

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of June 15, 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 Lochridge, seconded by Trustee Brown, to approve the May 18, 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 had one correspondence for the month of May. NCCD received the CSDA Board of Directors election ballot for the Southern section, seat C. After deliberation, the board submitted their vote to support Arlene Schafer.

The Board reviewed the Financial Report for the month of May 2020 during the June 15, 2020 meeting. There are positive trends for the Annual Budget Forecast. The Board was briefed on a line item from the BCS Cemetery software that potentially might have been entered incorrectly. The GM will research the discrepancy and will return to the board with the findings.

The Board reviewed the District Investment Report for the month of May 2020. The investment the District held with Federal Home LN MTG COPR for \$109,000.00 was called on 5/20/20. The money will be re-invested.

Continuing Business

The Board of Trustees received an update on the Osiris project. The exported data with additional notes was returned to Osiris. Osiris will work on importing the data into the Osiris software.

The District is currently waiting for the results of the Environmental Assessment and the title report. Nothing further to report at this time.

New Business

After extensive deliberation by the Board of Trustees, a motion was presented by Chairperson Ott, seconded by Trustee Knight, to re-structure the “Security and Information Clerk” position to become the “Oak Hill Gatekeeper” position. The Gatekeeper position is responsible for checking voice mails in the morning during opening and, during closing. The Gatekeeper at both locations, (Oak Hill and San Marcos) will be responsible for conducting reconnaissance of the cemetery to ensure the cemeteries are in good condition and to keep the General Manager informed about any irregular activities at the cemeteries. The GM was directed by the Board to examine for the next budget cycle the use of Security presence for both cemeteries (Oak Hill and San Marcos), this may include contracting for security services or having NCCD staff perform this function, whichever is most cost effective depending of the circumstances at the time. The changes will go into effect August 1, 2020.

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 Knight, seconded by Trustee Disney, to amend policy number 2040 – Sick Leave, to discontinue paying out NCCD staff for any additional hours earned after the maximum of 80 hours have been reached. The change will go into effect August 1, 2020.

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, seconded by Trustee Disney, to amend policy 2130 pay periods, the pay periods will be amended to “by-weekly”. The policy change will go into effect July 1st, 2020.

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

A motion was presented by Chairperson Ott, seconded by Trustee Lochridge, to approve the concept of the new Chart of Accounts with minor changes and, will return to the Board with the final proposed Chart of Accounts during a future meeting.

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 Lochridge, and seconded by Trustee Brown, to pay the Districts semi-annual land payment in the amount of \$91,822.37 using Capital Outlay Funds.

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 submitted the proposed new Chart of Accounts. The GM will continue to prepare the operating budget for FY 20-21.

All future CAPC and CSDA conferences for the remainder of the calendar year have been cancelled due to the COVID-19 Pandemic. Wreaths Across America is still schedule for December 19, 2020.

The meeting adjourned at 7:39 p.m. The next Regular Board of Trustees Meeting is scheduled for Monday, July 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