

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

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Sharon Disney at 5:37 p.m., at the Oak Hill Memorial Park office. Present were Vice-Chairperson Steven Lochridge, Trustees, Michael Ott, Tanis Brown, and Colleen Lukoff. A quorum was present. Also, present was Administration Manager Kelly Swales 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 Ott, seconded by Trustee Lochridge, to approve the corrected minutes of the October 25, 2021, board meeting minutes.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees Disney, Lochridge, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	0	
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 October 2021.

### **Financial Report**

The Board reviewed the Financial Report for the month of October during the November 22, 2021, meeting. Positive sale trends continued for the new fiscal year. Trustee Brown inquired whether the transfer of capital outlay funds into the operating account is disclosed in the budget. Mr. Serna indicated that the transfer is handled through an "as-needed" approach and is not disclosed in the annual budget. Trustee Ott stated that in future budgets, any planned transfer of capital outlay funds should be anticipated and included as a line item in the proposed budget. Trustee Ott requested the General Manager to research and address this matter in the upcoming budget.

## **Investment Report**

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

## **Continuing Business**

General Manager Edward Serna will contact SDRMA to explore options if posters and/or training regarding COVID-19 are available through SDRMA.

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

## **New Business:**

The annual 2021 Wreaths Across America event will be held at Oak Hill Memorial Park and the San Marcos Cemetery. Wreaths will be placed on all veteran plot locations.

A motion was presented by Trustee Lukoff, seconded by Trustee Brown, to hold the 2021 Wreaths Across America event on December 18<sup>th</sup>, 2021.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees Disney, Lochridge, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	0	
Recused	0	

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to pay the semi-annual land payment in the amount of \$93,015.64 using Capital Outlay funds.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees Disney, Lochridge, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	0	
Recused	0	

Chairperson Disney appointed Trustees Lochridge and Brown to the General Manager Evaluation committee.

## **Managers' Report**

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. **A presentation with information was presented to the board regarding the Customer Satisfaction Survey. Different cost options and ideas of questions were shared.**

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

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

The motion passes with 5 Aye votes.

Ayes:	5	Trustees Disney, Lochridge, Ott, Brown and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	0	
Recused	0	

The meeting was moved into closed session at 7:59pm.

The closed session adjourns at 8:05pm. No action taken.

The meeting adjourned at 8:06pm. The next Regular Board of Trustees meeting is scheduled for Monday December 27, 2021, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.