

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

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Vice -Chairperson Tanis Brown at 5:31 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Michael Ott, and Colleen Lukoff. Trustees Disney and Dr. Lochridge were not present when the meeting was called to order. 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.

San Diego resident Tami Tactay called in to address the Board of Trustees. Mrs. Tactay shared with the board that the GM was not helpful during the process to inter her husband. She said that the GM provided her with incorrect plot prizes. Mrs. Tactay share with the board that she would like to send a letter to the Board regarding her experience with the district. Vice-Chair Tanis Brown provided Mrs. Tactay with the districts address and advised her to address the letter to the Board of Trustees with any additional comments or concerns.

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 Lukoff, to approve the minutes of the June 27, 2022, Regular Board meeting and the Special Board Meeting of July 18, 2022.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Brown, and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	2	Lochridge & Disney
Recused	0	

District Orders and Certificates

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

Correspondence

The district did not receive any correspondence for the month of June 2022.

Financial Report

The Board reviewed the Financial Report for the month of June 2022, during the July 25, 2022, meeting. The district ended FY 21-22 with approximately \$863,505.24 in excess revenue.

The total cemetery income for FY 21-22 approximately exceeded the budget by \$532,917.22

The total Operating Expenses under-ran the budget by \$330,588.02

Investment Report

The district did not have any investments that matured for the month of June 2022.

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 June.

The General Manager provided an update about the Land Conservancy project.

The district will continue to work with Quality Chevrolet to finalize the purchase of one of the new trucks. The expected delivery date of the new truck is to be determined.

New Business:

Total Cemetery Income for FY 21-22 approximately exceeded the budget by \$532,917.22. This was due primarily from the increase of burial services. 509 interments were performed in FY 21-22, down 6.09% or 33 burial services from the previous year. *Note: FY 19-20 ended the year with 405 interments, this number represented the pre COVID-19-time frame. Compared to this year and FY 19-20, the interments increased 25.68% or 104 interments.*

Total Operating Expenses under-ran budget by \$330,588.02. The three-line items that were under are Payroll Expense, Electric and Water. The district experienced a shortage in staff during the FY, this was the main factor for the savings in payroll.

The total approximate combine excess revenue for FY 21-22 \$863,505.24.

The information below is a brief glimpse of what was adopted/approve for FY 2022-2023 budget during the Special Board of Trustees meeting on July 18th, 2022.

1. Increase the cost-of-living allowance by 7% to all staff members.
2. An “Enhanced Hazardous and/or Undesirable Work” payment for staff members. A \$1000 payment for all full-time employees, a \$500 payment for part-time employees and a \$250 payment for the district’s gatekeepers. This payment is associated to the COVID-19 Pandemic. The payments mentioned above will be paid out in September.
3. A monthly \$30 cellular phone stipend for the following positions: Supervisors, Irrigation Supervisors, Assistant Supervisors, Mechanic, and Administration Manager.
4. The Administration Manager position to be converted to an exempt salary position. The Administration Manager salary to be increased to \$70,000 annually.
5. Add/Upgrade one (1) existing budgeted full-time Irrigation Supervisor or Assistant Supervisor at the San Marcos Cemetery, instead of a Maintenance Staff I.
6. Add one (1) full-time Maintenance Staff I at the Oak Hill Memorial Park.
7. Add one holiday in recognition of Martin Luther King Day to the districts leave provisions.
8. Accept Mutual of Omaha’s basic Term Life and AD & D Insurance proposal to increase to \$30,000 per employee.

The board of Trustees were presented with two proposals to purchase lowering devices for both cemeteries.

After a board discussion, a motion was presented by Trustee Brown, seconded by Trustee Ott, to accept the proposal submitted by Holland supplies to purchase three lowering devices.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Brown, and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	2	Lochridge & Disney
Recused	0	

At 6:32pm, a motion was presented by Trustee Brown, seconded by Trustee Lukoff to move up agenda item L(2) and to move into closed session.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Brown, and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	2	Lochridge & Disney
Recused	0	

At 7:03pm, a motion was presented by Trustee Brown, seconded by Trustee Lukoff to return to open session.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Brown, and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	2	Lochridge & Disney
Recused	0	

The closed session adjourns at 7:03pm.

Nothing to report out, no action or vote taken.

Two proposals were submitted to the North County Cemetery District, one by Coughlin Windows and the other by Window World. The proposals will replace the existing windows for the Oak Hill Memorial Park and the San Marcos Cemetery.

After a discussion by the Board of Trustees, the board accepted the proposal submitted by Coughlin Windows.

A motion was presented by Trustees Lukoff, seconded by Trustee Ott, to accept the proposal submitted by Coughlin Windows.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Brown, and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	2	Lochridge & Disney
Recused	0	

A proposal was submitted to the North County Cemetery District, by Turf Star for the purchase of three (3) utility vehicles. After a discussion, the board accepted the proposal submitted by Turf Star.

A motion was presented by Trustee Lukoff, seconded by Trustee Ott, to accept the proposal submitted by Turf Star to purchase three (3) utility vehicles for the district.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Brown, and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	2	Lochridge & Disney
Recused	0	

The regular Board of Trustees meeting is held on the 4th Monday of every month. For the month of August, the board meeting is scheduled to be held on Monday August 22nd, 2022. The CSDA Annual conference will begin on Monday August 22, 2022, and two of the Board of Trustees will be attending the conference.

To provide an opportunity for the Trustees to attend the conference as well as to attend the August regular Board of Trustees meeting, a motion was presented to move the August 22, board meeting to August 29, 2022.

A motion was presented by Trustee Lukoff, Seconded by Trustee Ott, to schedule the August Board of Trustees meeting to Monday August 29, 2022.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Brown, and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	2	Lochridge & Disney
Recused	0	

Nominations for the 2023 CAPC Board of Directors Election are now being accepted. Trustees and Managers of CAPC member cemetery districts are encouraged to run.

A motion was presented by Trustee Lukoff, seconded by Trustee Brown to nominate North County Cemetery District Trustee Michael Ott.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Brown, and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	2	Lochridge & Disney
Recused	0	

A brief discussion ensued to recommend the Board of Trustees to attend the 2022 CAPC Education area meeting.

The board of Trustees were presented with the new/revised job descriptions for the Administrative Assistant and the Operations Supervisor. The board reviewed and discussed the job descriptions.

After discussion, a motion was presented by Trustee Brown, seconded by Trustee Ott, to approve and adopt the new/revised job descriptions for the Administrative Assistant and the Operations Supervisor.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Brown, and Lukoff.
Nays:	0	
Abstained:	0	
Absent:	2	Lochridge & Disney
Recused	0	

Managers' Report

The GM and the Admin Mgr. will work on updating the new fees for the district.

The GM will provide the board of Trustees with the new GM contract and the goals and objectives to finalize the GM's evaluation on the August 29, 2022, Board of Trustees meeting.

The meeting adjourned at 7:43pm. The next Regular Board of Trustees meeting is scheduled for Monday August 29, 2022, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.