance were numerous family members of decedents interred at Oak Hill Memorial Park.

Chairperson Colleen Lukoff welcomed the visitors and explained that we were aware of some concerns with the current flower policy so that item had been added to the agenda in advance. It was determined that there were two concerns the visitors wished to bring to the attention of the board. One being the flower policy and the other being the visitation hours.

Public input for non-agenda items; No action will be taken on non-agenda items. Speakers are limited to three minutes each.

Installation of Trustee Nowlin:

Newly appointed Trustee, Brian Nowlin was sworn in as a Trustee of the North County Cemetery District. Trustee Nowlin took the “Trustees Oath or Affirmation of Office” pursuant to California Constitution Article 20, section 3.

Due to the number of visitors with concerns about the flower policy, a motion was presented by Trustee Sulier, seconded by Trustee Disney to move item K(2) up in the agenda to be discussed before public input.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees, Lukoff, Sulier, Disney, Lochridge, and Nowlin
Abstained:	0	
Absent:	0	
Recused	0	

New Business:

The board heard from 20 members of the public, allowing each person that wanted to speak a full three minutes. Most of the people that spoke to the flower policy had concerns about items being thrown away on non-pick-up days. They were also upset that certain items were not allowed at all. Several people commented that the graves are being disrespected by staff and that staff members lack compassion. Flowers in the niches were also discussed.

Following the public comments, the board heard from the General Manager about the flower policy and how the staff handles certain situations that arise. The GM explained that the staff spends a lot of time removing unauthorized items that can be dangerous such as glass vases, alcohol containers and objects such as rocks. Many families decorate the graves so heavily that the staff is unable to properly mow or weed whack the area.

After a lengthy discussion, the board asked to leave the flower policy on the agenda for the next meeting to be discussed further.

A motion was presented by Trustee Lukoff, seconded by Trustee Disney to move forward on the following items:

Improve social media communication, create posts about flower removal dates, illustrate what is allowed and what is not allowed, encourage people to send us photos and to get involved with the volunteer program. The General Manager is also to provide training and communication to the staff about the concerns.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees, Lukoff, Sulier, Disney, Lochridge, and Nowlin
Abstained:	0	
Absent:	0	
Recused	0	

Public input was then heard about non-agendized concerns about the visitation hours. Many people spoke about not having enough time to visit their loved ones due to their work schedules. People would like to see the cemetery gates open for at least an extra 30 minutes to 1 hour.

The board listened to the concerns and will add the operating hours to a future agenda.

A motion was presented by Trustee Sulier, seconded by Trustee Lochridge to move item K(4) up in the agenda to be discussed before item E.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees, Lukoff, Sulier, Disney, Lochridge, and Nowlin
Abstained:	0	
Absent:	0	
Recused	0	

New Business:

The General Manager introduced Ken Erickson, Architect. Ken Erickson has been working on drawings to convert the existing house on the grounds of Oak Hill Memorial Park into a new office building. He explained that there would be foundation concerns and other obstacles that would arise with converting the house into an office building. As an alternative, a new drawing and floor plan was presented with the plan to demolish the house and start over with a new foundation.

Following a brief discussion the board agreed that there would be too many obstacles and uncertainty with the conversion. A motion was presented by Trustee Lochridge, seconded by Trustee Nowlin to proceed with the demolition of the house and start a new construction for the future office.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees, Lukoff, Sulier, Disney, Lochridge, and Nowlin
Abstained: 0
Absent: 0
Recused 0

Minutes:

A motion was presented by Trustee Disney, seconded by Trustee Sulier to approve the minutes of the February 24, 2025 Regular Board meeting.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees, Lukoff, Sulier, Disney, Lochridge, and Nowlin
Abstained: 0
Absent: 0
Recused 0

District Orders and Certificates:

The Board reviewed all certificates for February 2025, signed District orders/Warrants and checks as needed.

A motion was presented by Trustee Nowlin seconded by Trustee Lochridge, to ratify all certificates for February 2025.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees, Lukoff, Sulier, Disney, Lochridge, and Nowlin
Abstained: 0
Absent: 0
Recused 0

Correspondence:

The district did not receive any correspondence for the month of February 2025.

Financial Report:

The board reviewed the Financial Report for the month of February 2025. Positive sale trends continue for the fiscal year.

Investment Report:

The district had two investments that matured in February 2025.

OH Preneed- There was Morgan Stanley CD that came due for \$235,000 these funds were reinvested in a Gov't Agency FHLB 4.95% Mty 02/2030 & a Gov't GNNA CMO 5.00% with an Avg Life to Mty 1.50 years.

SM Preneed- There was a Gov't Agency bond came due for \$75,000 these funds were reinvested with residual funds in a Gov't Agency FHLB 5.00% Mty 02/2030.

Continuing Business:

There is no update on the Land Conservancy Project to report.

The GM provided an update on the implementation of the Strategic plan and future ideas for renovations to improve facilities.

New Business:

The GM presented a recommendation for the board to consider allocating Preneed Burial Rights purchases to be used and deposited into the general operating fund for the upcoming FY 25-26.

After a brief discussion a motion was presented by Trustee Sulier to accept the General Manager's recommendation for the Preneed Burial Rights, line item 2810, to be deposited into the general operating fund for FY 25-26. The motion was seconded by Trustee Lochridge.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees, Lukoff, Sulier, Disney, Lochridge, and Nowlin
Abstained:	0	
Absent:	0	
Recused	0	

An ongoing project at the San Marcos Cemetery office was discussed. The GM explained that the original cost estimate that was approved by the Board was for up to \$36,000.00. The final proposal provided by Visser Construction was estimated at \$55,000.00. It was recommended to approve the final proposal.

After a brief discussion, a motion was presented by trustee Disney and seconded by trustee Sulier to approve an additional \$30,000.00 for the project.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees, Lukoff, Sulier, Disney, Lochridge, and Nowlin
Abstained:	0	
Absent:	0	
Recused	0	

Trustees Disney, Lukoff and Sulier attended the annual California Association of Public Cemeteries conference and reported out what was discussed at the conference. The trustees refreshed their knowledge of the Brown Act and shared information about vendors and how other cemeteries handle their Preneed Burial Rights.

Manager's Report:

The GM will continue to work on drafting new policies to be presented to the board for review at a future date and is currently working on the 2025-2026 Budget.

There are no updates on social media accounts.

The meeting adjourned at 9:00 p.m. The next Board of Trustees meeting is scheduled for Monday April 28, 2025, and will begin at 5:30 p.m. It will be held at the district office, 2640 Glenridge Road, Escondido, CA.

Prepared by:

Kelly Swales
Board Secretary