

BOARD OF TRUSTEES REGULAR MEETING  
NORTH COUNTY CEMETERY DISTRICT  
For Monday, March 27, 2023, at **5:30** P.M.  
Oak Hill Memorial Park Office  
2640 Glen Ridge Road  
Escondido, CA. 92027-4532

Mission Statement

“It is the mission of the North County Cemetery District to provide respectful and cost-effective cemetery services that meet the cultural, economic, religious and social needs of the community”.

***Agenda Items May Be Addressed in A Sequence Different Then Listed.***

***Materials related to an item on this Agenda submitted to the Trustees after distribution of the agenda packet are available for public inspection in the District Office at 2640 Glen Ridge Road, Escondido, during normal business hours.***

**AGENDA**

- A. Call meeting to order: Time \_\_\_\_\_  
B. Roll call:  
    1) Sharon Disney                      2) Steven Lochridge                      3) Michael Ott  
    4) Colleen Lukoff

- C. Opening of Meeting  
    1) U.S. Flag Salute & Pledge of Allegiance  
    2) Recognize visitors:

D. Review and revision of Agenda if required.

Public input for non-agenda items. No action will be taken on non-agenda items. Speakers limited to three minutes each.

Per Governor Newsom Executive Order N-25-20, the order temporarily authorizes local agencies, including Special Districts, to hold public meetings more easily by way of teleconference/telephone. The meeting must be made accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the Board.

If you wish to call in and address the Board, please call +1 (408) 650-3123 access code 324-859-165.

- E. Minutes: Approve the minutes of the Regular Board meeting of February 27, 2022. Page 1 – 3

F. Ratification of electronically District Orders and Certificates

- G. Review correspondence for the month of February 2023: Page 4

- H. Review Financial Report for the month of February 2023: Page 5 - 24

- I. Review District Investment Report for the month of February 2023: Page 25 - 27

J. Continuing business:	
1. Land Conservancy Project	Page 28 - 30
2. Strategic Planning	Page 31
3. Website	Page 32
4. Administration Manager – Job Description	Page 33

K. New Business:	
1. LAFCO Election to Regular and Alternate Special District	Page 34
2. Fiscal Year 2023-2024 Budget Planning.	Page 35
3. Report Out Attendance for the 2023 CAPC Annual Conference	Page 36

- L. Manager’s Report:
- GM’s Activities:
    - Drafting policies for district
    - Directional Interment Sign
  - Operations Issues:
    - N/A
  - Equipment Down for repair:
    - N/A
  - Personnel:
    - New Hires/Terminations/Retirements/Resignations:
    - Monthly Employee Safety Training for February 2023: COVID-19 Refresher

Calendar, Conference, and Meeting Travel Arrangements:

- CAPC 65<sup>th</sup> Annual Conference 2023; March 23 – 25 Embassy Suites Seaside, CA.
- May 29, 2023, Memorial Day events at OH & SM Cemeteries
- CAPC Education Area Meeting 2023, October 6 – 7 Holiday Inn, Sacramento, CA.

List of items pending:

- None

**L(2) Closed Session:**

Conference with legal counsel – Anticipated Litigation

Significant exposure to litigation pursuant to subdivision (b) of section 54956.9 (1 case)

**Return to Open Session:** Report out all actions and vote taken.

M. Trustee’s Report:

- Any suggestions for future agenda items.

Meeting adjourned at \_\_\_\_\_. The next Board of Trustees meeting is scheduled to be held at 5:30 p.m., Monday, April 24, 2023, at the Oak Hill Memorial Park office. **Please submit additions or changes to this agenda to the District office not later than 4:00 p.m., Friday, April 21, 2023.** *NCCD agendas and documents included in the agenda packet can be made available in alternative formats to persons with disabilities as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and California Government Code 54954.1. Writings that are public records as described in California Government Code Section 54957.5 (a), that are distributed during a NCCD meeting are available following the meeting in alternative formats upon request by a person with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). Please notify the NCCD General Manager, in writing, at 2640 Glen Ridge Road, Escondido, CA 92027-4532, of your request. Any request for mailed copies of agendas or agenda packets is valid for the calendar year in which the request is filed and must be renewed following January 1 of each year. Individuals requesting a disability related modification or accommodation, including auxiliary aids or services, may contact the General Manager at 760\*745\*1781, three (3) calendar days in advance of the meeting, to make arrangements.*