

**ORANGE COUNTY  
CEMETERY DISTRICT**

**September 1, 2020  
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, First District  
Vice Chair**

**Noel Hatch  
Chair  
Fifth District**

**William E. Nelson, Third District**

**Kelly Rivers, Second District**

**Cynthia Ward, Fourth 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](http://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.**

**TELECONFERENCE**

**AGENDA**

- I. CALL TO ORDER – Chair Hatch**
- II. PLEDGE OF ALLEGIANCE – Chair Hatch**
- 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. [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 August 4, 2020.

B. [Approval of Check Registers – September 2020](#)

*Recommendation:* Staff recommends that the Board approve check registers #33, #34, #35, #36, #37, #38, #39, #40, #41, #42, #43, #44, #45, #46, #47, and #48.

**VI. MANAGER'S REPORTS**

A. [Interment and Interment Space Sales Reports - July 2020](#)

B. [Financial Reports – July 2020](#)

C. [Investment Portfolio Changes – August 2020](#)

D. [Capital Projects Update](#)

E. New Cemetery Development Update – 10:30 am with Development Team

1. [Development Update Agenda](#)

2. [Gypsum Canyon Development Site – PowerPoint Presentation](#)

**VII. GENERAL COUNSEL REPORT**

**VIII. UNFINISHED BUSINESS – NONE**

**IX. CLOSED SESSION**

1. Public Employee Performance Evaluation Pursuant to Government Code Section 54957:  
Employee's Title: General Manager
2. Labor Negotiations – Unrepresented Employee Pursuant to Government Code Section 54957.6(a)  
Unrepresented Employee: Tim Deutsch, General Manager  
District's Representative: Steven B. Quintanilla, General Legal Counsel

**X. NEW BUSINESS**

A. [Acceptance of Santa Ana Asphalt and Concrete Project](#)

*Recommendation:* Staff recommends that the Board accept the Santa Ana Cemetery Asphalt and Concrete Project and authorize the General Manager to release the retention amount of \$45,730.75 to Ben's Asphalt, once the Notice of Completion is filed and the waiting period is completed.

B. [Transfer of Funds – Outside Investment Firms to CalTRUST](#)

*Recommendation:* Staff recommends that the Board of Trustees authorize the General Manager to transfer available funds from the outside investment firms to the Medium-Term CalTRUST Fund.

C. [General Manager Employment Agreement \(FY 2020-2021\)](#)  
Salary, Compensation and benefits to be announced at Board Meeting prior to approval.

*Recommendation:* Staff recommends that the Board approve the proposed General Manager's Employment Agreement for FY 2020-2021.

**XI. ITEMS FOR FUTURE AGENDAS**

**XII. BOARD COMMENTS**

**XIII. ANNOUNCEMENTS**

**XIV. ADJOURNMENT**

The next Regular Meeting of the Board of Trustees will be held on Tuesday, October 6, 2020, 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: August 28, 2020



*Mary Funk*

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By: Mary Funk

Title: Secretary