

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of November 27, 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, Dr. Steven Lochridge, Michael Ott, and Colleen Lukoff. 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.

Sandra Wheeler from Stifel was present via Zoom.

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.

**Minutes**

A motion was presented by Trustee Ott, seconded by Trustee Lukoff, to approve the minutes of the October 23, 2023, Regular Board meeting.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Disney, Lochridge, Ott and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	0	
Recused	0	

**District Orders and Certificates**

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

A motion was presented by Trustee Lukoff, seconded by Trustee Lochridge, to move item I of agenda up to be addressed before item G.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Disney, Lochridge, Ott and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	0	
Recused	0	

## **Investment Report**

The district had two investments that matured for the month of October 2023.

OH Endowment – There was a \$100,000 US Treasury note that matured. The funds were reinvested in a Gov't Agency FEDL Home Loan Mtg Cpn 5.75% Mty 09/2028

OH Preened – There was a \$75,000 Southern CA Edison Corp bond that matured. These funds = residuals ere reinvested in a Gov't Agency FED Home Loan Mtg Cpn 5.80% Mty 09/2027

Sandra Wheeler from Stifel provided the board with a detailed report of all current investments and recommendations for the board to consider.

## **Correspondence**

The district received one correspondence item for the month of October 2023.

No action was taken.

## **Financial Report**

The board reviewed the Financial Report for the month of October 2023. Positive sale trends continue for the fiscal year.

## **Continuing Business**

The GM provided a brief update on the Land Conservancy Project.

The Board discussed the Strategic Planning workshop and follow-up responses requested by Rauch Communications Consultants Inc.

The Board further discussed correspondence received regarding adding photos to niche wall covers and agreed to decide on the matter.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to suspend further action on this due to current site restraints and granite availability issues.

The motion passes with 4 Aye votes.

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

Nays: 0

Abstained: 0

Absent: 0

Recused 0

**New Business:**

After a discussion about the December 25<sup>th</sup> regular board meeting, the board voted to cancel the December meeting and reconvene on January 22, 2024.

A motion was presented by Trustee Lukoff seconded by Trustee Ott to not hold a meeting on December 25, 2023.

The motion passes with 3 Aye votes.

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

The board discussed the election of the Chairperson and the Vice-Chairperson for the calendar year 2024.

A motion was presented by Trustee Ott seconded by Trustee Lukoff to reverse the current officers with Trustee Lochridge to be the Chairperson and Sharon Disney to be the Vice-Chairperson.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Disney, Ott, Lochridge and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	0	
Recused	0	

After a brief discussion and review of the revised job description for the Administration Manager, the board voted to approve the job description.

A motion was presented by Trustee Ott seconded by Trustee Lukoff to approve the new Administration Manager job description.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Disney, Ott, Lochridge and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	0	
Recused	0	

The board discussed a merit increase for the District's Administration Manager.

A motion was presented by Trustee Ott seconded by Trustee Lukoff to increase the Administration Manager's salary by 5%, effective the first available pay period. Within six months of this pay increase, the General Manager is also authorized to grant the Administration Manager an additional increase ranging from 1-5% based on an outstanding performance review. The board also delegates to the General Manager authorization to award the Administration Manager future salary increases up to 5% annually. The General Manager is directed to return to the board with any conforming amendments to the District's personnel policies to accomplish this delegation of authority.

The motion passes with 4 Aye votes.

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

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 meeting adjourned at 8:05 pm. The next Regular Board of Trustees meeting is scheduled for Monday January 22, 2024 and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.

Prepared by:

Kelly Swales  
Board Secretary