

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of July 26, 2021

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Sharon Disney at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Sharon Disney, Trustees, Steven Lochridge and Michael Ott. Trustee Tanis Brown was absent. A quorum was present. Also, present was LAFCO Commissioner Barry Willis and General Manager Edward Serna.

Pursuant to the Executive Department State of California, Executive Order N-25-20, California Governor Newsom is providing Brown Act flexibility for Public Agencies due to the COVID-19 crisis. The meeting was accessible to the public via teleconference.

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.

Commissioner Willis visit was to introduce himself to the members of the board. Commissioner Willis said he typically conducts visits to Special Districts to get know the staff.

Minutes

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to approve the June 28, 2021, meeting minutes.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Disney, Lochridge, and Ott.
Nays:	0	
Abstained:	0	
Absent:	1	Trustee Brown
Recused	0	

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to approve the July 19, 2021, meeting minutes with the 11 stipulations, effective August 1, 2021.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Disney, Lochridge, and Ott.
Nays:	0	
Abstained:	0	
Absent:	1	Trustee Brown
Recused	0	

1. Modify the budget preamble to add a discussion about the justification for adding five new staff positions in light of maintaining a constant burial projection of 402 services annually. The preamble and other areas of the budget should describe the position classifications that will be added; whether the positions are regular or temporary and full or part time; and the assignment location (Oak Hill or San Marcos);
2. Authorize a 3% wage increase for district staff;
3. Authorize a 3% fee/price increase to help offset increased operational costs;
4. Modify the recommended part time Administrative Assistant position to a full time regular Administrative Manager position and to modify the salaries benefits portion of the budget and the position to reflect an updated salary range;
5. Add one floating holiday to the District's leave provisions associated with Admission's Day;
6. Authorize the transfer of FY 2020-21 "Excess Revenue" in the amount of \$696,663.80 to the District's Capital Outlay Fund for future projects and equipment purchases;
7. Retain the remaining "Excess Revenue" in the amount of \$450,801.33 in the General Operating Fund;
8. Add supplemental information in the "General Manager's Activities" under "Works in Progress" to justify increasing the number of staff positions;
9. Add the Customer Satisfaction Survey and Sustainable Landscape projects to the "General Manager's Activities" and "Works in Progress" sections of the budget;
10. Footnote the RDA dissolution revenue (\$285,256) as a potentially temporary source of income;
11. Direct the General Manager to return with a recommended final budget based on these stipulations on July 26, 2021.

District Orders and Certificates

The Board approved all certificates. District orders/Warrants and signed checks as needed.

Correspondence

NCCD did not receive any correspondence for the month of July. An email was received on July 14, 2021, from the Equal Employment Opportunity Commission.

Financial Report

The Board reviewed the Financial Report for the month of June during the July 26, 2021, meeting. NCCD completed FY 20-21 in a solid financial position.

Investment Report

Residual funds from a treasury bond that matured at the end of May in the amount of \$90,000.00 of OH Endowment care money was reinvested. The district purchased a bond with Natl Rural Util Co Corp with a 1.005% maturing on 9/15/2025.

Continuing Business

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to adapt the FY 21-22 budget, with a stipulation to coordinate/counsel with Karen O'Neil prior to posting any new job positions.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Disney, Lochridge, and Ott.
Nays:	0	
Abstained:	0	
Absent:	1	Trustee Brown
Recused	0	

Nothing to report on the Land Conservancy project and the COVID-19 restrictions.

The Osiris staff will continue to provide training to the NCCD staff during the transition to the Osiris software.

Managers' Report

The GM reported on this month's activities. The monthly training is Workplace Violence.

The GM will continue to work on Staff increase and interviews, landscaping expectations and the customer service survey.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to move the meeting into closed session.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Disney, Lochridge, and Ott.
Nays:	0	
Abstained:	0	
Absent:	1	Trustee Brown
Recused	0	

The meeting was moved into closed session at 6:35pm. The GM was not present during the closed session.

The closed session adjourns at 7:54PM. No action was taken during the closed session.

The meeting adjourned at 7:55pm. The next Regular Board of Trustees meeting is scheduled for Monday August 23, 2021 and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.