

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of September 26, 2022

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Dr. Steven Lochridge at 5:29 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Sharon Disney, Colleen Lukoff, Tanis Brown (Via Telephone) and Michael Ott (Via Telephone). A quorum was present. Also present was NCCD Administration Manager Kelly Swales, San Marcos Cemetery Operations Supervisor Omar Lopez, NCCD CPA Kevin Brejnak 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.

CPA Stacy Macias and CPA Paul Kaymark from Nigro & Nigro presented the final audit for FY 21-22. The financial statements referred to the audit, present fairly, in all materials respects, the respective financial position of the governmental activities and each major fund of the district as of June 30, 2022, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

A motion was presented by Trustee Ott, seconded by Trustee Disney, to receive and file the FY 2021-2022 audit.

The motion passes with 5 Aye votes.

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

Minutes

A motion was presented by Trustee Brown, seconded by Trustee Ott, to approve the minutes of the August 29, 2022, Regular Board meeting.

The motion passes with 5 Aye votes.

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

District Orders and Certificates

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

Correspondence

The district received one correspondence for the month of August 2022. The letter received was from Penelope Martinez-Vela. The board discussed the letter and the request from Ms. Vela. After a discussion, the board directed the General Manager to contact Ms. Vela to gather additional information and to present Ms. Vela with interment and cost options regarding her requests.

Financial Report

The board reviewed the Financial Report for the month of August 2022, during the September 26, 2022, meeting. Positive sale trends continue for the fiscal year.

Investment Report

Activity for the month of August 2022 in the following accounts:

OH Endowment - there was a BP Corporate bond that was redeemed \$41,000, these funds swept into the money market and will be reinvested.

SM Preeed - there was a Capital One CD that was redeemed \$200,000 and a BP Corp Bond \$50,000, these funds were reinvested in 75 bonds= US Treasury 3.00% Mty 07/2023, 75 bonds= Alabama Power 3.55% Mty 12/2023, 53 bonds = Toyota Corp 3.950% Mty 06/2025.

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 August 2022.

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. On 9/19/2022 the district received information from John Alger Commercial Sales Manager, that they were waiting on replacement parts for the truck. Unknown when the truck will be ready.

The GM shared with the board, that the district will be working with Streamline to begin updating and revamping the district's website. The anticipated Go-Live date for the new website is November 1st, 2022.

New Business:

Nothing new to report.

Managers' Report

The GM will continue to work on drafting new policies and to be presented to the board for review at a future date.

The meeting adjourned at 7:22pm. The next Regular Board of Trustees meeting is scheduled for Monday October 24, 2022, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.