

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of October 28, 2024

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Dr. Steven Lochridge at 5:32 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Sharon Disney and Colleen Lukoff. Trustee Barbara Sulier and NCCD CPA Kevin Brejnak attended via Zoom. 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.

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

A motion was presented by Trustee Disney, seconded by Trustee Lukoff, to move up item K3, Preneed Report Project in New Business to be addressed first.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lochridge, Disney, Lukoff and Sulier  
Abstained: 0  
Absent: 0  
Recused 0

**New Business:**

The GM presented the results from the Preneed Report generated by Osiris. It was found that the Preneed accounts were overfunded. A transfer of \$1,546,692.43 would bring the accounts to where they should be. NCCD CPA Kevin Brejnak agreed with the recommendation and explained that interest would still accrue.

After a brief discussion, a motion was presented by Trustee Lukoff to transfer \$1,546,692.43 from the County Preneed Account to the County Capital Outlay account as recommended.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lochridge, Disney, Lukoff and Sulier  
Abstained: 0  
Absent: 0  
Recused 0

## **Minutes**

A motion was presented by Trustee Disney, seconded by Trustee Lukoff to approve the minutes of the September 23, 2024, Regular Board meeting.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lochridge, Disney, Lukoff and Sulier  
Abstained: 0  
Absent: 0  
Recused 0

## **District Orders and Certificates**

The Board reviewed all certificates for September 2024, signed District orders/Warrants and checks as needed.

A motion was presented by Trustee Disney seconded by Trustee Lukoff, to ratify all certificates for September 2024.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lochridge, Disney, Lukoff and Sulier  
Abstained: 0  
Absent: 0  
Recused 0

## **Correspondence**

The district did not receive any correspondence for the month of September 2024.

## **Financial Report**

The board reviewed the Financial Report for the month of September 2024. Positive sale trends continue for the fiscal year.

## **Investment Report**

The district had three investments that matured for the month of September 2024.

OH Endowment - there was a \$100,000 Western Corp bond that came due, these funds were reinvested in Brookfield Corp bond 4.85% Mty 02/2029. There was a \$100,000 FHLMC Gov't Agency bond called, these funds were reinvested into a Gov't Agency FFC bond 4.620% Mty 10/2029.

SM Preeed – There was a \$75,000 JP Morgan Corp bond that came due, these funds were reinvested in a RWT Corp bond 5.75% Mty 10/2025.

All account information/activity/interest earned for the month of September can be found on the September 2024 statements/confirmations.

## **Continuing Business**

The GM provided an update on the Land Conservancy Project.

The GM provided a brief update on the implementation of the Strategic Plan.

## **New Business:**

The board reviewed a proposal from L.O. Lynch Wells and Pumps Inc. for a new pump for the San Marcos well. San Marcos Cemetery relies on well water for 100% of the irrigation.

A motion was presented by Trustee Lukoff seconded by Trustee Disney to accept the proposal.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees, Lochridge, Disney, Lukoff and Sulier
Abstained:	0	
Absent:	0	
Recused	0	

The board also reviewed an estimate from Jones Pure Water Services and a proposal from Diversified Waterscapes Inc. to add a water filtration system to the pond at Oak Hill Memorial Park.

After a brief discussion, a motion was presented by Trustee Disney seconded by Trustee Lukoff to accept the proposal.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees, Lochridge, Disney, Lukoff and Sulier
Abstained:	0	
Absent:	0	
Recused	0	

The GM recommended that the Board switch from paper agenda packets to iPads. This will reduce printing costs and will allow for easier searches of records. The GM also recommended switching email platforms to allow for more streamlined communication.

A motion was presented by Trustee Disney seconded by Trustee Lukoff to move forward with the iPads for all of the trustees, the GM and the Administration Manager.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees, Lochridge, Disney, Lukoff and Sulier
Abstained:	0	
Absent:	0	
Recused	0	

After a brief discussion a motion was presented by Trustee Disney seconded by Trustee Lukoff to cancel the meetings for November and December 2024.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lochridge, Disney, Lukoff and Sulier  
Abstained: 0  
Absent: 0  
Recused 0

A motion was presented by Trustee Lochridge seconded by Trustee Disney to add an action item of electing the new chair for 2025.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lochridge, Disney, Lukoff and Sulier  
Abstained: 0  
Absent: 0  
Recused 0

Following a discussion, a motion was presented by Trustee Disney seconded by Trustee Lukoff to elect Trustee Lukoff as the Chairperson and Trustee Sulier as the Vice Chairperson for 2025.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lochridge, Disney, Lukoff and Sulier  
Abstained: 0  
Absent: 0  
Recused 0

### **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 obtaining quotes for several projects.

There are no updates on social media accounts.

The meeting adjourned at 7:02 p.m. The next Board of Trustees meeting is scheduled for Monday January 27, 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