

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of August 17, 2020

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Michael Ott at 5:31 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Ott, Trustees Sharon Disney, Thomas Knight, and Tanis Brown. Trustee Steven Lochridge was absent. A quorum was present. Also present was San Marcos Cemetery Operations Supervisor Omar Lopez, Board Secretary Crystal Pendergrass and General Manager Edward Serna.

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 North County Cemetery District (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.

Minutes

A motion was presented by Trustee Brown, seconded by Trustee Disney, to approve the July 27, 2020 Meeting Minutes.

The motion passes with 4 Aye votes.

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

District Orders and Certificates

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

Correspondence

NCCD received two correspondence from July 27, 2020 to August 17, 2020.

Mrs. Polarek submitted a letter regarding the new NCCD flower policy removal date. The new flower policy states that all flowers will be removed on the 14th and 15th of each month. Mrs. Polarek is upset and disagrees with the policy and is demanding the policy be revised. Mrs. Polarek also contacted San Diego County Board of Supervisor Kristin Gaspar about the policy.

The NCCD Board of Trustees conducted a comparison to other cemetery policies to find the other cemetery policies are stringent compare to that of NCCD. The NCCD staff begin to communicate to the public during the week of May 26, 2020 until July 13, 2020. The new flower policy was posted on the NCCD website and four signs have been posted in the cemetery grounds.

After deliberation, the NCCD Board of Trustees directed the General Manager to keep the current flower removal policy as adopted. A letter will be sent out to Mrs. Polarek on the board's decision.

A CAPC survey was received by NCCD regarding the attendance for the 2021 CAPC Annual Conference.

Financial Report

The Board reviewed the Financial Report for the month of July 2020 during the August 17, 2020 meeting. There are positive trends for the Annual Budget Forecast. The board was briefed that the County reports were not released in time to close the accounting period for July 2020. The County reports were released on Monday August 17, 2020. The largest expense for the upcoming months will be water (Utilities).

A brief discussion ensued to potentially change the Board of Trustees meeting to the 4th Monday of each month to allow enough time for the staff to close the accounting periods. This item will be added to the September 21, 2020 meeting.

Investment Report

The Board reviewed the Investment Report for the month of July 2020. The District did not have any investment transactions recorded during the month.

Continuing Business

There were no updates to present to the Board regarding the Osiris/Pontem project.

The Board received an update of the Land Conservancy Project. Mike Jefferson of Blue Consulting requested direction regarding additional acres to the land conservancy project totaling 11.4 acres. By adding the acres to the land conservancy, the district will be generating additional revenue.

A motion was presented by Chairperson Ott, seconded by Trustee Brown, to add the additional acres to the land conservancy project.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Ott, Knight, Disney, and Brown.
Nays:	0	
Abstained:	0	
Absent:	0	Lochridge
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. Beginning August 17, 2020, the witnessing of the lowering of the casket is now allowed.

New Business

The Board was briefed on the rental property located at the San Marcos Cemetery. The Board reviewed the rental agreement and will discuss the rental agreement in future meetings.

A motion was presented by Trustee Knight, seconded by Trustee Brown, to add Financial Advisor Sandra Wheeler of Stifel Investments to the September 21, 2020 Board of Trustees meeting. Sandra will conduct a presentation to the Board regarding Stifel Investments.

The motion passes with 4 Aye votes.

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

The Board was briefed on the end of year accomplishments for FY 19-20.

Managers' Report

The GM reported on this month's Activities. The monthly training is Proactive Safety Attitudes.

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

The meeting adjourned at 7:19 p.m. The next Regular Board of Trustees Meeting is scheduled for September 21, 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