

MINUTES OF THE SPECIAL MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of June 28, 2021

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Sharon Disney at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Sharon Disney, Trustees, Steven Lochridge, Tanis Brown and Michael Ott. A quorum was present. Also, present was General Manager Edward Serna and Attorney Karen O’Neil was present via telephonic.

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.

A motion was presented by Trustee Brown, seconded by Trustee Ott to move the “closed sessions” after item D the approval of the minutes.

The motion passes with 4 Aye votes.

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

**Minutes**

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to approve the May 24, 2021, meeting minutes.

The motion passes with 4 Aye votes.

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

A motion was presented by Trustee Brown, seconded by Trustee Ott, to approve the June 7, 2021, meeting minutes.

The motion passes with 4 Aye votes.

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

A motion was presented by Trustee Brown, seconded by Trustee Lochridge, to move into “closed session” at 5:39pm.

The motion passes with 4 Aye votes.

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

A motion was presented by Trustee Ott, seconded by Trustee Lochridge to move back into open session.

The motion passes with 4 Aye votes.

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

Reconvene to open session at 6:32pm. No action taken during the closed session. The GM was not present during the closed session.

### **District Orders and Certificates**

The Board approved all certificates. District orders/Warrants and signed checks as needed.

### **Correspondence**

NCCD did not receive any correspondence for the month of June.

### **Financial Report**

The Board reviewed the Financial Report for the month of May during the June 28, 2021, meeting. NCCD continues to have positive trends for the annual budget forecast.

### **Investment Report**

A CD in the amount of \$195,000.00 from OH endowment care money matured during the month of May. A CD from Hawaii St ARPT was purchased in the amount of \$100,000.00 with a yield of 2.008% maturing on 7/1/2024.

## **New Business**

The NCCD staff and the GM will continue to receive training in Osiris and Pontem. The “Go Live: date for the NCCD staff is schedule to begin July 1, 2021.

Nothing to report on the Land Conservancy project and the COVID-19 restrictions.

Historically, a Special Meeting of the Board of Trustees is scheduled during the month of July to discuss the upcoming (FY 21-22) annual budget and, for the GM to have the opportunity present the annual budget to the Trustees.

A motion was presented by Trustee Ott, seconded by Trustee Brown, to approve the Special Meeting for July 19, 2021.

The motion passes with 4 Aye votes.

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

A recommendation was presented by the GM to expand/increase the NCCD staff with temporary employees. The North County Cemetery District had an increase of 33.% in burial services for FY 20-21, therefore limiting the amount of time the maintenance staff devotes to the landscaping of the cemetery grounds. By adding the recommended temporary staff, the district would be able to draw near and sustain the landscaping/maintenance of the cemetery.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to expand/increase up to 5 part-time or full-time temporary employees. One of the temporary positions will be and administrative assistant position and the other four positions will be Maintenance Staff positions. The details such as hours, and hourly wage will be noted on the MOU (Memorandum of Understanding) of the temporary contract for each temporary employee. The details will be discussed with the districts legal counsel.

The motion passes with 4 Aye votes.

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

The district has experienced an increase of Gopher activity this year and an effort to reduce the Gopher activity, the GM requested a proposal from Gopher Patrol. The Gopher Patrol submitted their proposal and was presented to the board to review.

After discussion, a motion was presented by Trustee Ott, seconded by Trustee Brown, to accept the proposal from Gopher Patrol with one revision. To have Gopher Patrol first handle the Gophers by section to see the results of their methods.

The motion passes with 4 Aye votes.

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

The North County Cemetery District has approximately 800 trees in the cemetery. Many of the trees need trimming/pruning to maintain the health of the tree and to reduce the opportunity of the tree tumbling down. The GM requested a proposal from West Coast Arborist to handle the trimming and pruning of the trees for the upcoming FY. The board reviewed and discussed the proposal.

A motion was presented by Trustee Lochridge, seconded by Trustee Ott, to accept the proposal submitted by West Coast Arborist.

The motion passes with 4 Aye votes.

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

The board of Trustees reviewed and discussed the candidates for the 2021 CSDA Board of Directors Elections.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to cast their vote for Jo MacKenzie.

The motion passes unanimously with 4 Aye votes.

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

## **Managers' Report**

The GM reported on this month's activities. The monthly training is Housekeeping.

The meeting adjourned at 8:36pm. The next Regular Board of Trustees meeting is scheduled for Monday July 26, 2021 and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.

Edward Serna  
General Manager