

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of January 20, 2020

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 Mike Ott, Trustees, Tom Knight, Tanis Brown and Steven Lochridge. Trustee Sharon Disney was absent. 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.

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

The order of the Agenda was slightly modified in reverse order. Mike Jefferson did not appear for his schedule presentation time.

A motion was presented by Trustee Brown seconded by Trustee Lochridge, to approve the minutes of the January 20, 2020 Meeting Minutes. Chairperson Ott, requested for the title “Trustee” is added when identifying the Board members, and to add the full date of any future Board meetings to the minutes.

The motion passes with 4 Aye votes.

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

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

The Board reviewed the correspondence for the month of December 2019. The Board reviewed the Call for Nominations, Regular Special District Member Election on LAFCO and did not submit a nomination.

The Board reviewed the Financial Report for the month of December 2019 during the January 20, 2020 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 December 2019. NCCD had two investments that matured for the month of December. The monies were invested with Caterpillar Financial and State Bank of India.

CPA Robert Dennis did arrive to his scheduled presentation time and presented the Board with an overview of the Annual Audit findings. At approximately 5:50 pm CPA Robert Dennis begins his presentation and findings of the audit. For FY 18-19 a partner rotation was conducted by Dennis Cooper and Associates CPA. The primary CPA conducting the audit was Christy Tyler. The results of the audit disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

A motion was presented by Trustee Brown, seconded by Trustee Knight, to accept the FY 18-19 Annual Audit as presented.

The motion passes with 4 Aye votes.

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

### **Continuing Business**

The Board received an update on the total cost for the implementation of Osiris and Pontem. The total cost of both projects is estimated to be \$71,900.40.

The total cost for the new hardware is estimated to be \$14,940.60.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge to use Capital Outlay funds to pay for the new hardware in the amount of \$14,940.60. Chairperson Ott, also requested confirmation with Osiris and Pontem that the right hardware is being purchased.

The motion passes with 4 Aye votes.

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

### **New Business**

The Board received an update on the San Marcos renters Lease agreement. The GM will conduct a walkthrough of the residence on a future date.

The Board received information on the mandatory training for all public servants. The Board was advised of all training needed to be completed in the allotted time. All materials and information were provided to the Board members to complete the training.

The GM reported on this month's Activities. The monthly training is Blood borne Pathogens.

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; Memorial Day Event May 25, 2020; Wreaths Across America, December 2020, exact date to be determined at a later time.

The Board did not move into “Closed” session for the closed session items.

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

The Board did move into “Closed” session for the Public Employee Performance Evaluation. No reportable action was taken by the Board.

The meeting adjourned at 8:18 p.m. The next Regular Board of Trustees Meeting is scheduled for Monday, February 17, 2020, 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