

MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
NORTH COUNTY CEMETERY DISTRICT  
As of JUNE 17, 2024

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Dr. Steven Lochridge at 5:33 p.m., at the Oak Hill Memorial Park office. Present were Trustees, Sharon Disney, and Michael Ott. Trustee Colleen Lukoff attended via telephone. Trustee Barbara Sulier was absent. A quorum was present. Also present were NCCD 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.

Public input for non-agenda items; no action will be taken on non-agenda items. Speakers are limited to three minutes each. No members of the public spoke on non-agenda items.

**Minutes**

A motion was presented by Trustee Ott, seconded by Trustee Disney to approve the minutes of the May 20, 2024, Regular Board meeting.

The motion passes with 4 Aye votes.

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

**District Orders and Certificates**

The Board reviewed all certificates for May 2024, signed District orders/Warrants and checks as needed.

A motion was presented by Trustee Ott seconded by Trustee Disney, to ratify all certificates for May 2024.

The motion passes with 4 Aye votes.

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

**Correspondence**

The district received no correspondence for the month of May 2024.

## **Financial Report**

The board reviewed the Financial Report for the month of May 2024. Positive sale trends continue for the fiscal year.

## **Investment Report**

The district had one investment that matured for the month of May 2024.

Activity for the month of May 2024 in the following accounts:

OH Endowment - no bonds redeemed or purchase

OH Endowment Interest – there was a \$26,000 JP Morgan CD that came due, these funds plus residual interest was reinvested \$30,000 into Two Harbors Corp 6.25% Mty 01/2026

OH Preneed – no bonds redeemed or purchased

SM Preneed - no bonds redeemed or purchased

SM Endowment - – no bonds redeemed or purchased

SM Endowment Interest - no bonds redeemed or purchased

All account information/activity/interest earned for the month of May can be found on the May 2024 statements/confirmations.

## **Continuing Business**

The GM provided an update on the Land Conservancy Project and a discussion followed about potential options for moving the project forward.

Following a discussion about the Draft 2024 Strategic Plan, a motion was presented by Trustee Ott seconded by Trustee Disney, to adopt the ‘Final Draft’ and survey for distribution through an email blast and website posting by July 1, 2024, survey results to be received and reviewed within 21 days.

The motion passes with 4 Aye votes.

Ayes: 4 Trustees Lochridge, Disney, Ott, and Lukoff.

Nays: 0

Abstained: 0

Absent: 1 Trustee Sulier

Recused: 0

**New Business:**

The GM provided information on a quote received from Osiris Software for a Preneed report. This report is necessary for the district to review Preneed funds and identify interest amounts. A motion was presented by Trustee Disney seconded by Trustee Ott, to accept the Osiris proposal 'quote'.

The motion passes with 4 Aye votes.

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

The GM presented a proposal from Stotz Equipment for the purchase of three new mowers. These mowers are California compliant, and parts are easily accessible.

After a brief discussion a motion was presented by Trustee Ott seconded by Trustee Lochridge, to approve the proposal from Stotz Equipment for the purchase of three Walker Mowers totaling \$102,769.26.

The motion passes with 4 Aye votes.

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

Following a discussion the Board agreed on a candidate to support for the CSDA Board of Directors election. A motion was presented by Trustee Ott seconded by Trustee Disney, to support Jo MacKenzie from Vista Irrigation District for seat A of the Southern Network CSDA Board of Directors.

The motion passes with 4 Aye votes.

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

After a brief discussion regarding adding a special meeting to the month of July. A motion was presented by Trustee Disney, seconded by Trustee Lochridge to schedule a Special Board meeting for July 15, 2024.

The motion passes with 4 Aye votes.

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

## **Manager's Report**

The GM will continue to work on drafting new policies to be presented to the board for review at a future date and is currently working on the budget for the new FY.

There are no new updates on social media or public outreach items.

## **Trustees' Report**

Trustee Lukoff would like to see accessibility improvements to the Memorial Day event at the San Marcos Cemetery.

## **Closed Session**

A motion was presented by Trustee Disney, seconded by Trustee Ott to move into closed session at 7:19 p.m.

The motion passes with 4 Aye votes.

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

A motion was presented by Trustee Ott, seconded by Trustee Disney to move back into open session at 7:50 p.m.

The motion passes with 4 Aye votes.

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

A motion was presented by Trustee Ott seconded by Trustee Disney, to accept the General Manager's Goals & Objectives as amended today to include a fourth goal under Adopted Objective four to include the launch of the Volunteer Program with activities such as facilities maintenance, special events ect. Effective July 1, 2024, reinstate the GM's vehicle allowance and increase the allowance to \$1,000.00 per month to account for fuel cost increase. Also, effective July 1, 2024, increase the GM's salary by 20% to bring the total compensation to \$134,837.04 annually.

The motion passes with 4 Aye votes.

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

The meeting adjourned at 8:02 p.m. The next Board of Trustees meeting is scheduled for Monday July 15, 2024, and will begin at 5:30 p.m. It will be held at the district office, 2640 Glenridge Road, Escondido, CA.

Prepared by:

Kelly Swales  
Board Secretary