

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of July 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 Ott, Trustees Sharon Disney, Thomas Knight, Tanis Brown, and Steve Lochridge. A quorum was present. Also present was San Marcos Cemetery Supervisor Omar Lopez, Board Secretary Crystal Pendergrass, and General Manager Edward Serna.

Members of the public, Yolanda Ayele, Patricia Coy, Janice Wagener and Ana Puleo were present via teleconference.

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.

Janice Wagener addressed the board regarding the closure of the restrooms. Janice is upset that the restrooms are closed during the pandemic.

Ana Puleo addressed the board regarding the closure of the restrooms. Ana is upset that the restrooms are closed, and she feels they should remain open to the members of the public.

Patricia Coy addressed the board regarding the closure of the restrooms. Patricia feels the restrooms should remain open to the public. Patricia is also upset about members of the staff smoking when smoking is not authorized in the cemetery. Patricia feels that members of the public are going to urinate on trees.

Refer to item C(a) from the July 20, 2020 Board of Trustees meeting. Yolanda Ayele addressed the board regarding a misquote she was provided from the NCCD staff for purchasing a niche. Mrs. Ayele claims that the NCCD staff inaccurately provided her with three different quotes to purchase a niche. Mrs. Ayele said that when she called the District office on Monday June 15, 2020 to complete the transaction of the purchase of niche for \$2,790, she was given a different quote of \$3,231. Mrs. Ayele was upset that she was given a different quote. Mrs. Ayele feels that NCCD should honor the original quote of \$2,790 versus the correct quote of \$3,231.

After deliberation by the Board of Trustees, a motion was presented by Trustee Knight, seconded by Trustee Lochridge to honor the original quote of \$2,790.

The motion passes with 5 Aye votes.

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

The General Manager presented an overview of financial activities during F/Y 2019-2020, including the financial performance, organizational structure, analysis of revenue performance, and the summary of the District's excess revenues after all expenses. The Board reviewed these financial reports for the period of July 1, 2019 to June 30, 2020 and discussed the management of excess revenues over expenses from F/Y 19-20.

Items that will be considered for approval during the meeting include:

- Distribution of the excess Revenues over Expenses of \$484,367.67:
  - \$ 184,801.0 committed to the next FY's land mortgage payment
  - \$ 110,051.61 of Endowment Care Interest to remain in E.C. Interest Fund
  - \$ 189,515.06 to be placed in the District's General Operating Fund
- Proposed increasing the District's Fee Service Schedule by 3.0%.
- Proposed increase of Salary/Wage schedules for employees 1.0%
- Proposed to add 2 holidays to the District holidays, increasing it to 10.
- The proposed Fiscal Year 2020-2021 budget with the above stipulations

In abundance of caution on potential conflict with association with Standard, (SEP/IRA account) Trustee Knight recused himself from voting on the compensation package for the staff for FY 20/21.

After deliberation by the Board of Trustees, a motion was presented by Trustee Ott, seconded by Trustee Brown for a pay increase of 1.5% based on the CPI for the upcoming FY 20/21, and to add one (1) holiday to the District's employee leave policy. The specific holiday will be announced on the July 27, 2020 Special Meeting. This will increase the District's holidays to nine (9).

The motion passes with 4 Aye votes.

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

After deliberation by the Board of Trustees, a motion was presented by Trustee Brown, seconded by Trustee Lochridge, to increase the District's service fees by 3%.

The motion passes with 5 Aye votes.

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

A motion was presented by Trustee Disney, seconded by Trustee Brown to distribute the revenues from FY 2019/2020 that were in excess of expenses, (\$484,367.67) in the following manner:

- \$110,051.61 to remain in the Endowment Care Interest Fund.
- \$184,801.00 to be placed in the Capital Outlay Fund and be designated for the land mortgage payment due in F/Y 2020/2021.
- The balance of \$189,515.06 to be placed in the General Operating Fund.

The motion passes with 5 Aye votes

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

The final approval of the budget will be discussed on July 27, 2020 during the Special Meeting of the Board of Trustees.

The Board reviewed the proposed budget of expected revenues and expenses, the District pay & benefits, and the District Capital Outlay pressures that might occur in F/Y 2020/2021. The Board asked that staff prepare a proposed budget reflecting a 1.5% wage compensation increase, and an increase in all District Fees of 3.0%. All changes will reflect in the Districts Policies for the new FY. All changes if approved will be made effective August 1, 2020. This proposal will be presented at the Special Board of Trustees meeting on July 27, 2020.

The meeting adjourned at 7:48 p.m. A Special meeting has been scheduled for Monday, July 27, 2020.

Edward Serna  
General Manager