

BOARD OF TRUSTEES REGULAR MEETING  
NORTH COUNTY CEMETERY DISTRICT  
For Monday, March 16, 2020, 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 Than 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) Tanis Brown   | 3) Thomas S. Knight | 5) Michael D. Ott |
| 2) Sharon Disney | 4) Steven Lochridge |                   |
- C. Opening of Meeting
- 1) U.S. Flag Salute & Pledge of Allegiance
  - 2) Recognize visitors:
- Public input for non-agenda items. No action will be taken on non-agenda items. Speakers limited to three minutes each.
- D. Minutes: Approve minutes of the Regular Board Meeting of February 17, 2019 Page 1 - 3
- E. Approve District Orders and Certificates
- F. Review correspondence as of February 18, 2020: Page 4 - 8
- G. Review Financial Report for month of February 2020: Pages 9 - 31
- H. Review District Investment Report for month of February 2020: Pages 32 - 40
- I. Continuing business:
- |                                 |         |
|---------------------------------|---------|
| 1. Osiris/Pontem Project        | Page 41 |
| 2. Land Conservancy at Oak Hill | Page 42 |
- J. New Business:
- |   |         |
|---|---------|
| 1. NCCD New Hours of Operations                                     | Page 43 |
| 2. Service Schedules  | Page 44 |
| 3. Attendance at CAPC Annual Conference                             | Page 45 |
| 4. Covid-19 Discussion: Added Agenda item pursuant to GC 54956.5(1) |         |

K. Managers Report:

- GM's Activities:
  - CPA for the District to evaluate Chart of Accounts
  - Request RFP from CPA firms
  - Attended CSDA Workshop: Budgeting for Special Districts in Chino, CA. 3-12-20.
- Operations Issues:
  - None
- Equipment Down for repair:
  - None
- Personnel:
  - Terminations/Retirements/Resignations:
  - Hires: None
- Monthly Employee Safety Training for February 2020:
  - Safety Orientation

Calendar, Conference, and Meeting Travel Arrangements:

- CAPC Local Area meeting; March 18, in Murrieta Valley Cemetery District
- SDRMA Spring Education Day; March 24, 2020 in Sacramento.
- CSDA Special District Legislative Days; May 19-20, 2020 in Sacramento.
- Memorial Day Event; May 25, 2020 at OH and SM Cemeteries.
- CSDA General Manager Leadership Summit; June 28-30, 2020 in Lake Tahoe.
- CSDA Annual Conference; August 24-27, 2020 in Palm Desert.
- CAPC Education Area Meeting; October 9-10, 2020 in Sacramento.
- Wreaths Across America; December 2020, exact date yet to be determined.

List of items pending:

- None

L. **Close Session:** Anticipated Litigation: In compliance with Government Code 54954.5(c)

With respect to every item of business to be discussed in closed session pursuant to section 54956.9. The District may potentially be involved in two (2) cases.

- |                 |         |
|-----------------|---------|
| 1. CemSites     | Page 46 |
| 2. Toedt Family | Page 47 |

M. **Close Session:** Personnel Exception: In compliance with Government Code 54954.5(e).

With respect to every item of business to be discussed in closed session pursuant to section 54957(b)(1).

- |   |         |
|---|---------|
| 1. Public Employee Performance Evaluation<br>Title: General Manager | Page 48 |
|---|---------|

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

Meeting adjourned at \_\_\_\_\_. The next Board of Trustees meeting is scheduled to be held at 5:30 p.m., Monday, April 20, 2020, 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, March 13, 2020.**

*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.*