

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of December 16, 2019

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Tanis Brown at 5:31 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Tanis Brown, Trustees Mike Ott, Sharon Disney, Tom Knight and Steven Lochridge. 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 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 Disney seconded by Trustee Ott, to approve the November 18th Meeting Minutes.

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.

NCCD received the Special Districts Advisory Committee Member Election Ballot and Vote Certification. The Board of Trustees submitted their votes for eight of the eleven nominees.

The Board reviewed the Financial Report for the month of November 2019 during the November 18<sup>th</sup> meeting. There are positive trends for the Annual Budget Forecast. The major expected expense will be repairing the San Marcos backhoe. There are plans to purchase a new one next fiscal year.

The Board reviewed the District Investment Report for the month of November 2019. NCCD did not have any maturing investments.

**Continuing Business**

A high end proposal was received from Pontem in the amount of \$54,400.40. They are requiring a 10% payment in order to be placed in their project line up. The General Manager recommends to move forward with both Pontem and Osiris as well as to make the 10% down payment.

A motion was presented by Trustee Ott and seconded by Trustee Knight to move forward with Osiris and Pontem and make the necessary down payments to Osiris and Pontem. The motion also includes, for the GM to present to the Board in the January Board of Trustees meeting with an itemization of the entire Osiris/Pontem project including all necessary hardware, GIS mapping as well as technical support.

The motion passes with 5 Aye votes.

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

### **New Business**

Robert Dennis will be attending the January 20th Board of Trustees Meeting to make a formal presentation to the Board. Trustee Brown requested that Trustee Robert be placed at the top of the January Agenda.

The General Manager Performance Evaluation was discussed. Trustee Ott suggested that a Committee be created consisting of a Chair and a Vice Chair for the General Manager Performance Evaluation.

Trustee Ott recommended that on page one under item 2 D: the following sentence be updated to; Completed forms be returned to the General Manager Performance Evaluation Committee consisting of no more than two members of the board as appointed by the board no less than two weeks prior to scheduled evaluation review discussion. Trustee Ott also recommended that the wording be changed in the Suggested Timeline Page under November and December months to Feedback and or Evaluations be returned to the Chair and Vice Chair of the Committee. The GM suggested that the Annual General Manager Evaluation be added to the GM job description.

Trustee Brown motioned to approve the Annual General Manager Process and Timeline with the above recommendations. Trustee Lochridge seconded the motion.

The motion passes with 5 Aye votes.

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

Trustee Brown appointed herself as the Chair and Trustee Ott as the Vice Chair of the Annual General Manager Performance Evaluation Committee.

Election of the Chairperson and the Vice-Chairperson occurred. Historically the Vice Chair takes the Chair position and the Vice Chair is rotated to the person with the most Seniority. Trustee Disney motioned to appoint Trustee Ott as the Chair and Trustee Knight the Vice Chair for 2020. Trustee Lochridge seconded the motion.

The motion passes with 5 Aye votes.

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

Trustee Knight motioned to exercise our right to renew our membership with CSDA. Trustee Brown seconded the motion.

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 information on the SDGE Water Project where they will be using water to test a new gas pipe and then donating that water to Oak Hill Memorial Park beginning around the months of June or July. They will also be providing free storage tanks for the water.

The GM reported on this month's Activities. The monthly training is Drug & Alcohol Abuse.

The Board was invited to attend the December 20th Employee Safety Lunch. The Safety Lunch will occur on grounds during business hours at the maintenance building.

Trustee Brown proposed that The Board rotate attendance to the monthly staff meetings and recognizes deserving employees. The Board agreed that this will create a relationship with the employees.

Wreaths Across America was held Saturday, December 14th. 500 wreaths were delivered and NCCD were presented with a Community Service Award from the California Senate. The GM would like to add San Marcos Cemetery for next year's Wreaths Across America event.

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.

A motion was presented by Trustee Brown, seconded by Trustee Disney, to move into "Closed" session at 7:20 PM.

The motion passes with 5 Aye votes.

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

The meeting returned back into "Open" session at 7:23 pm

No reportable action was taken by the Board on the Toedt family and the CemSites items.

The meeting adjourned at 7:23 p.m. The next Regular Board of Trustees Meeting is scheduled for Monday, January 20, 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