

**ORANGE COUNTY
CEMETERY DISTRICT**

**May 3, 2022
10:00 A.M.**

**REGULAR MEETING
OF
THE BOARD OF TRUSTEES
AGENDA**



**DISTRICT OFFICE
EL TORO MEMORIAL PARK
25751 TRABUCO ROAD
LAKE FOREST, CA 92630**

**Maribel Marroquin-Waldram,
First District**

**Cynthia Ward, Vice Chair
Fourth District**

**Vladimir A. Anderson
Third District**

**Kelly Rivers
Chair
Second District**

**Noel Hatch,
Fifth District**

Steve Quintanilla, General Counsel

Tim Deutsch, General Manager

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 District Secretary at (949) 951-9102, ex 10. 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 Rd., 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 www.occemeterydistrict.com

IMPORTANT NOTICE

DUE TO THE CORONAVIRUS (COVID 19) EMERGENCY, MEMBERS OF THE PUBLIC SHALL NOT ATTEND THIS MEETING IF THEY ARE EXPERIENCING SYMPTOMS OF RESPIRATORY ILLNESS, INCLUDING FEVER OR COUGH.

NEW LAW

**Pursuant to Assembly Bill No. 361
Effective September 16, 2021**

SOCIAL DISTANCING REQUIRED FOR THE PUBLIC IF ATTENDING IN PERSON

There Will Be the Ability to Teleconference into the Meeting

The Public May Observe the Meeting and Offer Public Comment As Follows:

If you would like to participate in this teleconferenced Board Meeting, please follow these instructions:

Access Zoom Meeting: please click on the following link to join the Zoom Meeting.

<https://us02web.zoom.us/j/86801067212?pwd=Y0EzM2xhYlpuT2NOeDBXZkEyRmpXdz09>

Or sign into Zoom.com and “Join a Meeting”

Enter Meeting ID: 868 0106 7212 Passcode: 627294

- 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: 868 0106 7212 Passcode: 627294

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 at m.funk@orccd.com and staff will attempt to accommodate you.

TELECONFERENCE

AGENDA

- I. CALL TO ORDER – Chair Kelly Rivers**
- II. PLEDGE OF ALLEGIANCE – Chair Kelly Rivers**
- III. ROLL CALL – Secretary**
- IV. PUBLIC COMMENTS**

MEMBERS OF THE PUBLIC WILL BE ABLE TO LISTEN TO THE TELECONFERENCE REGULAR BOARD MEETING AND SUBMIT PUBLIC COMMENTS VIA TELEPHONE AT THE DISTRICT’S OFFICE.

The Orange County Cemetery District Board of Trustees encourages interested members of the public to address the Board on any matter or issue that is within the subject matter jurisdiction of the District. At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. If you discuss a matter that is not listed on the Agenda, state law prohibits the Board from discussing or taking any action on such matter during this meeting. No discussion or action will be taken on any items that are not on the Agenda.

V. INTRODUCTION OF TRUSTEE VLADIMIR A. ANDERSON

VI. CONSENT CALENDAR

All matters on the Consent Calendar are considered routine and may all 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

Recommendation: Staff recommends that the Board approve the minutes of the teleconferenced Regular Board Meeting of April 5, 2022.

B. Approval of Check Registers – May 2022

Recommendation: Staff recommends that the Board approve check registers #161, #162, #163, #164, #165, #166, #167, #168, #169, #170, #171, #172, #173, #174, #175, and #176.

C. Quarterly Investment Report

Recommendation: Staff recommends that the Board accept the District Quarterly Investment Report and Certification for March 31, 2022, pursuant to Government Code §53646(b)(1).

VII. CLOSED SESSION

Conference with Labor Negotiators pursuant to Government Code Section 54957.6(a):
District designated representative: Chief Negotiator Oliver Yee, General Counsel Steven B. Quintanilla.
Employee Organization: Groundskeeping Unit (Service Employees International Union Local 721 CTW-CLC).

VIII. MANAGER'S REPORTS

- A. [Interment and Interment Space Sales Reports - March 2022](#)
- B. [Financial Reports – March 2022](#)
- C. [March 2022 Interest Rates](#)
- D. [Investment Portfolio Changes – April 2022](#)
- E. [Capital Projects Update](#)

IX. GENERAL COUNSEL REPORT

X. NEW BUSINESS

- A. [Gypsum Canyon Cemetery Development – Building & Chapel Architectural Services](#)

Recommendation: Staff recommends that the Board approve the proposal and authorize the General Manager to execute the requisite professional service agreement with James Mickartz Architect in the amount of \$38,500.

- B. [Gypsum Canyon Cemetery Development – Grading & Utility Engineering Feasibility Services Proposal](#)

Recommendation: Staff recommends that the Board approve the proposal and authorize the General Manager to execute the requisite professional service agreement with Huitt-Zollars, Inc in the amount of \$196,500.

- C. [Electrical & Lighting Installation for Flag Pole Approval](#)

Recommendation: Staff recommends that the Board approve the proposal to Pacific Interior Electric in the amount of \$41,700 and authorize the General Manager to execute the requisite construction contract.

- D. [Equipment Purchase Approval – John Deere ProGator 2030A](#)

Recommendation: Staff recommends that the Board approve the purchase of the John Deere ProGator 2030A in the amount of \$32,117.71 to Deere & Company and authorize the General Manager to execute the purchase order.

E. Acceptance of Construction Project – Cemetery Improvement Project

Recommendation: Staff recommends that the Board accept the Cemetery Improvement Project and authorize the General Manager to release the retention amount of \$10,631.23 to Horizons Construction Co., Int'l., once the Notice of Completion is filed and the waiting period completed.

F. Part-Time Employee Annual Leave

Recommendation: Staff recommends that the Board approve the creation of the Part-Time Annual Leave Program and authorize the General Manager to implement the program effective May 6, 2022 (Pay Period 11).

XI. ITEMS FOR FUTURE AGENDAS

XII. BOARD COMMENTS

A. ISDOC Quarterly Meeting, April 28, 2022, 11:30 a.m. (Virtual)
Neil McCormick – “How to Maximize Your CSDA Membership”

XIII. ANNOUNCEMENTS

- A. CSDA - Special District Legislative Days, Sacramento, CA – May 17-18, 2022**
- B. Memorial Day Program, May 30, 2022 at 10:00 a.m. – Santa Ana Cemetery**
- C. Memorial Day Program, May 30, 2022 at 11:00 a.m. – Anaheim Cemetery**
- D. Memorial Day Program, May 30, 2022 at 11:00 a.m. – El Toro Memorial Park**

XIV. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, May 17, 2022, 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.

Date: April 29, 2022



Mary Funk

By: Mary Funk
Title: Secretary