

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of May 18, 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 Lopez.

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 April 20, 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 April 2020.

The Board reviewed the Financial Report for the month of April 2020 during the May 18, 2020 meeting. There are positive trends for the Annual Budget Forecast. The Board was briefed on the possibility of the Salaries & Wages line to be overbudget by \$20,000. By the end of the FY. The factor is due to promotions, pay increases for time in role, paying out sick leave hours and car allowance for the GM. Overall the District is in a solid financial status with expenditures and revenues in the black.

The Board reviewed the District Investment Report for the month of April 2020 and no investments matured during this period.

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.

The Board received an update on the Land Conservancy project. On 5/14/20 the GM spoke to Mike Jefferson from Blue Consulting and advised that we need to conduct a Phase I environmental assessment. The environmental assessment is required by the Fish and Wildlife Service because of the well and walking trail that is currently located in the area. A proposal was submitted to NCCD by Advantage Environmental Consultants LLC. NCCD will also request a standard title report for the parcel in question. The title report is required for the submission of the paperwork to the Fish and Wildlife Service.

New Business

The Board of Trustees reviewed the amended policy of the District’s new hours of visitation to both cemeteries. The purpose of this discussion was for the Board to review the final language on the new policy. The policy was adopted and approved by the Board during the April 16, 2020 Board of Trustees meeting.

The Board reviewed the new policy, policy 3050.13 Interment Schedule Guidelines. The new NCCD policy sets guidelines for the limit of interments per day and the length of each interment will be limited to one hour. The Board has been discussing and considering the new guidelines for approximately three months.

The Board reviewed and discussed existing policy 3050.6.13. The need to add a “72” hour period to receive payment prior to any rendering of interment services.

The Board reviewed and discussed existing policy 3050.2.1.4 Flowers. After discussion and recommendations by the GM, the policy will be amended to reflect the removal of all flowers once per month during the 14th and 15th of each month.

A motion was presented by Chairperson Ott, seconded by Trustee Disney, to accept and amend the following policies, 3050.13.1 Interment Schedule Guidelines; 3050.6.13 receive payment 72 hours prior to any service; 3050.2.1.4 Flower removal. Policies 3050.13.1 and 3050.2.1.4 will go into effect July 1, 2020. Policy 3050.6.13 will be in effect immediately.

The motion passes with 5 Aye votes.

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

The Board deferred Policy 2040 Sick Leave and the restructuring of the Oak Hill Security and Information Clerk for further discussion for the next two months. No action was taken on these two talking points.

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 lobby to the office remains closed however, appointments are being made by phone to serve the community for interments and pre-need services.

A motion was presented by Trustee Brown, and seconded by Trustee Lochridge, to add a Special Meeting on July 27, 2020, for the normal business meeting and an additional meeting on July 20, 2020 for budget discussion.

The motion passes with 5 Aye votes.

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

A motion was presented by Trustee Brown, and seconded by Trustee Disney, to pay the Turf Star Inc. invoice in the amount of \$92,492.95 using Capital Outlay Funds for purchasing the three new mowers.

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. NCCD CPA Kevin Brejnak visited the District on May 14th, 2020 to discuss our Chart of Accounts. The GM will continue to prepare the operating budget for FY 20-21.

Future events on the calendar include 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 meeting adjourned at 7:40 p.m. The next Regular Board of Trustees Meeting is scheduled for Monday, June 15, 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