

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of April 25, 2022

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Dr. Steven Lochridge at 5:41 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Tanis Brown, Michael Ott, and Colleen Lukoff. Trustee Sharon Disney was absent. A quorum was present. 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.

Two agenda revisions were discussed by the Trustees. Trustee Ott indicated that in order to add new items to the agenda after the 72 hour agenda posting requirement, an emergency would need to exist pursuant to the Brown Act (Government Code Section 54956.5). An emergency is defined under the Brown Act as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Board of Trustees.

A first revision of the agenda involved the purchase of Public Address (PA') systems needed for the Memorial Day events held at the San Marcos cemetery and the Oak Hill Memorial Park on May 30, 2022. Per Government Code 54956.5. Agenda item in Continuing Business I.3 Public Address (PA's) systems was accordingly added to the April 25, 2022, agenda based on the presence of a potential work stoppage emergency per the Brown Act.

A motion was presented by Trustee Lukoff, seconded by Trustee Brown to add agenda item in Continuing Business I.3. Public Address (PA's) System.

The motion passes with 4 Aye votes.

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

The second agenda revision involved the addition of a new agenda item pertaining to the purchase of a new truck to replace an existing truck that is too costly to repair. Per Government Code 54956.5, an emergency was found to exist-if the truck is not immediately replaced. Without the replacement of the truck, a work stoppage, crippling activity, or other activity that would severely impair the public's health, safety, or both would result per Government Code Section 54956.5(1).

A motion was presented by Trustee Lukoff, seconded by Trustee Lochridge to add to this agenda item J.3. under new business, the purchase of a new truck.

The motion passes with 4 Aye votes.

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

Minutes

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to approve the minutes of the March 28, 2022, Board meeting.

The motion passes with 4 Aye votes.

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

District Orders and Certificates

The Board ratified all certificates for April 2022. District orders/Warrants and signed checks as needed.

Correspondence

The district received one email from a local neighbor regarding the gopher procedures we used to use in 2021. It was explained to the neighbor via email that the vendor she was referring to is no longer working/engaged with the district as of December 2021. Her concern was address and she was content with the information she received.

Financial Report

The Board reviewed the Financial Report for the month of March 2022, during the April 25, 2022, meeting. Positive sale trends continued for the new fiscal year.

Investment Report

Oak Hill Endowment - there was a CD that matured on 03/16 in the amount of \$200,000. These funds were reinvested into two corporate bonds, 100 bonds in Laclede Gas Co. 3.20% Mty 08/2023 & 100 bonds in National Rural Utilities 3.40% Mty 11/2023.

Oak Hill Endowment Interest – the accumulated interest was invested, 40 bonds of Laclede Gas Co 3.20% Mty 08/2023.

Oak Hill Preneed – there was a CD that matured in the amount of \$34,000. These funds were reinvested (including some residual cash) in one corporate bond, 40 bonds in Laclede Gas Co. 3.40% Mty 08/2023.

Continuing Business

The GM provided a COVID-19 monthly report regarding any staff members being impacted by the COVID-19 virus. No COVID-19 impacts were reported for the month of March.

The general manager provided an update about the Land Conservancy project.

The board discussed the need for the purchase of Public Address systems for both the Oak Hill and San Marcos Cemeteries. Trustee Brown presented several cost options to the board. Board members thanked Trustee Brown for obtaining the cost estimates and concluded that two systems are necessary for special events at both cemeteries and that the general manager has authority to make the associated equipment purchases.

New Business:

The customer satisfaction survey was discussed. Continuing modifications of the customer satisfaction survey will continue.

Trustee Lukoff reported out for her attendance to the CSDA Special District Leadership Academy. Trustee Lukoff shared with the board her experience and a few of the topics.

In the last two months, two of the districts' trucks went down due to maintenance issues. During the diagnoses of the trucks, it was determined that the cost to repair one of the vehicles was going to exceed the value of the truck. The second truck was put out of service immediately because it needs a brand-new motor. The cost to purchase a brand-new motor exceeded the value of the truck.

After a discussion with the board of Trustees, it was determined that the district needs to purchase two new trucks for the district. An earlier search of the vehicles to purchase resulted with Quality of Chevrolet having in inventory with one of the trucks that the district is in need of.

A motion was presented by Trustee Lukoff, seconded by Trustee Lochridge, to approve a down payment of \$500 to Quality Chevrolet to place one of the trucks on hold and, to approve an amount of up to \$45,000.00 to purchase one new truck. Trustee Lochridge and/or General Manager Serna were given authorization to make this vehicle purchase on behalf of the district.

The motion passes with 4 Aye votes.

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

The district will continue its search for the second truck.

Managers' Report

The GM will continue to conduct interviews to fill the open positions at NCCD.

The GM will continue to work on the FY 22-23 budget.

A motion was presented by Trustee Ott, seconded by Trustee Brown to move into closed session at 8:00pm.

The motion passes with 4 Aye votes.

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

The closed session adjourns at 8:03pm. No action taken.

The meeting adjourned at 8:03pm. The next Regular Board of Trustees meeting is scheduled for Monday May 23, 2022, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.