

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of October 24, 2022

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

**Minutes**

A motion was presented by Trustee Ott, seconded by Trustee Disney, to approve the minutes of the September 26, 2022, Regular Board meeting.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees, Lochridge, Ott, Brown, Disney and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	0	
Recused	0	

**District Orders and Certificates**

The Board ratified all certificates for September 2022. District orders/Warrants and signed checks as needed.

**Correspondence**

The District received two items under correspondence for the month of September. Regarding the first letter addressed to the Board of Trustees, is a request for interment for the Prior family plot. The board reviewed and discussed all information provided regarding the interment request for Caro Prior Aristei. Mr. William Wilson Prior, the original owner of the grave, left detail instructions and designated every plot he owned to a specific family member. Unfortunately, Mrs. Caro Prior Aristei was not named to be interred in any of the plots owned by Mr. Prior. The request to inter Mrs. Aristei was not scheduled for the Board because she was not named in the original interment documents.

The letter regarding the OSHA inquiry was presented to the Trustees. All necessary steps were taken, and a response letter was sent to the D.I.R. on October 17, 2022.

### **Financial Report**

The board reviewed the Financial Report for the month of September 2022, during the September 26, 2022, meeting. Positive sale trends continue for the fiscal year.

### **Investment Report**

The District did not have any investments that matured for the month of September.

### **Continuing Business**

The GM provided a COVID-19 monthly report regarding any staff members being impacted by the COVID-19 virus. No COVID-19 impacts were reported for the month of September 2022.

The General Manager provided an update about the Land Conservancy project.

The district will continue to work with Quality Chevrolet to finalize the purchase of one of the new trucks. The expected delivery date of the new truck is to be determined.

The District launched the new District website on October 20, 2022. A small presentation was presented to the board. The board provided positive feedback.

### **New Business:**

A new County Warrant and Orders authorized signatures form was signed by all board members. The new signature form will be submitted to the County.

Trustees Ott and Lukoff, reported out on the 2022 CAPC Education Seminar. Trustees Ott and Lukoff shared with the rest of the board and NCCD staff information and presentations they attended during the seminar.

A reappointment letter for a new 4-year term for Trustee Sharon Disney was presented to Trustee Disney to consider reappointment. Trustee Disney agreed to submit a reappointment letter for a new 4-year term. A reappointment letter will be drafted and send to the County Board of Supervisors.

The board was presented with the first quarter survey results. The district received positive feedback from the public. No concerns or issues were reported in the survey results.

After a discussion, the board agreed to cancel the December 26, 2022, Board of Trustees meeting.

A motion was presented by Trustee Ott, seconded by Trustee Disney, to cancel the December 26, 2022, Regular Board meeting.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees, Lochridge, Ott, Brown, Disney and Lukoff.

Nays: 0

Abstained: 0

Absent: 0

Recused 0

### **Managers' Report**

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

The meeting adjourned at 7:11pm. The next Regular Board of Trustees meeting is scheduled for Monday November 28, 2022, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.