

MINUTES OF THE SPECIAL MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of July 17, 2023

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Sharon Disney at 5:32 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Michael Ott, Colleen Lukoff and Dr. Steven Lochridge. Trustee Carole Berwick was absent and notified the General Manager that she had decided to resign from the Board. A quorum was present. Also present was Administration Manager Kelly Swales and General Manager Edward Serna.

The meeting began with the Salute to the U.S. Flag and the recognition of visitors.

Nine maintenance staff members from Oak Hill Memorial Park attended the meeting.

Public input for non-agenda items; No action will be taken on non-agenda items. Speakers are limited to three minutes each.

The board reviewed the Financial Report for the month of June 2023, and the end of year data for FY 2022-2023. The board reviewed the budget data and the recommendations of the GM for the upcoming 2023-2024 FY proposed budget.

Total Cemetery Income for FY 22-23 approximately exceeded the budget by \$660,906.74. This was due primarily from the conservative forecast of burial services. 501 interments were performed in FY 22-23, down 1.57% or 8 burial services from the previous year. Trustee Ott indicated that the budget should include a footnote indicating that \$600,000 of the excess revenue figure is attributable to an interfund transfer of Preneed monies and that without the transfer, cemetery income would have exceeded the budgeted amount by only \$60,906.74. *Note: FY 19-20 ended the year with 405 interments, this number represented the pre COVID-19-time frame. Compared FY 22-23, the interments increased 23.7% or 96 interments.*

Total Operating Expenses under-ran the budget by \$115,678.78. The two-line items that largely contributed were the Payroll Expense and Water items. The district experienced a shortage in staff during the FY, this was the main factor for the savings in payroll.

The GM strongly recommended the board to consider adopting a policy to reevaluate the annual budget midway through the next fiscal year to make any necessary amendments to the budget and to update the annual budget if necessary.

The General Manager made the following recommendations below for the anticipated revenues for FY 2023-2024 proposed budget.

1. Transfers from the Preneed fund are budgeted for \$650,000.00.
2. Increase all district fees by 7%.
3. Increase the non-resident fee line-item to \$1,000.00 instead of a 7% increase to be more in line with other local public cemeteries.

A motion was presented by Trustee Ott, seconded by Trustee Lukoff, and passed unanimously to approve/adopt the General Manager's recommended FY 2023-2024 budget (Agenda Item G(1)) with the following modifications, effective August 1, 2023.

1. To increase the non-resident fee to \$1,200.00.

The motion passes with 4 Aye votes.

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

The General Manager made the following recommendations below for the anticipated expenses for FY 2023-2024 proposed budget.

1. Increase the cost-of-living allowance by 7% to all staff members.
2. Align pay structures for Supervisors and Assistant Supervisors.
3. Introduce an annual clothing allowance for the administrative staff in the amount of \$1,500.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge and passed unanimously with those members present to approve/adopt the General Manager's recommended FY 2023-2024 budget (Agenda Item G (2)) with the following revisions, effective August 1, 2023.

1. To amend the cost-of-living increase to 6%.
2. Align pay structures for Supervisors and Assistant Supervisors.
3. Delete the proposed \$1,500 annual clothing allowance for the administrative staff and instead purchase at district expense, appropriate summer clothing (e.g., polo shirt), winter clothing (e.g., coat), and closed toe shoes to be worn when administrative staff need to work outdoors.

The motion passes with 4 Aye votes.

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

The General Manager made the following recommendations below for the Employee Pay & Benefits for the FY 2023-2024 proposed budget.

1. Add a floating Birthday Holiday.
2. Adjust the current Vacation Accrual policy to reflect the following:
 - (1) During the 1st year of continuous work, six (6) days
 - (2) 2 through 5 years of service, fifteen (15) days
 - (3) After 5 years of service, twenty (20) days
3. Amend policy 2020.4 to increase the number of hours a staff member can carry over to the following calendar year to not exceed twenty days (160 hours).

A motion was presented by Trustee Lukoff, seconded by Trustee Ott, to approve/adopt the proposed budget (Agenda item G(3-5)) and modify the proposed budget by adding one floating holiday in recognition of the staff member's birthday to the district's leave provisions and increase the number of vacation hours to be carried over to 160 hours, and the Vacation Accrual policy to be amended as follows:

- (1) During the 1st year of continuous work, six (6) days
- (2) 2 through 5 years of service, eleven (11) days
- (3) 5-10 years of service, sixteen (16) days
- (4) After 10 years of service, twenty (20) days

The motion passes with 4 Aye votes.

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

The meeting adjourned at 8:56 pm. The next Regular Board of Trustees meeting is scheduled for Monday July 24, 2023, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.