

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of March 16, 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. Sharon Disney was absent. A quorum was present. Also present was General Manager Edward Serna and Board Secretary Crystal Pendergrass.

Pursuant to the Executive Department State of California, Executive Order N-25-20, California Governor Newsom is providing Brown Act flexibility for Public Agencies due to the COVID-19 crisis.

Trustee Knight was present via teleconference. Trustee Knight was within NCCD boundaries.

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.

A motion was presented by Trustee Lochridge seconded by Trustee Brown, to approve the February 17, 2020 Meeting 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 February 2020.

The Board reviewed the Financial Report for the month of February 2020 during the March 16, 2020 meeting. There are positive trends for the Annual Budget Forecast.

The Board reviewed the District Investment Report for the month of February 2020. NCCD had two investments that matured for the month of February. On 2/3/2020 we redeemed a CD held by Morgan Stanley Bank from SM EC Principal money and purchased a 12 month CD with Morgan Stanley Bank for \$100,000.00 yielding a 1.70%. On 2/6/2020 we redeemed a CD held by Bank OZK from OH PN Principal money and purchased a 17 month CD with Bank OZK for \$136,045.53 yielding a 1.74%.

Continuing Business

There was no update to provide to the Board on Osiris and the Land Conservancy.

New Business

The purpose of the discussion is to evaluate the regular Cemetery hours of operations. Historically, the NCCD regular hours of operations during Daylight Savings Time has been 5 pm. Due to recent gang activity, vandalism, safety of the staff and liability reasons, the Board of Trustees deliberated and unanimously passed a motion to permanently change NCCD’s hours from 8 am to 4:30 pm year round to both cemeteries (Oak Hill and San Marcos) effective immediately. This will have no impact to our mortuary community operations. NCCD’s policy will also be ratified to the new closing time for both cemeteries.

A motion was presented by Trustee Brown, seconded by Trustee Lochridge, to have permanent hours from 8 am to 4:30 pm at both cemeteries (Oak Hill and San Marcos) year round.

The motion passes with 4 Aye votes.

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

The purpose of the discussion is to evaluate the daily service schedules. After deliberation from the Board of Trustees, the Board gave the General Manager direction to establish the following guidelines. (1) Establish a template for schedules services (2) Create a NCCD policy outlining the schedules (3) Length of service time as discussed during the meeting approximately 1 hour (4) Number of services per day, 4 per day (5) Flexibility should be built in the guidelines to allow the GM to grant exceptions when necessary (6) Explore on the possibility of having a web-based scheduling program. The GM will make an attempt to complete the guidelines by the May 18, 2020 Board of Trustees meeting.

A motion was presented by Trustee ott, seconded by Trustee Brown for GM Edward Serna set-up guidelines for service schedules.

The motion passes with 4 Aye votes.

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

Due to the COVID-19 Pandemic, a motion was presented by Trustee Ott, seconded by Trustee Lochridge to limit attendees to 10 per service, to practice social distancing of 6 feet, and to temporarily suspend the witnessing of the lowering and closing of the grave. The GM will have the authority to change any restrictions at any time during the pandemic. The restrictions will be posted on our website to communicate to the community.

The motion passes with 4 Aye votes.

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

The GM reported on this month's Activities. The monthly training is Safety Orientation.

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 19, 2020.

The Board received a brief overview of the annual CAPC Conference.

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

The meeting adjourned at 7:59 p.m. The next Regular Board of Trustees Meeting is scheduled for Monday, April 20, 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