

BOARD OF TRUSTEES REGULAR MEETING  
NORTH COUNTY CEMETERY DISTRICT  
For Monday, May 18, 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.

Per Governor Newsom Executive Order N-25-20, the order temporarily authorizes local agencies, including Special Districts, to more easily hold public meetings 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 (646) 749-3112 access code 935-515-685.

Review and revision of Agenda if required.

- D. Minutes: Approve minutes of the Regular Board Meeting of April 20, 2020. Page 1 - 4
- E. Approve District Orders and Certificates
- F. Review correspondence as of April 21, 2020: Page 5
- G. Review Financial Report for the month of April 2020: Pages 6 - 25
- H. Review District Investment Report for the month of April 2020: Pages 26 - 34
- I. Continuing business:
- |                                 |              |
|---------------------------------|--------------|
| 1. Osiris/Pontem Project        | Page 35 - 36 |
| 2. Land Conservancy at Oak Hill | Page 37      |

J. New Business:

- |   |              |
|---|--------------|
| 1. NCCD New Hours of Operations Policy        | Page 38 – 40 |
| 2. Review of NCCD Policies                    | Page 41 - 50 |
| 3. NCCD Staff Restructuring                   | Page 51      |
| 4. COVID-19 Discussion: NCCD Restrictions     | Page 52      |
| 5. Consider Special Board of Trustees Meeting | Page 53      |
| 6. Turf Star Invoice for the three mowers     | Handout      |

K. Managers Report:

- GM's Activities:
  - CPA working on Chart of Accounts
  - Budget
- Operations Issues:
  - None
- Equipment Down for repair:
  - None
- Personnel:
  - Terminations/Retirements/Resignations: Furloughs Paulette DuPras and Spencer Shumate
  - Hires: None
- Monthly Employee Safety Training for April 2020:
  - Powered Hand Tool Safety

Calendar, Conference, and Meeting Travel Arrangements:

- ~~CSDA Special District Legislative Days; May 19-20, 2020 in Sacramento.~~
- ~~Memorial Day Event; May 25, 2020 at OH and SM Cemeteries.~~
- CSDA Annual Conference; August 24-27, 2020 in Palm Desert.
- CAPC Education Area Meeting; October 9-10, 2020 in Sacramento.
- Wreaths Across America; December 19, 2020.

List of items pending:

- None

Meeting adjourned at \_\_\_\_\_. The next Board of Trustees meeting is scheduled to be held at 5:30 p.m., Monday, June 15, 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, June 12, 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.*