

BOARD OF TRUSTEES REGULAR MEETING
NORTH COUNTY CEMETERY DISTRICT
For Monday, March 22, 2021, 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) Tanis Brown | 3) 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 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 (646) 749-3112 access code 529-380-101.

Review and revision of Agenda if required.

D. Minutes: Approve minutes of the Regular Board Meeting of February 22, 2021. Page 1 - 3

E. Approve District Orders and Certificates

F. Review correspondence as of February 23, 2021: Page 4

G. Review Financial Report for the month of February 2021: Page 5 – 18

H. Review District Investment Report for the month of February 2021: Page 19 – 22

I. Continuing business:	
1. Osiris/Pontem Project	Page 23 - 25
2. Land Conservancy at Oak Hill	Page 26 - 31
3. COVID-19 NCCD Restrictions	Page 32

J. New Business:	
1. Memorial Day Event Discussion	Page 33
2. Annual Statement of Economic Interest – Form 700	Page 34
3. LAFCO Call for Nominations	Page 35 – 36
4. CSDA Board of Directors Nominations	Page 37 – 38
5. Combine Income/Expense on Chart of Accounts for FY 21/22	Page 39

K. Manager’s Report:

- GM’s Activities:
 - Audit
 - Add Assistant Operations Supervisor Position
 - PTO Policy
 - QuickBooks
 - Preneed fund balance
 - Working on Budget
 - Pallbearers - Legality
- Operations Issues:
 - Vault/Liners shortage. Not impacting District operations as of 3/17/21
- Equipment Down for repair:
 - None
- Personnel:
 - Terminations/Retirements/Resignations: None
- Monthly Employee Safety Training for February 2021:
 - Slips, Trips and Falls

Calendar, Conference, and Meeting Travel Arrangements:

- ~~SDRMA Spring Education Day 03/03/2021–03/04/2021 (Virtual)~~. Special District Legislative Days 5/18/2021 – 5/19/2021 Sacramento. Memorial Day event 5/31/2021. General Manager Leadership Summit 6/27/2021 – 6/29/2021 Olympic Valley. CSDA Annual Conference 8/30/2021 – 9/2/2021 Monterey. CAPC Education Area Meeting 10/8/2021 San Luis Obispo. Board Secretary/Clerk Conference 10/25/2021 – 10/27/2021.

List of items pending:

- None

L(1) **Closed Session:** San Marcos Rental Property

With respect to every item of business to be discussed in closed session pursuant to Section Government Code 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 1021 Mulberry Drive, San Marcos CA. 92069

Agency Agent: Edward Serna

Negotiating Parties: Scott James and Debbie Mariol

Under Negotiation: Terms of vacating property.

L(2). **Closed Session:** Personnel Exception:

With respect to every item of business to be discussed in closed session pursuant to Section Government Code 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Manager

Title: Operations Supervisor

Title: Administrative Assistant

Title: Maintenance Staff I

Title: Maintenance Staff II

Title: Irrigation Supervisor

Title: Mechanic

Any compensation/merit increase will be discussed in Open Session accordance to California Government Code Section 54953.

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 26, 2021, 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 23, 2021.** *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.*