

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of March 28, 2022

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Dr. Steven Lochridge at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Tanis Brown, Michael Ott, Sharon Disney, and Colleen Lukoff. A quorum was present. Present was Paul Kaymark, and Stacy Macias from Nigro & Nigro PC. Also present was Kevin Brejnak NCCD CPA, 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.

A revision of the agenda was presented to discuss the minutes of the Regular Board meeting of February 28, 2022, first.

**Minutes**

A motion was presented by Trustee Lukoff, seconded by Trustee Disney, to approve the minutes of the February 28, 2022, Board meeting.

The motion passes with 5 Aye votes.

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

CPA Paul Kaymark from Nigro & Nigro presented the final audit for FY 20-21. The financial statements referred to the audit, present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the districts as of June 30, 2020, 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 Brown, to receive and file the FY 2020-2021 audit.

The motion passes with 5 Aye votes.

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

### **District Orders and Certificates**

The Board approved all certificates for January and February 2022. District orders/Warrants and signed checks as needed.

### **Correspondence**

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

### **Financial Report**

The Board reviewed the Financial Report for the month of February 2022, during the March 28, 2022, meeting. Positive sale trends continued for the new fiscal year.

### **Investment Report**

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

### **New Business:**

Trustee Lukoff provided a draft of the customer survey to the board to review. Any customer survey changes or recommendations from other board members will be discussed on the next board meeting scheduled for April 25, 2022.

After a brief discussion, a motion was presented by Trustee Lukoff, seconded by Trustee Lochridge to approve Trustee Michael Ott to be a CAPC Trustee Mentor.

The motion passes with 4 Aye votes.

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

The North County Cemetery District will hold the annual Memorial Day Event at both cemetery locations, San Marcos Cemetery, and the Oak Hill Memorial Park. In support of the annual event the district will purchase two PA systems.

A motion was presented by Trustee Lukoff, seconded by Trustee Ott to purchase two public address (PA's) systems for the Memorial Day event held at the San Marcos Cemetery and at Oak Hill Memorial Park. Each PA system is not to exceed \$1,000.00 each.

The motion passes with 5 Aye votes.

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

Trustees Ott and Lukoff attended the 2022 annual CAPC Conference. The conference was held at the Embassy Suites in Monterrey Bay. The Trustees shared with the rest of the board information regarding the conference.

The Board of Trustees received an update on any resignations or new hires of the district. The district will continue to actively seek applicants to fill the open positions.

### **Managers' Report**

The GM will continue to conduct interviews to fill the open positions at NCCD.

The GM will continue to work on the FY 22-23 budget.

A motion was presented by Trustee Ott, seconded by Trustee Disney to move into closed session at 7:50pm.

The motion passes with 5 Aye votes.

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

The GM left the closed session at 8:10pm.

The closed session adjourns at 9:21pm. No action taken.

The meeting adjourned at 9:21pm. The next Regular Board of Trustees meeting is scheduled for Monday April 25, 2022, and will begin at 5:30pm. It will be held at the district office, 2640 Glenridge road, Escondido, CA.