

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of June 1, 2026

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Colleen Lukoff at 5:33 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Steven Lochridge, Sharon Disney, 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 Disney, seconded by Trustee Lochridge to approve the minutes of the April 27, 2026, Regular Board meeting.

The motion passes with 5 Aye votes.

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

District Orders and Certificates:

The Board ratified all certificates for April 2026. District orders/Warrants and signed checks as needed.

Correspondence:

The district did not receive any correspondence for the month of April 2026.

Financial Report:

The board reviewed the Financial Report for the month of April 2026. Positive sale trends continue for the fiscal year.

Continuing Business:

There are no updates to discuss regarding the Welcome Center & Donation Project.

Updates on the Oak Hill Memorial Park Restroom project and the Oak Hill well will be discussed at the next meeting.

The contractors working on the Oak Hill Memorial Park house demolition project are still waiting for the permits to be approved.

New Business:

The GM discussed a new automated gate system at both cemeteries to allow the gates to open and close at preselected times. Following a brief discussion a motion was made by Trustee Nowlin, seconded by Trustee Loscher to approve the payment to COR Security to be made from the Capital Outlay Fund.

The motion passes with 5 Aye votes.

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

A second motion regarding the automated gate systems was presented by Trustee Lochridge and seconded by Trustee Disney to allow the General Manager to determine the opening and closing times of the gates at both cemeteries.

The motion passes with 5 Aye votes.

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

FY 26-27 Annual Budget Presentation

Fiscal Year 2026-2027 Proposed Budget

The General Manager made the following recommendations for the anticipated revenues for FY 2026-2027 proposed budget.

1. Transfers from the Preened fund are budgeted for \$450,000.00.
2. Increase all district fees by 6% per line item.
3. Include a total of \$284,064.00 of interest already earned into the income budget.
4. Charge Interment Rights per decedent instead of per grave to align with other public cemeteries.

The General Manager made the following recommendations for the anticipated expenses for FY 2026-2027 proposed budget.

1. Increase the cost-of living allowance by 4% for all staff members.
2. Increase staff by 1 full-time operations staff member at Oak Hill.
3. Include a \$50,000.00 expense in the payroll line for any unexpected payroll expenses and EOY vacation pay outs.

The General Manager explained the decreased proposed budget for water to \$200,000.00 in anticipation of the new water well at Oak Hill Memorial Park.

After extensive deliberations, a motion was presented by Trustee Losher, seconded by Trustee Disney to approve/adopt the General Manager's recommended FY 2026-2027 budget with the following modifications, effective July 1, 2026.

1. Increase the interest already earned transfer from \$284,064.00 to \$409,064.00.
2. Increase the water expenditure from \$200,000.00 to \$325,000.00 to account for potential delays in finalizing the water well.

The motion passes with 5 Aye votes.

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

Manager's Report:

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

There are no updates on social media accounts.

The meeting adjourned at 7:41 p.m. The next Board of Trustees meeting is scheduled for Monday June 22, 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