

MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of April 26, 2021

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 Chairperson Dr. Steven Lochridge, Trustees Tanis Brown and Michael Ott. Trustee Michael Ott joined the meeting via telephone. Trustee Ott is within North County Cemetery District (NCCD) boundaries. A quorum was present. Trustee Sharon Disney was absent. Also present was Board Secretary Crystal Pendergrass 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.

Visitor Joe MacKenzie CSDA Director joined the meeting via telephone. Director MacKenzie spoke of multiple future CSDA events for the upcoming year.

Minutes

A motion was presented by Trustee Ott, seconded by Trustee Brown, to approve the minutes for the March 22, 2021 Meeting Minutes.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Lochridge, Ott and Brown.
Nays:	0	
Abstained:	0	
Absent:	1	Disney
Recused	0	

District Orders and Certificates

The Board approved all the certificates. District Orders/Warrants, and signed checks as needed.

Correspondence

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

Financial Report

The Board reviewed the Financial Report for the month of March 2021 during the April 26, 2021, meeting. There are positive trends for the Annual Budget Forecast. The District continues to be in the black for cemetery income and expenses.

Investment Report

A \$200,000.00 Exxon Mobil CORP bond OH Endowment money was redeemed. The District purchased three bonds with the OH Endowment money. A \$50,000.00 bond with Miami Dade CNTY yielding 2.604% with a maturity date of 10/1/2025. A \$80,000.00 bond with Summerdale AL yielding 2.000% with a maturity date of 03/01/25. A \$70,000.00 Coalinga CA Pub Fing bond yielding 1.475% with a maturity date of 4/1/2026.

A \$200,000.00 HSBC Bank USA bond OH Preneed money was redeemed. The District purchased three bonds with the OH Preneed money. A \$50,000.00 bond with Ballinger TX yielding 3.400% with a maturity date of 06/01/2022. A \$75,000.00 bond with San Diego CA CONVNTN yielding 1.677% with a maturity date of 04/15/2025. A \$80,000.00 bond with Hawaii ST yielding 1.392% with a maturity date of 07/01/2025.

Continuing Business

Osiris/Pontem update. The Pontem and Osiris projects are coming to an end. The goal is to have both software's up and running by Mid may. The NCCD Staff anticipates to "Go Live" with both software's by the beginning of the new FY (FY 21-22).

Due to the recent changes of the COVID-19 restrictions, the length of the services has been increased to 1 hour.

New Business

The General Manager shared information regarding the logistical challenges the local VFW was facing regarding the Memorial Day event. Due to the uncertainty of the COVID-19 Pandemic restrictions and the limited time for logistical planning the Memorial Day event for year 2021 will be canceled. Flags will be placed on the Veterans plots by NCCD staff.

A motion was presented by Trustee Ott, seconded by Trustee Lochridge, to cancel this year's (2021) Memorial Day event.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Lochridge, Ott and Brown.
Nays:	0	
Abstained:	0	
Absent:	1	Disney
Recused	0	

A CAPC announcement was presented to the board regarding the opportunity to be involved as a CAPC Director. The announcement was strictly for communication purposes.

The NCCD staff presented a recommendation to the board the need to create an Assistant Operations Supervisor position and description. The Assistant Operations Supervisor will assist the current Supervisor with the daily operations of the District and will run the daily operations of the District when the Supervisor is absent.

After a discussion and thorough thought process a motion was presented by Trustee Ott, seconded by Trustee Brown, to create the Assistant Operations Supervisor Position job description and, to establish a starting hourly wage of 5% increase from the Maintenance Staff II. The starting hourly wage will be effective August 1, 2021 and the position will be outlined in the 2021/2022 budget.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Lochridge, Ott and Brown.
Nays:	0	
Abstained:	0	
Absent:	1	Disney
Recused	0	

During the September 21, 2020 Board of Trustee meeting a motion was presented and passed unanimously to direct the GM to begin the search for a new 401(k) plan the District can offer the staff. The Districts current SEP/IRA plan was discontinued by Jackson National and is no longer available for any new hires.

On 3-10-2021 a proposal was submitted by Principal (401 Company) to NCCD staff regarding the 401(k) plan they offer. The board discussed and reviewed the proposal and accepted the proposal from Principal.

A motion was presented by Trustee Brown, seconded by Trustee Ott, to accept the proposal submitted by Principal (401K Company) and for the plan to be effective July 1, 2021.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Lochridge, Ott and Brown.
Nays:	0	
Abstained:	0	
Absent:	1	Disney
Recused	0	

Managers' Report

The GM reported on this month's Activities. The monthly training is Recognizing Harassment.

The meeting did not move into "closed" session.

A discussion ensued regarding the General Managers merit increase and, a motion was presented for a 6% merit increase for the General Manager effective July 1, 2021. The motion also includes that the Trustee Feedback Form containing the Goals & Objectives be added as an attachment to the GM's contract.

A motion was presented by Trustee Ott, seconded by Trustee Brown, to give the GM a 6% merit increase to be effective July 1, 2021. The motion passed unanimously.

The motion passes with 3 Aye votes.

Ayes:	3	Trustees Ott, Lochridge and Brown.
Nays:	0	
Abstained:	0	
Absent:	0	Disney
Recused	0	

The meeting adjourned at 7:04 p.m. The next Regular Board of Trustees Meeting is scheduled for May 21, 2021, and will begin at 5:30 P.M. It will be held at the District Office, 2640 Glenridge Road, Escondido, CA.

Edward Serna
General Manager