

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of February 17, 2020

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Michael Ott at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Mike Ott, Trustees, Tom Knight, Tanis Brown, Steven Lochridge and Sharon Disney. A quorum was present. Also present was General Manager Edward Serna, Board Secretary Crystal Pendergrass and San Marcos Cemetery Supervisor Omar Prado-Lopez.

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

Visitors from the following mortuaries were present. Megan Comer from Alhiser-Comer Mortuary; Nicole Lockrem from Alhiser-Comer Mortuary; Marna Farwell from California Funeral Alternatives; Richard Jungas from California Funeral Alternatives; Darren Clevers with Allen Brothers.

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

The mortuaries expressed their frustration and disagreements with the new North County Cemetery District (NCCD) designated lunch time frame for the NCCD Staff. The mortuaries agreed that it is California State Law to provide all staff member's lunch breaks however, it's impacting their scheduling needs.

Mortuaries also expressed their concern and disagreements of a potential idea of implementing time slots and/or a set number of services per day.

A motion was presented by Trustee Brown seconded by Trustee Knight, to approve the minutes of the January 20, 2020 Meeting Minutes. The minutes had a few grammatical errors that will be corrected.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Ott, Knight, Lochridge, Disney and Brown.

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 for the month of January 2020. The Board reviewed the CSDA Board of Directors Call for Nominations Seat B and C. The Board did not submit a nomination.

The Board reviewed the Financial Report for the month of January 2020 during the February 17, 2020 meeting. There are positive trends for the Annual Budget Forecast. The major expected expense will be repairing the San Marcos backhoe.

The Board reviewed the District Investment Report for the month of January 2020. NCCD had no investments that matured for the month of January.

Continuing Business

The Board received an update on the Osiris Software implementation time frame. The plan is to have Osiris implement the Software in the future months. The time frame we are projecting is April or May of 2020.

The Board was updated on the Land Conservancy project. Mike Jefferson communicated to NCCD via email that the potential buyer fell through because the USFWS determined that the project (buyer) needs to look closer to the impact area.

New Business

The purpose of the discussion is to evaluate the current Cemetery hours. The Board was updated on the recent vandalism to the men's restroom and the damage to the District's gate entrance.

The North County Cemetery District closing hours will continue to be at 4:30pm. The Board of Trustees will deliberate the closing hours during the March 16, 2020 Board of Trustees meeting.

A motion was presented by Chairperson Ott, seconded by Trustee Knight, to temporarily waive the policy requiring the 5:00pm closing time until April 20, 2020.

The motion passes with 5 Aye votes.

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

The GM reported on this month's Activities. The monthly training is Workplace Violence.

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 meeting was adjourned to "Closed" session for the closed session items at 8:32pm.

The meeting was moved into "Open" session at 8:56pm.

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

Per the recommendation of the Performance Evaluation Committee (Trustee's Ott and Brown), the Board of Trustees unanimously approved the General Managers Annual Performance Evaluation. The Board unanimously approved a pay increase to the General Manager that will include a 5% performance (merit) increase, 5% wage equity increase and a 5% cost-of-living increase.

A motion was presented by Trustee Lochridge, seconded by Trustee Knight to approve the compensation package for General Manager Edward Serna effective July 1, 2020.

The motion passes with 5 Aye votes.

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

The meeting adjourned at 9:13 p.m. The next Regular Board of Trustees Meeting is scheduled for Monday, March 16, 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