

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of October 25, 2021

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Vice-Chairperson Steven Lochridge at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Vice-Chairperson Steven Lochridge, Trustees, Michael Ott, Tanis Brown, and Colleen Lukoff. Trustee Sharon Disney was absent. Trustee Michael Ott phoned in to the meeting. Trustee Ott was within NCCD boundaries. A quorum was present. Also, present was General Manager Edward Serna and NCCD Counsel Karen O'Neil via telephone.

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.

A motion was presented by Trustee Lukoff, seconded by Trustee Brown to revise the agenda and move-up the "Closed Session".

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Lochridge, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Disney
Recused	0	

The meeting moved in to closed session at 5:32pm.

A motion was presented by Trustee Lukoff, seconded by Trustee Brown to adjourn the closed session at 6:09pm.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Lochridge, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Disney
Recused	0	

No action was taken during the closed session.

## **Minutes**

A motion was presented by Trustee Brown, seconded by Trustee Ott, to approve the minutes of the September 27, 2021, board meeting minutes.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Lochridge, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Disney
Recused	0	

## **District Orders and Certificates**

The Board approved all certificates. District orders/Warrants and signed checks as needed.

## **Correspondence**

NCCD did not receive any correspondence for the month of September 2021.

## **Financial Report**

The Board reviewed the Financial Report for the month of September during the October 25, 2021, meeting. Positive sale trends continued for the new fiscal year.

## **Investment Report**

The district did not have any investments that matured for the month of September 2021.

## **Continuing Business**

General Manager Edward Serna and Trustee Brown will continue to develop and implement an Education workshop regarding the COVID-19 Vaccine to the NCCD staff.

The GM will provide a COVID-19 monthly report regarding any staff members being impacted by the COVID-19 virus.

Regarding the Land Conservancy project, unfortunately due to a lack of prior experience running a mitigation bank the USFWS determined that the volunteered Biologist cannot be named as the Project Manager. Michael Jefferson from Blue Consulting will now lead the project as the Biologist in the field.

## **New Business:**

The CSDA (California Special District Association) has conducted a review of the Bylaws and determined that necessary updates, additions, and improvements need to be made. CSDA provided its members the changes to view and vote on.

A motion was presented by Trustee Lukoff, seconded by Trustee Lochridge, to submit their vote as “Yes” to the CSDA amendments as presented.

The motion passes with 4 Aye votes.

Ayes:	4	Trustees Lochridge, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	1	Disney
Recused	0	

The annual CAPC ( California Association of Public Cemeteries) Education Seminar was held on Friday October 8 and Saturday October 9, 2021, in San Luis Obispo. Trustees, Disney, Brown and Lukoff attended the Education Seminar. The Trustees that attended reported out on the topics held during the conference.

## **Managers’ Report**

General Manager Edward Serna and Trustee Ott will discuss information regarding Water Sustainability. Additional information will be provided in future meetings.

General Manager Edward Serna and Trustee Lukoff will begin to work on a Customer Satisfaction Survey. Once completed, the General Manager will present the final Customer Survey to the board of Trustees for approval.

The Backflow apparatus located at the San Marcos Cemetery needs repairs. The General Manager received a proposal for the cost of the repairs totaling \$9,519.75. The vendor conducting the repairs is Backflow Services Inc.

Trustee Brown and GM Edward Serna will coordinate a COVID-19 Vaccine Education workshop for the NCCD staff.

The General Manager will coordinate future staff trainings with Vector Solutions.

The General Manager will add agenda item for the GM’s annual evaluation for the next Board of Trustees meeting.

The meeting adjourned at 7:20pm. The next Regular Board of Trustees meeting is scheduled for Monday November 22, 2021 and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.