

MINUTES OF THE SPECIAL MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of July 27, 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 Steven Lochridge. 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 amended June 15, 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	
Recused	0	

A motion was presented by Trustee Brown, seconded by Trustee Lochridge, to approve the July 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	
Recused	0	

The Board approved all the certificates. District Orders/Warrants, and signed checks as needed.

NCCD did not receive any correspondence as of July 20, 2020.

The Board reviewed the Financial Report for the month of June 2020, and the end of the year data for Fiscal Year 2019/2020. The District ended the year with \$484,367.67 in excess revenue. The Financial Audit for FY 2019/2020 is schedule for August 31, through September 2, 2020.

A motion was presented by Trustee Brown, seconded by Trustee Lochridge, to prepare a year end summary of accomplishments of FY 19/20 in the August 17, 2020 meeting.

The motion passes with 5 Aye votes.

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

The Board reviewed the Investment Report for the month of June 2020. The District did not have any investment transactions recorded during the month of June. A brief discussion ensued to potentially have Sandra Wheeler of Stifel Investment as the Districts Financial Advisor. The board will discuss further in future meetings.

### **Continuing Business**

On the July 20, 2020 Board of Trustees meeting, a motion was passed to move the Excess Revenue over Expenses from FY 19/20 in the following manner:

The Endowment Care Interest of \$110,051.61 remain in the Endowment Care Interest Fund; and \$184,801.00 Revenue over Expenses be moved into the Cemetery Development Fund, to be committed to the land mortgage payments due in FY 2020/2021. The remaining \$189,515.06 to be kept in the General Operating Fund.

A motion was presented by Trustee Knight, seconded by Trustee Disney, to approve/adopt the 2020/2021 General Operating Budget (apart/not including the annual staff pay increase). The motion was approved by unanimous vote.

The motion passes with 5 Aye votes.

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

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.

A motion was presented by Trustee Brown, second by Trustee Lochridge, to adopt the 2020/2021 1.5% pay increase for the NCCD staff except for the Gatekeeper position.

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

There were no updates on the Osiris/Pontem project and the Land Conservancy project.

A motion was presented by Trustee Brown, seconded by Trustee Disney, to approve the nomination of Michael Ott for the CAPC Board of Directors for a two-year term.

The motion passes with 5 Aye votes.

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

The General Manager briefly informed the Board of Trustees of the current COVID-19 Pandemic NCCD restrictions. To prevent the spread of the virus and for the safety and health of the public and the NCCD staff, the restrooms are closed to the public. The closure of NCCD facilities (restrooms) will be discussed monthly during the meeting.

The GM reported on this month's Activities. The monthly training is CPR & AED Chain of Survival.

Future events on the calendar include Wreaths Across America; December 19, 2020 at Oak Hill Memorial Park.

The meeting adjourned at 6:49 p.m. The next Regular Board of Trustees Meeting is scheduled for August 17, 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