

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of May 20, 2024

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Dr. Steven Lochridge at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Sharon Disney, Michael Ott, and Colleen Lukoff. Trustee Barbara Sulier was absent. A quorum was present. Also present were NCCD Administration Manager Kelly Swales and General Manager Edward Serna.

The district's CPA, Kevin Brejnak also attended via Zoom.

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. No members of the public spoke on non-agenda items.

A motion was presented by Trustee Ott, seconded by Trustee Disney to move item K(1) up in the agenda to be heard after item G.

The motion passes with 4 Aye votes.

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

**Minutes**

A motion was presented by Trustee Ott, seconded by Trustee Disney to approve the minutes of the April 22, 2024, Regular Board meeting.

The motion passes with 4 Aye votes.

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

## **District Orders and Certificates**

The Board reviewed all certificates for April 2024, signed District orders/Warrants and checks as needed.

A motion was presented by Trustee Lukoff, seconded by Trustee Disney, to ratify all certificates for April 2024.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees Lochridge, Disney, Ott, and Lukoff.

Nays: 0

Abstained: 0

Absent: 1 Trustee Sulier

Recused

## **Correspondence**

The district received no correspondence for the month of April 2024.

## **New Business**

The District's CPA, Kevin Brejank answered questions the Board had regarding transferring funds to California Class.

Following a discussion, a motion was presented by Trustee Lukoff, seconded by Trustee Ott, to approve the GM's recommendation of transferring \$250,000.00 to California Class with the condition that there is monthly reporting to the Board so it can be monitored. Furthermore, the GM is to get signatures on an internal authorization sheet to approve transfers both in and out.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees Lochridge, Disney, Ott, and Lukoff.

Nays: 0

Abstained: 0

Absent: 1 Trustee Sulier

Recused

## **Financial Report**

The board reviewed the Financial Report for the month of April 2024. Positive sale trends continue for the fiscal year.

## **Investment Report**

The district had one investment that matured for the month of April 2024.

Activity for the month of April 2024 in the following accounts:

OH Endowment - no bonds redeemed or purchased.

OH, Endowment Interest – no bonds redeemed, residual funds reinvested 25,000 Gov't Nat'l MTG Assn 5.00% 1.58 AVG Life year Avg Life.

OH Preneed – there was \$200,000 Goldman Sacs Bank 2.60% CD that matured 04/10 these funds plus residuals were reinvested into two bonds. 100,000 in Bank of America Corp Bond 5.20% Mty 02/2029 and 110,000 Gov't Nat'l Mtg Assn CMO 5.50% Mty 1.8 year Avg Life.

SM Preneed - no bonds redeemed or purchased.

SM Endowment - – no bonds redeemed or purchased.

SM Endowment Interest - no bonds redeemed or purchased.

All account information/activity/interest earned for the month of April can be found on the April 2024 statements/confirmations.

## **Continuing Business**

The GM provided a brief update on the Land Conservancy Project.

The GM provided an update on the Strategic Planning workshop.

## **New Business:**

The Boy Scouts will be attending both cemeteries to place flags for the upcoming Memorial Day events.

The next regular board meeting is scheduled for June 24, 2024; however, the GM will be attending a conference that day and won't be available.

A motion was presented by Trustee Lukoff, seconded by Trustee Disney to move the meeting from June 24, 2024, to June 17, 2024.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees Lochridge, Disney, Ott, and Lukoff.

Nays: 0

Abstained: 0

Absent: 1 Trustee Sulier

Recused

## **Manager's Report**

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

The GM discussed the equipment that is down for repair. Currently the tractor at Oak Hill is down and finding parts for it is difficult given its age. The GM explained that he was actively obtaining proposals and that he estimated a replacement cost of about \$42,000.00 - \$45,000.00.

A motion was presented by Trustee Lukoff, seconded by Trustee Disney to authorize the GM to purchase a new tractor up to the amount of \$46,500.00.

The motion passes with 4 Aye votes.

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

## **Trustees' Report**

The Board would like to see a report on Public Matters such as volunteer involvement, social media updates etc. on future agendas.

## **Closed Session**

A motion was presented by Trustee Disney, seconded by Trustee Ott to move into closed session at 6:42 p.m.

The motion passes with 4 Aye votes.

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

A motion was presented by Trustee Ott, seconded by Trustee Disney to move back into open session at 7:32 p.m.

The motion passes with 4 Aye votes.

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

No reportable action taken.

The meeting adjourned at 7:33 p.m. The next Regular Board of Trustees meeting is scheduled for Monday June 17, 2024, and will begin at 5:30 p.m. It will be held at the district office, 2640 Glenridge road, Escondido, CA.

Prepared by:

Kelly Swales  
Board Secretary