

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of November 18, 2019

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Tanis Brown at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Brown, Trustees Mike Ott, Sharon Disney, and Tom Knight. Trustee Steven Lochridge was not present. A quorum was present. Also present was General Manager Edward Serna and Board Secretary Crystal Pendergrass.

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

Local San Marcos resident Richard Hyde and Mike Jefferson from Blue Consulting were 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.

The Board of Trustees received an update presentation from Mike Jefferson (Blue Consulting) on the Land Conservancy Project. Mike explained to the Board the next steps of the project of the BEI. The BEI is in the final phase and will be ready to be submitted by next week. Mike also presented the Board an interim PAR fee schedule, and explained the details of the fees.

A motion was presented by Trustee Ott seconded by Trustee Disney, to approve the corrected minutes of the regular Board of Trustees meeting of October 21, 2019. The corrected minutes should move the following statement from Continuing Business to New Business, "Local San Marcos resident Richard Hyde said, he will make a donation to NCCD up to \$1000 for the engraving of the names".

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Brown, Ott, Knight, and Disney.
Nays:	0	
Abstained:	0	
Absent:	1	Lochridge

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

NCCD did not have any correspondence.

The Board reviewed the Financial Report for the month of October 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 District Investment Report for the month of October 2019. NCCD had one investment maturing for the month of October.

### **Continuing Business**

The Board received an update on the Osiris project. Osiris is currently customizing all necessary forms to fit NCCD needs.

The Board received an update on the San Marcos Remembrance Wall project. All the names and the memorial quote have been engraved on the stones. This project is considered complete and will be removed from any future Agendas.

### **New Business**

Regarding an invoice for \$18,386.93 from L.O. Lynch. L.O. Lynch installed the new control for the water well. A motion was presented by Trustee Ott, seconded by Trustee Knight to pay the invoice using Capital Outlay Funds. The motion passed with 4 aye votes.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees Brown, Ott, Knight, and Disney.  
Nays: 0  
Abstained: 0  
Absent: 1 Lochridge

With a few editorial amendments and a six conditions to be added to the policy of “Adequate Liability Insurance” a motion was presented by Trustee Ott, seconded by Trustee Disney to approve NCCD GM Car Allowance Policy 2150.3. The motion will also include retroactive paid travel allowance for the months of September, October and November at .58 cents per mile. The new GM Car Allowance will take effect starting December 1, 2019.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees Brown, Ott, Knight, and Disney.  
Nays: 0  
Abstained: 0  
Absent: 1 Lochridge

A discussion ensued on the findings of the annual audit. The Board received the package of the audit for their review. GM Edward Serna will request a formal audit presentation from Robert Dennis CPA to present to the Board on the next Regular Board of Trustees meeting on December 16, 2019.

The Safety Event was discussed during the meeting. A Safety Lunch Event will be held in December at the Oak Hill Cemetery District to acknowledge the staff on their high safety performance for the year. NCCD received two safety awards this year; the Presidents Special Acknowledgement Award is to recognize NCCD with no “paid” claims during the prior five years in the Property/Liability Program and the Earl F. Sayre Excellence in Safety Award in recognition of outstanding leadership for risk management and safety programs.

A Draft Procedure/Timeline for the Annual GM Evaluation was presented to the Board. The Board will review the draft and will discuss further in the December 16, 2019 Board meeting.

The GM reported on this month’s Activities. The monthly training is Fire Safety.

Future events on the calendar include; CAPC Annual Conference, February 20-22, 2020 in Oxnard; SDRMA Spring Education Day, March 24, 2020 in Sacramento; CSDA Special District Legislative Days, May 19-20, 2020 in Sacramento; 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.

The meeting did not move into “Closed” session. No reportable action was taken by the Board on the Toedt family and the CemSites items.

The meeting adjourned at 7:59 p.m. The next Regular Board of Trustees Meeting is scheduled for Monday, December 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