

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of January 27, 2025

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Colleen Lukoff at 5:32 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Sharon Disney and Steven Lochridge. Trustee Barbara Sulier attended via Zoom. A quorum was present. Also present was 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's IT professional, Lee Soria, was in attendance to set up the Trustees' iPads. Brian Nowlin was also in attendance to observe the meeting.

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 Sulier, seconded by Trustee Lochridge to approve the minutes of the October 28, 2024, Regular Board meeting.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lukoff, Sulier, Disney and Lochridge
Abstained: 0
Absent: 0
Recused 0

District Orders and Certificates

The Board reviewed all certificates for October, November and December 2024, signed District orders/Warrants and checks as needed.

A motion was presented by Trustee Lochridge seconded by Trustee Disney, to ratify all certificates for October, November and December 2024.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees, Lukoff, Sulier, Disney and Lochridge
Abstained: 0
Absent: 0
Recused 0

Correspondence

The district did not receive any correspondence for the months of November or December 2024.

Financial Report

The board reviewed the Financial Report for the month of December 2024. Positive sale trends continue for the fiscal year.

Investment Report

The district did not have any investments that were redeemed.

Continuing Business

The GM provided an update on the Land Conservancy Project.

The GM provided an update on the implementation of the Strategic plan and future ideas for renovations to improve facilities.

New Business:

The board discussed emergency situations and current safety plans.

Two recent events, 2024 Day of the Dead event and Wreaths Across America, were discussed.

A book created by Arlene Lochridge on the history of the cemeteries was distributed to the Trustees and discussed.

The GM provided the board with an update on the ongoing and upcoming projects at both cemeteries.

A proposal from AB General Contracting was presented by the GM. This proposal is to build grave planks for covering the open graves in preparation for burials and re-panel three district trailers.

After reviewing the proposal and discussing the issues currently faced, a motion was presented by Trustee Lochridge and seconded by Trustee Disney to approve the proposal for up to \$18,000.00.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees, Lukoff, Sulier, Disney and Lochridge
Abstained:	0	
Absent:	0	
Recused	0	

The GM discussed the current facility challenges at San Marcos Cemetery. A proposal was provided by Visser Construction to remodel the San Marcos office to allow for more privacy when meeting with families.

A motion was presented by trustee Disney and seconded by trustee Lochridge to approve the proposal up to \$36,000.00 for this project.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees, Lukoff, Sulier, Disney and Lochridge
Abstained:	0	
Absent:	0	
Recused	0	

Manager's Report

The GM will continue to work on drafting new policies to be presented to the board for review at a future date and is currently working on the 2025-2026 Budget.

There are no updates on social media accounts.

The meeting adjourned at 7:59 p.m. The next Board of Trustees meeting is scheduled for Monday February 24, 2025, 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