

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of January 26, 2026

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Colleen Lukoff at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Sharon Disney, Steven Lochridge, Brian Nowlin, and Mark Loscher. A quorum was present. Also, present was NCCD's 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.

Minutes:

A motion was presented by Trustee Loscher, seconded by Trustee Nowlin to approve the minutes of the October 27, 2025, Regular Board meeting.

The motion passes with 5 Aye votes.

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

District Orders and Certificates:

The Board ratified all certificates for December 2025. District orders/Warrants and signed checks as needed.

Correspondence:

The district did not receive any correspondence for the months of November and December 2025.

Financial Report:

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

Investment Report:

The district had one investment that matured.

Activity for the month of December 2025 in the following accounts: We had one investment that matured.

SM Preneed - there was a corporate bond matured, these funds were reinvested in a Gov't GNMA CMO 5.00%.

New Business:

The board reviewed proposals from PDQ Equipment for the purchase of a new tractor and UTV vehicle. The new equipment would replace older equipment that the district is unable to purchase parts for.

A motion was presented by Trustee Losher and seconded by Trustee Nowlin to approve the proposals for up to \$95,000.

The motion passes with 5 Aye votes.

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

The GM explained the current water concerns at Oak Hill Memorial Park to the board. The current well no longer produces enough water and the city water is mainly used. The GM is proposing to inquire about getting a new well. A motion was presented by Trustee Nowlin, seconded by Trustee Lochridge to move forward with a proposal/ concept inquiry for a new well at Oak Hill Memorial Park.

The motion passes with 5 Aye votes.

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

The GM discussed a safety concern regarding a sidewalk at Oak Hill Memorial Park. Tree roots have caused the sidewalk to crack and raise up creating a tripping hazard. A proposal from Visser Construction was presented to remove the section of sidewalk that is affected. The proposal also included adding an ADA ramp, a concrete walkway to the flagpole and additional walk paths to the existing monument area.

After a discussion, a motion was presented by Trustee Lochridge and seconded by Trustee Losher to approve the proposal up to \$55,000.00 using funds from the Capital Outlay Fund.

The motion passes with 5 Aye votes.

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

The GM proposed a change to the sick leave policy which would change the current policy of sick time being accrued per paycheck to 80 hours of sick time being front loaded at the start of each calendar year. Currently the policy allows employees to carry over 80 hours of sick time to the next year. Employees will no longer carry over sick time. The GM also proposed a change to the policy on reporting for work. It is recommended that employees report (call-in) to the district any sick absences at least one hour prior to the start of the shift.

Following a discussion a motion was made by Trustee Loscher, seconded by Trustee Disney to approve the change to Policy 2040 as proposed.

The motion passes with 5 Aye votes.

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

The Board discussed the new office building, referred to as 'Welcome Center' and potential donations. A workshop to discuss this topic in depth with the architect will take place on Saturday February 21, 2026, in San Marcos.

The Board also discussed the March 2026 meeting, due to a scheduling conflict, the meeting will take place on the third Monday instead of the fourth Monday of March. The new date for the March Board meeting will be March 16, 2026.

Manager's Report:

The GM has been overseeing projects at both Oak Hill Memorial Park and the San Marcos Cemetery.

The GM shared ideas for a restroom renovation project at Oak Hill Memorial Park and shared news with the Board that Oak Hill Memorial Park now has a regular volunteer under the volunteer program.

There are no updates on social media accounts.

The meeting adjourned at 7:08 p.m. The next Board of Trustees meeting is scheduled for Monday February 23, 2026, 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