

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of June 19, 2023

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Sharon Disney at 5:32 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Steven Lochridge, Michael Ott, Colleen Lukoff, and Carole Berwick (Via Telephone). A quorum was present. Also present were NCCD 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.

NCCD Operations Supervisor of Oak Hill Memorial Park, Steve Romo, Operations Supervisor of San Marcos Cemetery, James Pfeffer, Irrigation Supervisor of San Marcos Cemetery, Marc Baker and Administration Assistant Gabriel Rivera attended the meeting.

LAFCO Commissioner Barron Willis was visiting. Commissioner Willis introduced himself and briefly thanked the board for their support in his re-election.

Also attending the meeting were numerous staff members of local mortuaries; Alhiser-Comer, Allen Brothers and California Funeral Alternatives.

The mortuaries wanted to express their concerns over the current policy of not allowing families to witness the lowering of caskets, burial time slots and communication about policy changes.

Trustee Ott explained that the correspondence we received from Allen Brothers was Item G on the agenda and that he wanted to hear the background on these issues from the General Manager (GM).

The GM explained the history of these policy changes and explained that the mortuaries were all notified by email when the Board adopted these policies in 2020. The GM emphasized the need to find a happy medium to keep the staff safe while helping the families.

Steve Romo also explained the dangers of having the families watch the lowering of the caskets.

Marc Baker provided information on how other local cemeteries handle the witnessing of lowering.

After hearing from the visitors, the GM, and members of the staff; the Board of Trustees discussed the needs of both the staff and the public.

A motion was presented by Trustee Ott, seconded by Trustee Lukoff, to give direction to the GM to come up with a Standard Operating Procedure on lowering of caskets and witnessing of burials.

The motion passes with 5 Aye votes.

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

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.

After a short discussion the board agreed to move the closed session to the top of the agenda.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to move into closed session at 7:28 pm.

The motion passes with 5 Aye votes.

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

A motion was presented by Trustee Lochridge, seconded by Trustee Ott, to move back into open session.

The motion passes with 5 Aye votes.

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

Reconvene to open session at 7:46 pm. No action taken during the closed session.

### **Minutes**

A motion was presented by Trustee Ott, seconded by Trustee Lochridge to approve the minutes of the May 22, 2023, Regular Board meeting.

The motion passes with 5 Aye votes.

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

### **District Orders and Certificates**

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

**Correspondence**

The district received correspondence from the public in the form of a social media post and comments on ‘Nextdoor’ initiated by Escondido resident, Diane Morgan. Trustee Ott explained that overall, the current social media posts and comments have been positive.

The GM provided updates on what has been implemented at Oak Hill Memorial Park following the June meeting.

**New Business:**

The GM explained the necessity of hiring more staff to keep up with the maintenance of the grounds and the difficulties that the district has had in hiring and retaining staff members. It was proposed that two full-time maintenance staff positions be approved to bring the number of full-time maintenance staff to 15 at Oak Hill Memorial Park.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge to ratify the two FTE staff positions given the dire situation the district was facing. Trustee Lochridge seconded the motion.

The motion passes with 5 Aye votes.

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

Following a brief discussion, the Board of Trustees moved to approve the CAPC Honorary Membership for Karen O’Neil. A motion was presented by Trustee Ott, seconded by Steven Lochridge.

The motion passes with 5 Aye votes.

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

The district received the CSDA Board of Directors Election Term Ballot 2024-2026 Seat C, Southern Section. After a discussion from the Board, the Board submitted their vote for the incumbent, Arlene Schafer.

A motion was presented by Trustee Lukoff, seconded by Trustee Ott, to submit the district's vote in support of Arlene Schafer.

The motion passes with 5 Aye votes.

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

After a discussion, Trustee Ott made a motion, seconded by Trustee Lukoff, to add a Special Meeting on July 17, 2023, for budget presentation.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees Disney, Ott, Lochridge, Lukoff, and Berwick.
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 GM shared the names of four new hires to the board.

The meeting adjourned at 8:35 pm. The next Regular Board of Trustees meeting was rescheduled for Monday July 17, 2023, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.