

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of May 23, 2022

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Dr. Steven Lochridge at 5:31 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Michael Ott, and Colleen Lukoff. Trustees Sharon Disney and Tanis Brown were not present when the meeting was called to order. A quorum was present. Also present was 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 Lukoff, to approve the minutes of the April 25, 2022, Regular Board meeting and the May 9th, 2022, Special Board meeting.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Lochridge, Ott, and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	2	Trustees Disney and Brown
Recused	0	

District Orders and Certificates

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

Trustee Brown arrived at the meeting at 5:37pm

Correspondence

The district did not receive any correspondence for the month of April 2022.

Financial Report

The Board reviewed the Financial Report for the month of April 2022, during the May 23, 2022, meeting. Positive sale trends continued for the new fiscal year.

Investment Report

OH Endowment - there was a CD that matured on 04/11 in the amount of \$200,000. These funds were reinvested into three individual bonds, 2 US Treasury & 1 Corporate. 100K bonds in US Treasury 2.875 % Mty 10/2023 & 50K bonds in US Treasury 2.375 Mty 08/2024 and 45K bonds Realty Income Corp 3.875% Mty 08/2024 Residual funds sweep to cash/money market.

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 April.

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

New Business:

Regarding the Customer Satisfaction Survey, Trustee Lukoff has been working on the survey over the last few months. With suggestions from the rest of the board, the Customer Satisfaction Survey was completed and approved by the board.

A motion was presented by Trustee Ott, seconded by Trustee Brown to approve the Customer Satisfaction Survey. The Customer Satisfaction Survey will be distributed using the OSIRIS software platform.

The motion passes with 4 Aye votes.

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

Nays: 0

Abstained: 0

Absent: 1 Trustees Disney

Recused 0

At approximately 6:15pm Trustee Disney joined the meeting via telephone.

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 has had the current dump truck in San Marcos for 34 years. In recent years we've had multiple maintenance issues due to the age of the dump truck. It has become difficult to locate parts for the vehicle due to the age to the truck.

After a discussion with the board of Trustees, it was determined that the district needs to purchase one new dump truck for the San Marcos Cemetery. The district received a proposal from Hawthorne CAT in Escondido. The proposal came in at \$76,377.51. The district received a discount in the sum of \$17,721.00.

After consideration and discussion, the Board of Trustees directed the General Manager to accept the proposal submitted by Hawthorne Cat and purchase the new dump truck for the San Marcos cemetery using Capital Outlay funds in the amount of \$76,377.51.

Hawthorne advised the district that the lead time to receive the dump truck is one year. The price of the dump truck will not increase and, payment will be made once the dump truck is received.

A motion was presented by Trustee Ott, seconded by Trustee Brown, to approve the purchase of a new dump truck for the San Marcos cemetery.

The motion passes with 5 Aye votes.

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

The Memorial Day event will be held at both cemeteries on Monday May 30th, 2022. Trustee Brown will be attending the San Marcos event and Trustee Lukoff will attend the Oak Hil Memorial Park event.

Managers' Report

The GM will continue to work on the FY 22-23 budget.

A motion was presented by Trustee Lukoff, seconded by Trustee Ott to move into closed session at 7:12pm.

Administration Manger Kelly Swales left the meeting during the closed session.

The motion passes with 5 Aye votes.

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

Administration Manger Kelly Swales returned to the close session at 7:32pm.

Administration Manager Kelly Swales and GM Edward Serna left the closed session at 8:15pm

The closed session adjourns at 9:19pm. No action taken.

The meeting adjourned at 9:19pm. The next Regular Board of Trustees meeting is scheduled for Monday June 27, 2022, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.

