

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of January 23, 2023

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Vice-Chairperson Dr. Steven Lochridge at 5:28 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Colleen Lukoff and Michael Ott (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.

North County Fire Protection District Director Ross Pike was visiting. Director Pike introduced himself and provided the board with a brief introduction for the purpose of his visit. Director Pike is a nominee for the upcoming LAFCO Regular and Alternate Member.

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 Lukoff, seconded by Trustee Lochridge, to approve the minutes of the November 28, 2022, Regular Board meeting.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Lochridge and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Trustee Disney
Recused	0	

District Orders and Certificates

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

Correspondence

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

Financial Report

The board reviewed the Financial Report for the month of December 2022, during the January 23, 2023, meeting. Positive sale trends continue for the fiscal year.

The district will transfer \$500,000.00 from the General Operating Fund Account to the Capital Outlay Fund Account. This is excess revenue from FY 21-22.

Investment Report

The district had the following activity with investments.

OH Preneed – There was a deposit of \$139,791.60 these funds with residual cash were invested in two corporate bonds; 80 bonds Brookfield Fin Inc 4.25% Mty 06/2026 and 70 bonds JP Morgan Chase 5.00% Mty 12/2023.

SM Endowment Interest - the interest in the account \$17,000 was invested in Fidelity Treasury Money Market fund FISXX currently yielding 4.150%.

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 December 2022.

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

The two “Strategic Planning” proposals discussion was deferred to the February 27, 2023, Board meeting.

New Business:

After a discussion by the Board of Trustees, a motion was presented by Trustee Ott, seconded by Trustee Lochridge, to nominate Kelly Erhman for the CAPC Honorary Membership.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees, Lochridge, Ott and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Trustee Disney
Recused	0	

Regarding the LAFCO nominations, after a discussion, the board elected not to submit a nomination.

After a discussion by the Board of Trustees, a motion was presented by Trustee Lukoff, seconded by Trustee Ott, to convert the district's only Maintenance Staff I Part-time position to a full-time position.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees, Lochridge, Ott and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Trustee Disney
Recused	0	

After a discussion by the Board of Trustees, a motion was presented by Trustee Lukoff, seconded by Trustee Ott, to transfer \$500,000.00 from FY 21-22 excess revenue General Operating Fund to the Capital Outlay Fund.

The Board of Trustees reviewed the 2nd quarter's Survey results. Positive feedback was received by the public and will be shared with the staff.

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 GM will work on implementing a directional interment sign.

The meeting adjourned at 6:33pm. The next Regular Board of Trustees meeting is scheduled for Monday February 27, 2023, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.