

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of December 28, 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 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 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.

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 corrected minutes for the November 23, 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 did not receive any correspondence for the month of November.

**Financial Report**

The Board reviewed the Financial Report for the month of November 2020 during the December 28, 2020 meeting. There are positive trends for the Annual Budget Forecast. The District continues to be in the black for cemetery income and expenses.

## **Investment Report**

The District will continue to work with our new Financial Advisor Sandra Wheeler of Stifel Investments to diversify the District's portfolio.

## **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**

After recommendations by the Districts Auditor and the Districts auditing firm, recommendations were made to amend Policy 3062 Capitalization to increase Capitalization to \$5,000.00 and, the minimum useful life of two (2) years. The Board deliberate and reviewed the policy and, a motion was presented.

A motion was presented by Trustee Lochridge, seconded by Trustee Disney, to amend Policy 3062 Capitalization to increase the District's Capitalization to \$5,000.00 and a minimum useful life of two (2) years.

The motion passes with 4 Aye votes.

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

NCCD Policy 4015 Election of Chairperson and Vice-Chairperson specifies that the positions of Chairperson of the Board and the Vice-Chairperson of the Board will be rotated annually with the Vice-Chairperson replacing the Chairperson effective January 1 of each year.

A motion was presented by Trustee Brown, seconded by Trustee Ott, to select Trustee Disney and Trustee Lochridge as the new Chairperson and Vice-Chairperson for the new 2021 calendar year effective January 1, 2021.

The motion passes with 4 Aye votes.

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

A discussion ensued to consider transferring Endowment Care Interest Fund money to the Capital Outlay Fund account for the purpose of purchasing a new Backhoe and a zero-turn mower. After careful and thorough deliberation, a motion was presented.

A motion was presented by Trustee Brown, seconded by Trustee Disney, to transfer Endowment Care Interest funds to the Capital Outlay fund for the purpose of purchasing a new backhoe and a zero-turn mower.

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.

### **Managers’ Report**

The GM reported on this month’s Activities. The monthly training is Four Generations.

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

The open session adjourned at 6:46pm.

A motion was presented by Trustee Brown, seconded by Trustee Ott to move to closed session.

The motion passes with 4 Aye votes.

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

The “Closed” session adjourn at 8:10pm. No reportable action was taken by the Board on any of the “Closed” session items.

The meeting adjourned at 8:10 p.m. The next Regular Board of Trustees Meeting is scheduled for January 25, 2021, 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