



# **Orange County Cemetery District**

## **Agenda**

### **Regular Meeting of the Board of Trustees**

**February 4, 2025 at 10:00 a.m.**

#### **Board of Trustees**

Maribel Marroquin-Waldram – Chair, First District

Noel Hatch - Vice Chair, Fifth District

Kelly Rivers, Second District

Vladimir A. Anderson, Third District

Cynthia Ward, Fourth District

#### **General Manager**

Tim Deutsch

#### **General Counsel**

Steve Quintanilla

#### **General Instructions**

Please silence all pagers, cell phones, and other electronic equipment while this public meeting is in session. In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Board Secretary at (949) 951-9102, ext. 110. Notification 48-hours prior to the meeting will generally enable District staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

All supporting documentation is available for public review at the Orange County Cemetery District Office located at 25751 Trabuco Road., Lake Forest, CA 92630 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday. Agenda items are also available online at [The Orange County Cemetery District website.](#)

#### **Instructions for Remote Attendance**

Pursuant to Orange County Cemetery District Resolution 2023-01, effective March 7, 2023, the public may observe the meeting and offer Public Comment remotely via Zoom as follows:

[Join the Zoom Meeting.](#)

Enter Meeting ID: 860 2450 3048 Enter Passcode: 143202

- If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
- Select “Join Audio via Computer.”
- The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
- During Public Comments, use the “raise hand” function located in the participant’s window and wait for a staff member to announce your name and unmute your line when it is your turn to speak. Comments are limited to three minutes or as otherwise directed.

**To participate via telephone: Call (669) 900-9128.**

Enter Meeting ID: 860 2450 3048 Enter Passcode: 143202

During Public Comments, press \*9 to add yourself to the queue and wait for a staff person to announce your name or phone number and press \*6 to unmute your line when it is your turn to speak. Comments are limited to three minutes or as otherwise directed.

Please know that it is important for the Orange County Cemetery District to allow public participation at this meeting. If you are unable to participate via the processes just described, please contact the Board Secretary at (949) 951-9102 or email the Board Secretary at [m.funk@orccd.com](mailto:m.funk@orccd.com) and staff will attempt to accommodate you.

**I. CALL TO ORDER – Chair Marroquin-Waldram**

**II. PLEDGE OF ALLEGIANCE – Chair Marroquin-Waldram**

**III. ROLL CALL – Secretary**

**IV. PUBLIC COMMENTS**

**V. [CONSENT CALENDAR](#)**

All matters on the Consent Calendar are considered routine and may be approved by one motion. Any member of the Board of Trustees or the public may request an item be removed from the Consent Calendar for discussion or separate action. Unless otherwise specified in the request to remove an item from the Consent Calendar, all items shall be considered immediately following action on the remaining items on the Consent Calendar.

**A. Approval of Minutes – Regular Meeting, January 7, 2025**

*Recommendation:* Staff recommend that the Board approve the minutes for the Regular Board Meeting of January 7, 2025.

**B. Approval of Check Register – January 2025  
U.S. Bank Cal Card Summary  
Vendor List**

*Recommendation:* Staff recommend that the Board approve check registers #101, #102, #103, #104, #105, #106, #107, #108, #109, #110, #111, #112, #113, #114, #115, #116, and #117.

**C. Authorization of March 2025 Claims**

*Recommendation:* Staff recommend that the Board authorize the following Claim numbers for March 2025: #135, #136, #137, #138, #139, #140, #141, #142, #143, #144, #145, #146, #147, #148, #149, #150 and #151.

**D. Quarterly Investment Report**

*Recommendation:* Staff recommends that the Board accept the District Quarterly Investment Report and Certification for December 31, 2024, pursuant to Government Code §53646(b)(1)

## **VI. MANAGER’S REPORTS**

- A. Interment Services and Interment Space Sales Reports  
December 2024 Activity Report  
Interment Space Availability Report  
Income Statement**
- B. Financial Reports – December 2024  
Financial Summary  
Balance Sheet**
- C. Interest Rates – December 2024**
- D. Investment Portfolio Changes – January 2025**
- E. Capital Projects and Fixed Asset Accounts Update**
- F. Strategic Plan Update  
Strategic Plan Action Item Status Report  
Succession Plan Report  
Board of Trustees Quarterly Meeting with Staff**

## **VII. GENERAL COUNSEL REPORT**

## **VIII. NEW BUSINESS**

### **A. Independent Auditor's Report – General Manager Memo**

The accounting firm of Eide Bailly submits financial statements and audit report for the fiscal year ending June 30, 2024.

[Eide Bailly – Governance Letter](#)

[Eide Bailly – Final Management Letter](#)

[Eide Bailly – Generally Accepted Government Auditing Standards Letter](#)

[Eide Bailly – Appropriations Limit Calculation Letter](#)

[Annual Comprehensive Financial Report for Year Ended June 30, 2024](#)

## **IX. CLOSED SESSION**

### **A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6(a):**

District designated representative: General Counsel Steven B. Quintanilla.  
Employee Organization: Groundskeeping Unit (Service Employees International Union Local 721 CTW-CLC).

### **B. Conference with Legal Counsel – Existing Litigation**

Pursuant to Government Code Section 54956.9(d)(1)

Name of case: Build the Great Park Veterans Cemetery, Dr. Harvey H. Liss and Cyrus Pourhassanian vs. City of Anaheim, Anaheim City Council  
Case No. 30-2024-0 142 0506-CU-WM-CX C

## **X. ITEMS FOR FUTURE AGENDAS**

## **XI. BOARD COMMENTS**

### **A. ISDOC Quarterly Meeting, January 29, 2025, 11:30 a.m., Fountain Valley, CA**

## **XII. ANNOUNCEMENTS**

### **A. Annual Staff Appreciation Luncheon, February 6, 2025, 12:00 p.m.**

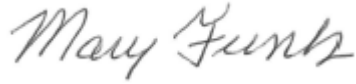
### **B. CAPC Annual Conference, March 13-15, 2025, Seaside, CA**

## **XIII. ADJOURNMENT**

The next Regular Meeting of the Board of Trustees will be held on Tuesday, March 4, 2025, at 10:00 a.m., at the District Office, located at El Toro Memorial Park, 25751 Trabuco Road, Lake Forest, California.

## CERTIFICATION

I, Mary Funk, Secretary of the Orange County Cemetery District, do hereby certify that a copy of the foregoing agenda was posted at El Toro Memorial Park, 25751 Trabuco Road, Lake Forest, California, and on the District's website at least 72 hours prior to the time of this regular meeting.



By: Mary Funk, Board Secretary  
Date: January 31, 2025

