

BOARD OF TRUSTEES REGULAR MEETING  
NORTH COUNTY CEMETERY DISTRICT  
For Monday, November 27, 2023, at **5:30** P.M.  
Oak Hill Memorial Park Office  
2640 Glen Ridge Road  
Escondido, CA. 92027-4532

Mission Statement

“It is the mission of the North County Cemetery District to provide respectful and cost-effective cemetery services that meet the cultural, economic, religious and social needs of the community”.

***Agenda Items May Be Addressed in A Sequence Different Then Listed.***

***Materials related to an item on this Agenda submitted to the Trustees after distribution of the agenda packet are available for public inspection in the District Office at 2640 Glen Ridge Road, Escondido, during normal business hours.***

**AGENDA**

- A. Call meeting to order: Time \_\_\_\_\_
- B. Roll call:
- 1) Sharon Disney
  - 2) Steven Lochridge
  - 3) Michael D. Ott
  - 4) Colleen Lukoff
- C. Opening of Meeting
- 1) U.S. Flag Salute & Pledge of Allegiance
  - 2) Recognize visitors:
- D. Review and revision of Agenda if required.
- Public input for non-agenda items. No action will be taken on non-agenda items. Speakers limited to three minutes each.
- If you wish to call in and address the Board, please call +1 (224) 501-3412 access code 835-166-429.
- E. Minutes: Approve the minutes of the Regular Board meeting of October 23, 2023. Page 1 - 3
- F. Ratification of electronically District Orders and Certificates
- G. Review correspondence for the month of October 2023: Page 4
- H. Review Financial Report for the month of October 2023: Page 5 - 27
- I. Review District Investment Report for the month of October 2023: Page 28 - 34
- J. Continuing business:
- 1. Land Conservancy Project Page 35 - 37
  - 2. Strategic Planning Page 38
  - 3. Luis Terrazas Niche Picture Request Page 39

K. New Business:

- |  |         |
|--|---------|
| 1. December 2023 Board of Trustees Meeting                       | Page 40 |
| 2. Election of the Chairperson and the Vice-Chairperson 2024     | Page 41 |
| 3. Report out Attendance for the CSDA Board Secretary Conference | Page 42 |
| 4. Administration Job Description                                | Page 43 |
| 5. Merit increase for Administration Manager                     | Page 44 |
| 6. CAPC Annual Conference March 2024                             | Page 45 |
| 7. Wreaths Across America Event                                  | Page 46 |

L. Manager's Report:

- GM's Activities:
  - Policies – Repurchases, Volunteer Program, Lowering.
  - California Class Research
- Operations Issues:
  - N/A
- Equipment Down for repair:
  - N/A
- Personnel:
  - New Hires/Terminations/Retirements/Resignations: N/A
  - Monthly Employee Safety Training for September 2023: Ergonomic Tips
  - Other Miscellaneous/Unique situations at cemeteries

Calendar, Conference, and Meeting Travel Arrangements:

- ~~Strategic Planning Workshop – November 10, 2023, Oak Hill Memorial Park~~
- Wreaths Across America – December 16, 2023: OH 9:30am & SM 11:30am
- CAPC Annual Conference – March 14 – 16, 2024 – Double Tree San Diego Mission Valley

List of items pending:

- None

M. Trustee's Report

- Any suggestions for future agenda items.

**L(1) Closed Session:**

Conference with legal counsel – Anticipated Litigation

Significant exposure to litigation pursuant to subdivision (b) of section 54956.9 (1 case)

**Return to Open Session:** Report out all actions and vote taken.

Meeting adjourned at \_\_\_\_\_. The next Board of Trustees meeting is scheduled to be held at 5:30 p.m., Monday, January 22, 2024, at the Oak Hill Memorial Park office. **Please submit additions or changes to this agenda to the District office not later than 4:00 p.m., Wednesday, November 22, 2023.**

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