

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of July 24, 2023

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Sharon Disney at 5:29 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Steven Lochridge, Colleen Lukoff and Michael Ott (via telephone). A quorum was present. Also present were NCCD Administration Manager Kelly Swales and General Manager Edward Serna.

Trustee Carole Berwick resigned from the Board effective July 15, 2023.

The meeting began with the Salute to the U.S. Flag and the recognition of visitors.

Operations Supervisor of Oak Hill Memorial Park, Steve Romo, attended the meeting.

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

A motion was presented by Trustee Lochridge, seconded by Trustee Lukoff, to move agenda item K-5 under 'New Business' to the top of the agenda.

The motion passes with 4 Aye votes.

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

**New Business:**

The General Manager, Edward Serna, Operations Supervisor Steve Romo, and Administration Manager, Kelly Swales provided follow-up information to the Board regarding the witnessing of lowering caskets. Steve Romo described the current procedure to allow families to witness the lowering and provided feedback received from two local mortuaries. The board was also informed of current problems that the cemetery staff are experiencing with local mortuaries. The Board offered support in drafting correspondence to the mortuaries to improve communication.

## **Minutes**

A motion was presented by Trustee Ott, seconded by Trustee Lukoff, to approve the minutes of the June 26, 2023, Regular Board meeting and the Special Board meeting of July 17, 2023.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees Disney, Ott, Lochridge and Lukoff.

Nays: 0

Abstained: 0

Absent: 0

Recused 0

## **District Orders and Certificates**

The Board ratified all certificates for June 2023. District orders/Warrants and signed checks as needed.

## **Correspondence**

There was no new correspondence for the month of June 2023.

## **Financial Report**

The board reviewed the Financial Report for the month of June 2023. Positive sale trends continue for the fiscal year.

## **Investment Report**

The district did not have any activity for the month of June 2023.

## **Continuing Business**

Mike Jefferson was not available by phone to provide an update on the Land Conservancy Project.

The GM provided a brief update on his discussions with Mike Jefferson and will be providing him with maps as requested.

**New Business:**

After a brief discussion, the Board voted on the adoption of the Fiscal Year 2023-2024 Budget.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge to adopt the Budget per the modifications and as summarized on pages 47-49 of the agenda, with the addition that the entire budget be posted in a prominent location on the district’s website.

The motion passes with 4 Aye votes.

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

The district received the 2023 ballot for the SDRMA Board of Directors Election. After a discussion from the Board, the Board submitted their vote.

A motion was presented by Trustee Lukoff, seconded by Trustee Ott, to submit the district’s vote in support of Robert Swan, Jesse Claypool and Acquanetta Warren.

The motion passes with 4 Aye votes.

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

Due to staff members attending the CSDA Annual Conference it was proposed that the meeting scheduled for August 28, 2023, be moved to August 21, 2023.

A motion was presented by Trustee Lochridge, seconded by Trustee Lukoff, to change the date of the next Regular Meeting to August 21, 2023.

The motion passes with 4 Aye votes.

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

**Managers’ Report**

The GM will continue to work on drafting new policies to be presented to the board for review at a future date.

The meeting adjourned at 6:50 pm. The next Regular Board of Trustees meeting was rescheduled for Monday August 21, 2023, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.

Prepared by:

Kelly Swales  
Board Secretary