

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of March 22, 2021

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Sharon Disney at 5:34 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Sharon Disney, Trustees Tanis Brown and Steven Lochridge. Trustee Michael Ott joined the meeting via telephone at 6:17pm. Trustee Ott is 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 Lochridge, seconded by Trustee Brown, to approve the minutes for the February 22, 2021 Meeting Minutes.

The motion passes with 3 Aye votes.

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

Financial Report

The Board reviewed the Financial Report for the month of February 2021 during the March 22, 2021 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

A Morgan Stanley \$100,000.00 bond SM endowment money was redeemed. The District purchased two bonds with the SM Endowment money. A \$50,000.00 bond with Hot Springs AR Hotel & Restaurants yielding 2.137% with a maturity date of 11/1/2022 and a \$50,000.00 RFDG UNIV Tampa SERV B bond yielding 2.300% with a maturity date of 04/01/23.

Continuing Business

Osiris/Pontem update. The BCS data was successfully imported to Pontem. The data is now being reviewed by NCCD staff to ensure all information is correct. A Pontem invoice in the amount of \$5,375.00 was received for the data conversions.

A motion was presented by Trustee Disney, seconded by Trustee Brown, to pay the Pontem invoice using Capital Outlay Funds in the amount of \$5,375.00.

The motion passes with 3 Aye votes.

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

Land Conservancy update. The land conservancy BEI is completed and is ready to be submitted to the CA. Fish and Wildlife. Certain fees are due prior to the submission of the BEI to the CA. Fish and Wildlife and to Mike Jefferson from Blue Consulting. A CDFW invoice was received in the amount of \$10,030.00 for the submittal of the BEI. A second invoice from Blue Consulting was received in the amount of \$17,500.00 for the completion of the BEI.

A motion was presented by Trustee Lochridge, seconded by Trustee Brown, to pay the CA. Fish and Wildlife invoice in the amount of \$10,030.00 and the Blue Consulting invoice in the amount of \$17,500.00 using Capital Outlay Funds.

The motion passes with 3 Aye votes.

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

Trustee Michael Ott joined the meeting via telephone at 6:17pm.

No changes were made to the COVID-19 restrictions. As restrictions are modified by the County and CDC, the District will modify the restrictions and follow the CDC guidelines.

New Business

After further discussion regarding the 2020 Memorial Day Event, the Board did not want to commit to host this year's event due to the uncertainty surrounding the Pandemic. The Board directed the NCCD staff to place this item on the agenda for the April Board of Trustees meeting to discuss further. No action was taken for this item.

The Board was reminded to ensure they file their annual Form 700 by April 1, 2021.

Nominations were not submitted for the LAFCO Alternate Special District Member and, the CSDA board of Directors.

A discussion ensued regarding the consolidation of the Districts Chart of Accounts. In 1984 when the San Marcos Cemetery and the Oak Hill Memorial Park (Escondido) consolidated, a location indicator was implemented in the Districts Chart of Accounts to identify both locations separately. This was a necessary tool at the time of the consolidation of both cemeteries to identify the revenues of each location. Since the consolidation of the cemeteries has remain for 37 years now, it was recommended by NCCD staff that this is no longer needed. NCCD staff recommended to the Board of Trustees to consolidate the Districts Chart of Accounts to one indicator.

A motion was presented by Trustee Ott, seconded by Trustee Brown, to consolidate the Districts Chart of Accounts to one indicator (NCCD).

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 Slips, Trips and Falls.

The meeting did not move into "closed" session.

A discussion ensued regarding the General Managers merit increase. The board of Trustees would like to review the CAPC's salary surveys before deciding on the GM's salary recommendation. The Board would also like a cost analysis to be presented during the April 26, 2021 Board meeting, to view the impact on the budget of a 5%, 6%, and 7% merit increase on the budget. The GM's Goals and Objectives will also be included during the discussion. No action was taken on the GM's merit increase.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to have the GM return on the April 26, 2021 Board meeting with the documentation requested.

The motion passes with 4 Aye votes.

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

Nays: 0

Abstained: 0

Absent: 0

Recused 0

Nothing to report, no actions or votes taken.

The meeting adjourned at 7:16 p.m. The next Regular Board of Trustees Meeting is scheduled for April 26, 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