

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of April 20, 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 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. The meeting was accessible to the public via teleconference.

Trustee Knight and Trustee Disney were present via teleconference. Trustee Knight and Trustee Disney were 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 Brown seconded by Trustee Lochridge, to approve the March 16, 2020 Meeting Minutes.

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 the certificates. District Orders/Warrants, and signed checks as needed.

NCCD did not have any correspondence for the month of March 2020.

The Board reviewed the Financial Report for the month of March 2020 during the April 20, 2020 meeting. There are positive trends for the Annual Budget Forecast. A brief discussion ensued to potentially adopt a "Rainy Fund" General Fund Unassigned/Reserves line to the budget for any future unforeseen events or economic uncertainties.

The Board reviewed the District Investment Report for the month of March 2020. The District had one investment that matured and two that were called for the month of March. On 3/16/2020 we redeemed a CD held by Santander Bank from SM EC Principal money and purchased a 48-month CD with Santander Bank for \$104,018.00 yielding a 2.91%. On 3/23/2020 we redeemed a Bond held by FNMA Agency from OH PN Principal money and purchased a 60-month CD with Morgan Stanley Private Bank for \$235,000.00 yielding a 1.80%. On 3/23/2020 we redeemed a Bond from FHLB Bond from OH PN Principal money and purchased a 48-month CD with Merrick Bank for \$115,000.00 yielding a 1.65%.

**Continuing Business**

The Board of Trustees received an update on the Osiris project. The GM received the exported data from Osiris to begin to examine the data from BCS.

There were no updates for the Board on the Land Conservancy project.

**New Business**

The purpose of the discussion is to evaluate the New Hours of Operation Policy. The Policy and Website need to provide the hours of operation for the district as well as the employees in a clear and consistent manner.

A motion was presented by Trustee Brown, seconded by Trustee Lochridge, to adjust our policy manual, website and any additional documents in order to reflect the 4:30 p.m. closing time at both locations.

The motion passes with 5 Aye votes.

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

The Board was updated on the current NCCD restrictions involving COVID-19. All restrictions established in the March COVID-19 motion are being respected. The office remains closed except for At-Need appointments. This is to limit exposure to the public. For these appointments only two family members are allowed inside of the gate, one of which is allowed in the office. Services are limited to 30 minutes each. The Board encouraged the GM, when the time comes, to relax the restrictions gradually.

Trustee Ott praised GM Edward Serna for his leadership and quick actions to implement regulations in order to protect the public and the staff from COVID-19. As a result of the General Manager’s early decisions, there has not been a problem on our grounds stemming from the pandemic. Trustee’s Knight and Disney echoed Trustee Ott’s words of recognition for the GM.

The Board discussed this year’s Annual Memorial Day Event. The GM spoke with the local VFW and both parties agreed to cancel the Memorial Day Event due to the COVID-19 circumstances. The Memorial Day Event will be cancelled at both cemetery locations. The GM stated that the staff will still place flags appropriately at the graves in order to honor the Veterans.

A motion was presented by Trustee Ott, seconded by Trustee Knight, to cancel the Memorial Day events at Oak Hill and San Marcos and to authorize the General Manager to work with staff in placing flags as they deem appropriate for the symbolic asset of the Holiday.

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. Due to the pandemic, our CPA appointment has been rescheduled until further notice. The monthly training is Stairways and Ladders.

Future events on the calendar include; 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.

A motion was presented by Trustee Brown and seconded by Lochridge to adjourn the open session meeting and moved into closed session at 6:32 p.m.

The motion passes with 5 Aye votes.

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

Trustee Brown motioned to return to open session at 6:44 p.m., Trustee Disney seconded the motion.

The motion passes with 5 Aye votes.

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

Trustee Ott presented a motion to ratify the acceptance offer that was signed by the General Manager Edward Serna and Board Secretary Crystal Cason in the amount of \$2500 from Cemsites and consider any litigation related to this item as being settled. Trustee Lochridge seconded the motion.

The motion passes with 5 Aye votes.

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

Trustee Ott motioned on the Toedt incident, that due to the one-year statute of limitations having been passed, we will consider this item resolved and we can remove it from any future closed session items. Trustee Knight seconded the motion.

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 6:45 p.m. The next Regular Board of Trustees Meeting is scheduled for Monday, May 18, 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