

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of January 24, 2022

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Sharon Disney at 5:40 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Sharon Disney, Vice-Chairperson Steven Lochridge, Trustees, Michael Ott, Tanis Brown, and Colleen Lukoff. A quorum was present. Chairperson Disney was present via telephone. 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.

A motion was presented by Trustee Ott, seconded by Trustee Lukoff, to revise the agenda and move up item, J.1 New Business: Election of the Chairperson and the Vice-Chairperson.

The motion passes with 5 Aye votes.

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

After a brief discussion, a motion was presented by Trustee Ott, seconded by Trustee Lukoff, to confirm Dr. Steven Lochridge as the Chairperson and Tanis Brown as the Vice-Chairperson of the board for calendar year 2022.

The motion passes with 5 Aye votes.

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

Minutes

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to approve the corrected minutes of the November 22, 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 January 2022.

Financial Report

The Board reviewed the Financial Report for the month of December 2021, during the January 24, 2022, meeting. Positive sale trends continued for the new fiscal year.

A motion was presented by Trustee Ott, seconded by Trustee Brown, to research the “Change in Security Value” term on the investment’s information report and, to add a report for the monthly pay periods to include the biweekly paycheck amount for each staff member. The motion passed unanimously.

Investment Report

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

Continuing Business

General Manager Edward Serna has been working closely with SDRMA safety Manager Enriqueta (Henri) Castro to draft a COVID-19 Prevention Program. The draft of the COVID-19 guidelines is in line with the Cal/OSHA guidelines.

The GM presented to the board a draft of the COVID-19 Prevention Program Guidelines. The board approved the prevention guidelines draft and will continue to be discussed in future meetings before is adopted.

The GM will provide a COVID-19 monthly report regarding any staff members being impacted by the COVID-19 virus. Trustee Ott stated that the COVID-19 report should be updated each month.

New Business:

Trustee Lukoff and General Manager Edward Serna will continue to work on the customer satisfaction survey for the district.

Managers' Report

The GM will continue to conduct interviews to fill the three part-time positions.

Final arrangements were made for the Trustees to attend the CAPC Annual Conference.

A motion was presented by Trustee Brown, seconded by Trustee Ott, to move into closed session regarding Item L(2): Personnel Exception.

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 7:19pm.

The closed session adjourns at 9:19pm. No action taken.

The meeting adjourned at 9:20pm. The next Regular Board of Trustees meeting is scheduled for Monday February 28, 2022 and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.