

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of November 23, 2020

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Michael Ott at 5:33 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Michael Ott, Trustees Tanis Brown, Steven Lochridge and Sharon Disney. Trustee Disney and Trustee Ott joined the meeting via Zoom. Trustee Ott and Disney are within North County Cemetery District (NCCD) boundaries. A quorum was present. Also present was 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.

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 October 26, 2020 Meeting Minutes.

The motion passes with 4 Aye votes.

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

**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). LAFCO received eight eligible nominations for the eight open seats and consistent with the policy all eight will be appointed in lieu of an election.

**Financial Report**

The Board reviewed the Financial Report for the month of October 2020 during the November 23, 2020 meeting. There are positive trends for the Annual Budget Forecast.

## **Investment Report**

The District did not have any investments that matured during the month of October. With the transition to Stifel Investment Services, the investment reports will be presented in a different format.

## **Continuing Business**

The NCCD staff did not have any updates on the Pontem, Osiris and Land Conservancy projects.

The NCCD COVID-19 restrictions have slightly changed. To prevent the spread of the COVID-19, chairs for the services will temporarily be suspended.

## **New Business**

The Board of Trustees briefly discussed the current vacancy to the board. All necessary resignation paperwork has been submitted to the County by Tom Knight. A formal letter will be sent to Tom Knight thanking him for his service.

A GM evaluation item will be added to the December 28, 2020 Board of Trustees meeting. The Board will deliberate on the GM's performance during the meeting. The session will be held in "Closed Session".

The Board deliberated on the new policy 3050.8.4. Rules and Regulations. The new policy will limit the purchase of Interment Rights to individuals and not organizations.

A motion was presented by Trustee Lochridge, seconded by Trustee Disney, to adapt policy 3050.8.4. Rules and Regulations

The motion passes with 4 Aye votes.

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

The Board deliberated on policy 2020.3 Vacations to be amended. The amended policy will allow staff members to cash out 40 hours of PTO time anytime during the year.

A motion was presented by Trustee Brown, seconded by Trustee Disney, to amend policy 2020.3. Vacations.

The motion passes with 4 Aye votes.

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

Due to the current COVID-19 pandemic and restrictions, the 2020 annual Wreaths Across America event has been canceled. The District is going to received approximately 250 wreaths from WAA. The wreaths will be placed on the Veterans plots by NCCD staff.

A motion was presented by Trustee Lochridge, seconded by Trustee Brown, to cancel the 2020 Wreaths Across America event.

The motion passes with 4 Aye votes.

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

The Capital Outlay Fund is a “Committed” fund, constrained by Board action, expenditures from this fund requires the Board to act by way of a motion of the board.

A motion was presented by Trustee Brown, seconded by Trustee Lochridge, to direct the GM to pay the semi-annual land payment from the Capital Outlay Fund.

The motion passes with 4 Aye votes.

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

### **Managers’ Report**

The GM reported on this month’s Activities. The monthly training is Holiday Safety.

NCCD has no schedule events for the remaining of the calendar year.

The meeting adjourned at 7:02 p.m. The next Regular Board of Trustees Meeting is scheduled for December 28, 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