

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of April 27, 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, 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.

Greg Danskin, Architect was in attendance.

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

A motion was presented by Trustee Lukoff, seconded by Trustee Lochridge to move item J2 up in the agenda to be heard first.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees, Lukoff, Lochridge, Disney, and Loscher
Abstained:	0	
Absent:	1	Trustee Nowlin
Recused:	0	

**Continuing Business:**

Architect, Greg Danskin, provided an update on the proposed new restrooms at Oak Hill Memorial Park and went over the critical paths and timeline with the Board. An updated design plan was also presented to show a newly proposed location for the restrooms.

**Minutes:**

A motion was presented by Trustee Disney, seconded by Trustee Lochridge to approve the minutes of the March 16, 2026, Regular Board meeting.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees, Lukoff, Lochridge, Disney, and Loscher
Abstained:	0	
Absent:	1	Trustee Nowlin
Recused:	0	

**District Orders and Certificates:**

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

**Correspondence:**

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

Trustee Lukoff did receive one correspondence by email and replied accordingly.

**Financial Report:**

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

**Investment Report:**

Activity for the month of March 2026 in the following accounts:

Endowment Interest – due to money markets funds yielding below 4%, the Fidelity Money Market fund was sold, funds were reinvested with residual funds into Gov’t GNMA CMO 4.50% Avg Life 1.45 yrs  
Avg Yield to Life 5.50%

Preneed – there was a purchase GNMA Gov’t CMO 4.50% CMO Avg Life 1.45 yrs Avg Yield to Life 5.50%

**Continuing Business:**

There is no update to discuss regarding the Welcome Center & Donation Project.

**New Business:**

The Board reviewed a new policy proposed by the GM. This policy is regarding Procurement. The board discussed the new policy and determined that it would be in the best interests of the district to adopt it.

Following a discussion, a motion was presented by Trustee Lochridge, seconded by Trustee Disney to accept Procurement Policy 3066 as proposed.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees, Lukoff, Lochridge, Disney, and Loscher
Abstained:	0	
Absent:	1	Trustee Nowlin
Recused:	0	

A report provided by the water prospector was reviewed and discussed. There are several locations at Oak Hill to consider for the new well. One location being ideal due to proximity of resources.

A proposal from L.O. Lynch was also reviewed. Following a discussion about costs, a motion was presented by Trustee Loscher to accept the proposal for up to \$140,000.00. The motion was seconded by Trustee Lochridge

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lukoff, Lochridge, Disney, and Loscher  
Abstained: 0  
Absent: 1 Trustee Nowlin  
Recused: 0

The board discussed the GM's recommendations to add an MIII position. This position would acknowledge the wealth of knowledge our tenure staff has and would have a pay rate of \$35.13 an hour, staff will qualify after 20 years of service with the district.

A motion was presented by Trustee Lochridge and seconded by Trustee Loscher to approve the new MIII position.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lukoff, Lochridge, Disney, and Loscher  
Abstained: 0  
Absent: 1 Trustee Nowlin  
Recused: 0

Trustee Loscher shared some takeaways from the Annual CAPC Conference. The GM also shared that since the conference he has been successful in auctioning off several pieces of equipment.

Following a discussion regarding the Administration Manager's salary, the board reviewed comparable salaries for similar positions. A motion was presented by Trustee Lochridge, seconded by Trustee Disney to increase the Administration Manager's salary to \$102,000.00 annually and increase the vacation time to the maximum of 20 days per year effective next fiscal year.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lukoff, Lochridge, Disney, and Loscher  
Abstained: 0  
Absent: 1 Trustee Nowlin  
Recused: 0

### **Manager's Report:**

The GM has been overseeing projects at both Oak Hill Memorial Park and the San Marcos Cemetery. Currently the GM is interviewing new security companies as Knight Security will no longer offer security services for the gate opening/closing or weekend patrols.

There are no updates on social media accounts.

## **L (1) Closed Session: Personnel Exception**

After a brief discussion Trustee Lochridge presented a motion to move into closed session at 7:25 pm, the motion was seconded by Trustee Disney.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lukoff, Lochridge, Disney, and Loscher  
Abstained: 0  
Absent: 1 Trustee Nowlin  
Recused: 0

A motion was made by Trustee Disney, seconded by Trustee Lochridge to come back to open session at 7:36 pm.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lukoff, Lochridge, Disney, and Loscher  
Abstained: 0  
Absent: 1 Trustee Nowlin  
Recused: 0

Report out: The Board reviewed the General Manager's Performance Evaluation; no action was taken.

After a lengthy discussion regarding comparable salaries to the General Manager, a motion was made by Trustee Loscher and seconded by Trustee Disney to increase the General Manager's salary by 6.75% to bring it to \$186,812.50 based on a great evaluation and increased workload due to new projects at both cemeteries.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lukoff, Lochridge, Disney, and Loscher  
Abstained: 0  
Absent: 1 Trustee Nowlin  
Recused: 0

The board revisited item J2 regarding the restroom project at Oak Hill Memorial Park. Following a discussion about the location of the future restrooms, a motion was made by Trustee Lochridge, seconded by Trustee Disney to approve a proposal from Visser Construction for up to \$100,000.00 to demolish the old house so the project can begin.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lukoff, Lochridge, Disney, and Loscher  
Abstained: 0  
Absent: 1 Trustee Nowlin  
Recused: 0

The meeting adjourned at 7:52 p.m. The next Board of Trustees meeting is scheduled for Monday June 1, 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