

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of August 19, 2019

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Tanis Brown at 5:39 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Brown, Trustees Sharon Disney, Thomas Knight, Mike Ott and Steve Lochridge. A quorum was present. Also present was General Manager Edward Serna.

The meeting began with the Salute to the U.S. Flag and the recognition of visitors.

Local San Marcos resident Richard Hyde was present for the meeting.

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

A motion was presented by Trustee Ott with a second by Trustee Lochridge, to strike the reference to "Personnel Exception" to replace the language with Public Employee Performance Evaluation and Conference with Labor Negotiators (the negotiators will be Chair Tanis Brown and Vice-Chair Michael Ott) in compliance with Government Code 54957(b).

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.  
Nays: 0  
Abstained: 0  
Absent: 0

A motion was presented by Trustee Brown and second by Trustee Disney, to move the meeting to a "Closed Session" to discuss the Public Employee Performance Evaluation and conference with labor negotiators. At 5:45 pm the meeting was moved to a "Closed Session".

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.  
Nays: 0  
Abstained: 0  
Absent: 0

At 8:24 pm, the meeting returned to an "Open Session", concluding the Performance Evaluation of the General Manager.

A motion was presented by Trustee Ott and second by Trustee Knight, for the Board to provide GM Edward Serna options to consider. The GM will report back to the Board on decision. Option (1) GM Edward Serna is interested in receiving a car allowance, at a rate yet to be determined. The GM to claim mileage for business related travel, and has authorization to claim mileage retroactively for travel the GM has performed. Option (2) GM Edward Serna to consider living in one of the residence located at either San Marcos Cemetery or Oak Hill Cemetery. The GM will report back to the Board of Trustees on any decision in the near future.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.  
Nays: 0  
Abstained: 0  
Absent: 0

A motion was presented by Trustee Knight and second by Trustee Ott, to move items I (5) and I (6) forward on the Agenda and to move into "Closed Session" for anticipated litigation, in compliance with Government Code 54954.5(c). Chair Brown announced that the meeting would proceed into closed session at 8:29 pm.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.  
Nays: 0  
Abstained: 0  
Absent: 0

The Board of Trustees reconvened open session at 8:43 pm.

A motion was presented by Trustee Ott and second by Trustee Knight, to authorize the General Manager to direct the NCCD's Attorney to issue a letter to the Toedt's family legal representative presenting the position of the North County Cemetery District.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.  
Nays: 0  
Abstained: 0  
Absent: 0

A motion was presented by Trustee Ott second by Trustee Disney, to move into closed session pending litigation with CemSites in compliance with Government Code 54954.5(c). Chair Brown announced that the meeting would proceed into closed session at 8:44 pm.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.  
Nays: 0  
Abstained: 0  
Absent: 0

The Board of Trustees reconvened open session at 8:56 pm.

A motion was presented by Trustee Knight and second by Trustee Ott, to authorize the General Manager to send a letter to CemSites requesting a refund of \$5,000.00. The \$5,000.00 amount is the limit for the small claims filing the District intends to make for cause.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.  
Nays: 0  
Abstained: 0  
Absent: 0

A motion was presented by Trustee Ott second by Trustee Disney, to approve the minutes of the regular Board of Trustees meeting of July 29, 2019.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.  
Nays: 0  
Abstained: 0  
Absent: 0

The Board approved all of the certificates. District Orders/Warrants, and signed checks as needed.

The Board reviewed the correspondence as of July 30, 2019. The Board reviewed the SD LAFCO Consolidated Redevelopment Oversight Board Ballot.

A motion was presented by Trustee Brown second by Trustee Knight, to submit their vote for Mark T. Baker.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.  
Nays: 0  
Abstained: 0  
Absent: 0

The Board reviewed the Financial Report for the month of July 2019. The District's revenues are slightly ahead of the straight line budget for the year as is common this early in the Fiscal Year. The expense spending is over budget due to the annual payment of insurance premiums, (workers compensation and liability).

The Board reviewed the Investment Report for the month of July 2019. On 7-9-2019, we redeemed a CD held by Nicolet National Bank from SM EC interest money. At the time of maturity, Nicolet Bank was offering a 1.4% APY. The account was close due to the low APY. The money was moved over to the County EC interest fund. The County was offering a gross annual 2.44% APY.

### **Continuing Business**

The Board of Trustees received an update on the Districts financial pressures. A detailed report was presented to the Board of Trustees of all the District projects currently in motion and the anticipated cost of the projects.

The Board received an update on the Community Use Facility. The Board was presented with a letter from Ken Erickson detailing the cost for completing a scope.

A motion was presented by Trustee Ott with a second by Trustee Lochridge, to postpone any projects involving the Community Use Facility at Oak Hill Memorial Park. The Board will revisit the Community Use Facility project next Fiscal Year (20-21).

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.  
Nays: 0  
Abstained: 0  
Absent: 0

The Board received an update on the Osiris project. Osiris is now working on cataloging the data. Osiris will be setting up a meeting with the GM in the near future to discuss the time of completion for cataloging the data. No action was taken by the Board.

The Board received an update on the Land Conservancy Project. On 8-16-2019 the GM met with Mike Jefferson from Blue Consulting. The six surveys were completed by Mike Jefferson and were submitted to CAL Wild Life. A \$4,200.00 payment will be presented to Blue Consulting for the six surveys. No action was taken by the Board.

### **New Business**

The Board received an update on the San Marcos Remembrance Wall Project. The stone has been polished and grind and it's ready to be installed. A future date will be discussed with Pyramid for installing the stone. No action was taken by the Board.

The Board was presented with a letter authorizing General Manager Edward Serna as the signing authority for any District investments and bank accounts.

A motion was presented by Chair Brown with a second by Trustee Ott, to assigned General Manager Edward Serna as the "Signing Authority" for any North County Cemetery District Bank accounts and investments. The minutes were approved for this particular item only J (3) on August 19, 2019.

The motion passes with 5 aye votes.

Ayes:	5	Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays:	0	
Abstained:	0	
Absent:	0	

The Board was presented with the Dennis Shepard Honorary Membership Letter to submit to CAPC subject to approval.

A motion was presented by Trustee Ott with a second by Lochridge, to submit the letter to CAPC for Honorary Membership for Dennis Shepard.

The Board was presented with the new FY 19-20 fee Schedule. After review, and discussion by the Board, the Board by motion, move to ratify the current District policy. The Board directed the GM to change the language from "Man Hours" to Staff Hours" and from "Cenotaph Wall" to "Remembrance Wall".

A motion was presented by Trustee Lochridge with a second by Trustee Ott, to ratify the current District Fee Schedule for the San Marcos Cemetery and the Oak Hill Memorial Park.

The motion passes with 5 aye votes.

Ayes:	5	Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays:	0	
Abstained:	0	
Absent:	0	

After review and discussion the Board did not move to submit a nominee for the SD LAFCO Special District Advisory Committee.

The GM reported on this month's Activities. The monthly training is Driven to Distraction. NCCD's annual audit was conducted by Christy Cooper CPA from 8-12-19 to 8-14-19.

Future events on the calendar include; Local CAPC area meeting September 19, 2019 at Orange County Cemetery District; CSDA Annual Conference September 25 through September 28 2019 in Anaheim; CAPC Education Seminar, October 11 & 12 in Ventura.

The meeting adjourned at 10:15 p.m. The next Regular Board of Trustees Meeting is scheduled for September 16, 2019, and will begin at 5:30 P.M. It will be held at the District Office, 2640 Glenridge Road, Escondido, CA.

Edward Serna  
General Manager