

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of September 27, 2021

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Sharon Disney at 5:36 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Sharon Disney, Trustees, Michael Ott, Tanis Brown, and Colleen Lukoff. Trustee Dr. Steven Lochridge was absent. A quorum was present. Also, present was 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.

Minutes

A motion was presented by Trustee Ott, seconded by Trustee Brown, to approve the corrected minutes of the July 26, 2021, and the August 23, 2021, board meeting minutes.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Disney, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Lochridge
Recused	0	

District Orders and Certificates

The Board approved all certificates. District orders/Warrants and signed checks as needed. A report will be created through OSIRIS to present “Certificates of Ownership” that were issued for the month. The report should have the names of the people interred during the month and the names of the Trustees who electronically approved the certificates. The “Certificates of Ownership” will also be scanned and will be provided to the Trustees for review and ratification at the soonest available meeting. The GM will work with Kris from OSIRIS to create report.

Correspondence

NCCD did not receive any correspondence for the month of August 2021.

Financial Report

The Board reviewed the Financial Report for the month of August during the September 27, 2021, meeting. Positive sale trends continued for the new fiscal year. A brief discussion ensued regarding the cost for water and power for the summer months. Due to the heat during the summer months the cost for water and electric is higher.

Investment Report

An OH Preneed bond from Caterpillar matured in August. These funds were reinvested in a Simon Prty Corp yielding 3.30% and maturing on 01/2026.

Continuing Business

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

The GM and Trustee Brown will attempt to arrange an Education workshop regarding the COVID-19 Vaccine to the NCCD staff. The purpose of the workshop is solely for education purposes. The Trustees also discussed the possibility of mandating the vaccine to the NCCD staff. The discussion is still in the early stages and more discussion is to come in future meetings.

The GM will also provide a COVID-19 monthly report regarding any staff members being impacted by the COVID-19 virus.

A motion was presented by Trustee Ott, seconded by Trustee Lukoff to direct the General Manager to work with Trustee Brown to develop and implement a COVID education program for the staff, and to include information in future agendas regarding staff members who may have been infected with the COVID-19 virus.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Disney, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Lochridge
Recused	0	

A motion was presented by Trustee Ott, seconded by Trustee Lukoff to adjourn for break at 7:13pm.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Disney, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Lochridge
Recused	0	

The break ended at 7:23pm, and the meeting was call to order by Chairperson Disney.

New Business:

The General Manager informed the Trustees that former employee Laura Jones returned to full time employment with the District on September 13, 2021. Section 2110.3 of the District's policies require that employees are eligible to be enrolled in an individual Retirement Annuity Plan (SEP/IRA) after one year of full-time continuous employment. The Trustees discussed whether this policy restriction should be waived to allow Ms. Jones to participate in the District's retirement plan prior to one year. The General Manager informed the Trustees that Laura previously worked with the District from May 2014 to September 2019, and that she was an exceptional employee who left the district on good terms. Laura returned with the district in July 2021 as a temporary employee, however, due to an unexpected retirement, her status changed, and she became a full-time regular employee on September 13, 2021.

After discussion the Board of Trustees agreed to waive the one-year of continuous employment eligibility requirement and grant Laura Jones a waiver from Section 2110.3 of the District's policies.

A motion was presented by Trustee Ott, seconded by Trustee Lukoff, to waive the one-year eligibility requirement for participation in the District's Retirement Annuity Plan for Laura Jones, effective September 13, 2021.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Disney, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Lochridge
Recused	0	

Managers' Report

The GM will continue to work on the customer service survey with Trustee Lukoff.

Trustees Disney, Brown and Lukoff will be attending the 2021 CAPC Conference in San Luis Obispo. The GM has arranged travel accommodations.

Trustee Brown and GM Edward Serna will coordinate a COVID-19 Vaccine Education workshop for the NCCD staff.

The meeting adjourned at 7:48pm. The next Regular Board of Trustees meeting is scheduled for Monday October 25, 2021, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.