

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of October 26, 2020

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Michael Ott at 5:38 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Michael Ott, Trustees Tanis Brown, Steven Lochridge and Sharon Disney. Trustee Disney joined the meeting at 5:51 pm via teleconference. Trustee Disney is within North County Cemetery District (NCCD) boundaries. A quorum was present. Also present was San Marcos Cemetery Operations Supervisor Omar Lopez, Board Secretary Crystal Pendergrass and General Manager Edward Serna via teleconference.

Trustee Knight resigned his seat as Trustee of the North County Cemetery District effective October 26, 2020.

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.

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 Lochridge, to approve the September 21, 2020 Meeting Minutes.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Lochridge and Brown.
Nays:	0	
Abstained:	0	
Absent:	1	Disney
Recused	0	

Trustee Disney joined the meeting at 5:51 pm via teleconference.

**District Orders and Certificates**

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

**Correspondence**

NCCD received one correspondence from the San Diego County Local Agency Formation Commission (LAFCO) for “call for nominations” to the Special District Advisory Committee. The Board did not submit any nominations.

## **Financial Report**

The Board reviewed the Financial Report for the month of September 2020 during the October 26, 2020 meeting. There are positive trends for the Annual Budget Forecast.

## **Investment Report**

The Board reviewed the Investment Report for the month of September 2020. The District had one investment that matured from Johnsons & Johnson OH EC money. The \$241,000.00 was re-invested into a twenty-four-month CD with a yield of .20%. All the investments held by WFA and UBS have successfully been transferred to Stifel.

## **Continuing Business**

NCCD staff and Osiris will be scheduling a training day for Osiris introduction and training. NCCD received an invoice from Pontem in the sum of \$37,309.96 for the project kickoff. The timeline of completion from start to end is estimated to be seven months.

A motion was presented by Trustee Lochridge, seconded by Trustee Brown, to pay the invoice in the amount of \$37,309.96 using Capital Outlay Funds.

The motion passes with 4 Aye votes.

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

During the month of August and September Mike Jefferson of Blue Consulting perform *Out of Scope Tasks* for the mitigation bank. An invoice was submitted by Blue Consulting in the amount of \$4,440.00. The work included a new footprint trail, update text graphics for GIS mapping, biological assessment, BEI, field meeting/survey and impact assessment.

A motion was presented by Trustee Disney, seconded by Trustee Lochridge, to pay the invoice in the amount of \$4,440.00 using Capital Outlay Funds.

The motion passes with 4 Aye votes.

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

The NCCD COVID-19 restrictions remain the same.

## **New Business**

As of October 26, 2020 Tom Knight, resigned his seat as a member of the North County Cemetery District Board of Trustees. The GM will notify the San Diego County Board of Supervisors of the vacancy. The GM will contact Tom Knight to provide direction on the necessary paperwork needed to be submitted to the County Supervisors.

After deliberation from the Board of Trustees, a two-member General Manager Evaluation Committee will be form for the purpose to conduct the annual GM Evaluation.

A motion was presented by Trustee Ott, seconded by Trustee Disney, to select Trustees Brown and Ott, for the GM Evaluation Committee.

The motion passes with 4 Aye votes.

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

Reappointed letters for Trustee Lochridge and Trustee Ott were signed and will be submitted to the County Board of Supervisors for reappointment for an additional 4-year term.

Due to the resignation of Vice-Chair Tom Knight, Trustee Sharon Disney will assume the Vice-Chair position for the NCCD.

The North County Cemetery District received four Proposals from auditing firms to conduct the District's annual audit. After deliberation of the proposals received, the Board of Trustees selected Nigro & Nigro as the Districts auditing firm.

A motion was presented by Trustee Lochridge, seconded by Trustee Brown, to select Nigro & Nigro as the District's auditing firm.

The motion passes with 4 Aye votes.

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

A brief discussion ensued regarding the purchase of plots to be limited to individuals not organizations. This item will be added to the November agenda for further discussion.

## **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 7:41 p.m. The next Regular Board of Trustees Meeting is scheduled for November 23, 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