

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of September 21, 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, 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.

Sandra Wheeler of Stifel Investments Inc. was present via Zoom. Sandra is schedule to present to the Board regarding investment opportunities.

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 Knight, to approve the August 17, 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	

Sandra Wheeler of Stifel Investments Inc. gave a presentation to the Board of Trustees regarding the importance of consolidating the Districts investments and potentially becoming the Districts financial advisor. Sandra provided the board with her background and experience with investments and she shared her prior employers. She also shared the experience she has with handling over 240MM of investments from different cemetery districts. Sandra is active with CAPC and CSDA.

After deliberation, A motion was presented by Trustee Knight, seconded by Trustee Disney, to direct the General Manager to begin the necessary steps and paperwork to transfer all district investments to Stifel Investments Inc. Sandra Wheeler of Stifel Investments Inc. will be the District's financial advisor.

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 did not received any correspondence from August 18, 2020 to September 21, 2020.

Financial Report

The Board reviewed the Financial Report for the month of August 2020 during the September 21, 2020 meeting. There are positive trends for the Annual Budget Forecast.

Investment Report

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

Continuing Business

There were no updates on the Osiris project. The NCCD staff provided scanned copies of all cemetery maps to Pontem.

The Board received an update of the Land Conservancy Project. Mike Jefferson of Blue Consulting asked if the District wanted to add a small portion of land (approximately half acre) to the land conservancy project or keep it as originally planned. The additional land is located East of the road that runs North and South and just West of the conservancy. The land will not be added to the land conservancy. The area will be cleared of all staging equipment.

The NCCD COVID-19 restrictions remain the same. One restroom was open for the public to use on September 8, 2020.

New Business

The Board was briefed on the rental property located at the San Marcos Cemetery. The Board discussed the recommendation of the rental property unit. After deliberation from the Board of Trustees, a motion was presented by Trustee Ott, seconded by Trustee Knight to vacate the rental property located at 1021 Mulberry Drive San Marcos CA. 92069. The tenants will be given enough time to vacate the property. The date to vacate the property will be determined soon.

The motion passes with 4 Aye votes.

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

Due to transparency purposes and best practices recommendations from the Government Audit Quality Control Center (GAOC) the North County Cemetery District begin receiving Request for Proposal for auditing services.

A motion was presented by Trustee Ott, seconded by Trustee Brown, to continue to receive RFP's until the deadline of September 30, 2020 for auditing services. The RFP's submitted will be added to the October 26, 2020 Board of Trustees meeting where the board will deliberate on the RFP's and select an auditing firm.

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 status of the Districts SEP/IRA plan. The current SEP/IRA plan the district offers to the employees is no longer available for new employees. Due to the recent financial status of the economy the program was discontinued by Jackson to add any new employees.

A motion was presented by Trustee Ott, seconded by Trustee Disney, to direct the General Manager to research a new 401K plan for the district staff. The motion also includes for the district's newest employee Crystal, to open an IRA account with a bank of her choice until the district offers a new 401K plan.

The motion passes with 4 Aye votes.

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

A motion was presented by Trustee Brown, seconded by Trustee Knight, to move the Board of Trustees monthly meeting to the fourth Monday of each month to allow the NCCD staff adequate time to complete the closing of the month.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees Ott, Knight, Disney, and Brown.

Nays: 0

Abstained: 0

Absent: 0 Lochridge

Recused 0

Managers' Report

The GM reported on this month's Activities. The monthly training is Driven to Distraction.

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

The meeting adjourned at 7:31 p.m. The next Regular Board of Trustees Meeting is scheduled for October 26, 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