

ORANGE COUNTY CEMETERY DISTRICT

Board of Trustees

November 5, 2024

MINUTES

The regular monthly meeting of the Orange County Cemetery District Board of Trustees was called to order by Chair Cynthia Ward 10:05 a.m., in the Board Room of the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

The Pledge of Allegiance was led by Chair Ward  
Roll Call by Board Secretary, Mary Funk.

PRESENT: Cynthia Ward, Chair Fourth District  
Maribel Marroquin-Waldram, Vice Chair First District (Arrived 10:36 a.m.)  
Kelly Rivers Second District  
Noel Hatch Fifth District

ABSENT: Vladimir A. Anderson Third District

STAFF: Tim Deutsch, General Manager  
Brenda Manriquez, Finance and Accounting Manager  
Mary Funk, Board Secretary  
Julio Amarillas, Cemetery Manager  
Bud Bales, Cemetery Manager

ALSO

PRESENT: Steve Quintanilla, General Counsel (Attended remotely)

**PUBLIC COMMENTS - None**

CONSENT CALENDAR

- A. Approval of Minutes – Regular Board Meeting, October 1, 2024
- B. Approval of the October 2024 Check Register (Claims) Nos. 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65 and 66.
- C. Authorization for the December 2024 Check Registers (Claims) Nos. 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99 and 100.
- D. Acceptance of the Quarterly Investment Report for period ending September 30, 2024

**MOTION:** of Trustee Rivers, seconded by Trustee Hatch and carried by a vote of 3-0 (Trustee Anderson and Vice Chair Marroquin-Waldram absent for the vote), approved the Consent Calendar.

  
Chair

  
Secretary

**MANAGER REPORTS**

Chair Ward asked the other Board Members if anyone had any questions regarding any of the General Manager’s Board Reports. Seeing none, Chair Ward asked if GM Deutsch had any comments for the Board. GM Deutsch said that he would like to comment on the Capital Projects Report and the Strategic Plan Update.

**A. Interments and Interment Space Sales Reports – September 2024**

The following interment and interment space sales for September 2024 were reviewed, but no discussion took place.

			<u>2024-2025</u>	<u>2023-2024</u>
ANAHEIM	Interments	3 (1 Urn)	16 (10 Urn)	21 (15 Urn)
	Lot Sales	4	10	8
EL TORO	Interments	76 (24 Urn)	238 (87 Urn)	223 (67 Urn)
	Lot Sales	46	152	325
SANTA ANA	Interments	15 (10 Urn)	52 (32 Urn)	55 (24 Urn)
	Lot Sales	7	21	24
TOTAL	Interments	94 (35 Urn)	306 (129 Urn)	299 (106 Urn)
	Lot Sales	57	183	357

**B. Financial Reports – September 2024**

No discussion took place.

**C. Interest Rates – September 2024**

No discussion took place.

**D. Investment Portfolio Changes – October 2024**

No discussion took place.

**E. Capital Projects Update**

GM Deutsch stated that the Capital Project Report recaps all of the meetings that have taken place in October.

GM Deutsch stated that he attended the Orange County Fire Service Memorial at Irvine Park with Larry Ryan. GM Deutsch stated that it was a very moving service. He did have an opportunity to network with fire personnel to discuss their involvement in the First Responders Section that is being planned for the new Gypsum Canyon Memorial Park.

He also stated that there have been ongoing meetings regarding the CEQA lawsuit, the status of the Administrative Record, preparation for the hearing, and the next steps in the litigation process.

  
Chair

  
Secretary

GM Deutsch stated that he has been speaking with a geotechnical firm in regards to another project that may take place in Anaheim. This project is hoping to pay the District a fee if we allow them to haul dirt from their site to the Gypsum Canyon site. This would benefit the District both in terms of the extra revenue and the free fill.

GM Deutsch and the design team have been meeting with Murrow and hopes to have additional information on the revised costs for the Gypsum Canyon project to present to the Board at the December or January Board Meeting.

GM Deutsch said that he met with Jaime Rojas of Rojas Public Affairs regarding the potential of securing State and/or Federal funding for the Gypsum Canyon project. GM Deutsch said they will also continue to explore other consultants as well. He stated that funding in 2025 is very sparse, but they are hopeful that 2026 will provide greater opportunities.

The Orange County Fire Authority hosted a Wildland Firefighting Training Media day at the Gypsum Canyon site on October 30<sup>th</sup>. He said the event was attended by several local politicians including Assemblymember Diane Dixon and U.S. Rep. Young Kim.

At Santa Ana Cemetery staff have graded and leveled two of the roads that have been closed. The last road has about 80% of the asphalt removed. With the 500+ casket spaces that should be generated by these road closures, the District hopes to have available space for the At-Need public through the end of 2026.

For equipment, GM Deutsch reported that El Toro Memorial Park received the new utility vehicle. Julio Amarillas reported that Santa Ana Cemetery received the new mower.

#### **F. Strategic Plan Update**

GM Deutsch reviewed the action items that are currently in progress for the strategic plan. The only item that is marked as delayed is the Allied Veterans Section for the new cemetery. With the vacancy that currently exists on the Board of Supervisors for District 1, we will have to wait until that seat is filled to see how this will proceed. Staff is currently working on revisions to the flower and gravesite decoration policy. We will be hosting open forums at both Santa Ana Cemetery and El Toro Memorial Park, where the public can meet and review the proposed changes and ask questions. Trustee Hatch asked about the regulations at the new Gypsum Canyon Cemetery. GM Deutsch said that there will be a separate set of regulations for the new Gypsum Canyon Cemetery as there will be changes at the new location. For example, in-ground flower vases will no longer be allowed.

GM Deutsch also proposed a quarterly Trustee/Staff meeting schedule. Each quarter Trustees will meet with staff at each location for a casual morning gathering. This will allow each Trustee to get to know staff at each location and it will give staff a chance to meet and interact with the Trustees and discuss any operational areas of concern. GM Deutsch said he would send follow-up emails to the Trustees about the dates, times and location for each quarterly meeting.

#### **GENERAL COUNSEL REPORT**

Counsel Quintanilla had no General Counsel report to share.

  
Chair

  
Secretary

**NEW BUSINESS**

**A. California Special District Association Bylaw Amendments & Vote**

GM Deutsch explained that CSDA is proposing seven amendments to its bylaws. Staff is recommending that the Board approve the bylaws and authorize the General Manager to submit the District’s electronic ballot to CSDA before the November 20, 2024 deadline.

**MOTION:** of Trustee Hatch, seconded by Trustee Rivers, and carried by a vote of 3-0 (Trustee Anderson and Vice Chair Marroquin-Waldram absent for the vote), approved the proposed bylaw amendments and authorized the General Manager to submit the District’s electronic ballot prior to the November 20, 2024 deadline.

**ITEMS FOR FUTURE AGENDAS - None**

Vice Chair Marroquin-Waldram arrived at 10:33 a.m.

**BOARD COMMENTS**

Chair Ward and Trustee Rivers both attended the Dia de los Muertos live event at Anaheim Cemetery on Saturday, November 2<sup>nd</sup> from 5 p.m. to 6:30 p.m. Trustee Rivers said that staff did an amazing job. Chair Ward stated that even with the rain it was a great community event. There was some discussion about the event for 2025 because November 2<sup>nd</sup> will fall on a Sunday. It was agreed that it would be too difficult to schedule a live event when church services are held on Sundays. For 2025, the District will host Dia de los Muertos “To Go” events at all three district cemeteries with no live entertainment scheduled. There was also brief discussion about preparing for inclement weather at future events with ponchos and covered seating for spectators.

Trustee Rivers left the meeting at this time.

The Board adjourned to Closed Session at 10:37 a.m.

**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

The Board reconvened from Closed Session at 11:21 a.m. Counsel Quintanilla stated that no reportable action took place.

  
Chair

  
Secretary

**BOARD COMMENTS - Continued**

Vice Chair Marroquin-Waldram attended the CAPC Annual Education Seminar & Area Meeting on October 11<sup>th</sup> and 12<sup>th</sup> in San Luis Obispo. Vice Chair Marroquin-Waldram stated it was a really fun event geared toward Board related topics. Much of the training focused on Fiscal Accountability.

Chair Ward stated that she conducted a historical tour at Anaheim Cemetery on October 23<sup>rd</sup> for approximately 20 students at Gilbert High School in Anaheim. Chair Ward is hoping to make this an annual event as it is a great outreach to these students, several of whom had family members interred on the grounds.

Vice Chair Marroquin-Waldram stated that she enjoyed participating in the flower bouquet assembly at Santa Ana Cemetery in the morning on November 1<sup>st</sup>. She also attended Santa Ana’s Dia de los Muertos “To Go” event which took place later that afternoon at 3 p.m. She noted it would be helpful in future events to have signs out sharing that the items are free, as many people passed by assuming the flowers, craft kits and pan de Muerto were for sale.

**ANNOUNCEMENTS**

El Toro Memorial Park will host a Veterans Day program at El Toro Memorial Park on Monday, November 11, 2024 starting at 11:00 a.m. The keynote speaker will be Captain Tim L. Daniels (Ret.), United States Navy. Trustee Hatch, Vice Chair Marroquin-Waldram and Trustee Rivers are all expected to attend.


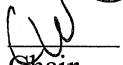

The Angel of Hope Candlelight Service will be held on Friday, December 6, 2024 at El Toro Memorial Park at 7:00 p.m.

Santa Ana Cemetery and El Toro Memorial Park will both host Wreaths Across America ceremonies on Saturday, December 14<sup>th</sup> at 9:00 a.m. with wreath placements to occur immediately following the programs.

The California Association of Public Cemeteries will hold its Annual Conference in Seaside, CA on March 13-15, 2024. Assistant General Manager Mary Funk is planning to attend. She asked any Trustees who want to attend to let her know so registrations and hotel accommodations can be completed.

The next regular meeting will be held on **Tuesday, December 3, 2024**, at 10:00 a.m., at the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

There being no further business, the meeting was adjourned at 11:49 a.m.

  
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CHAIR  
  
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Chair  
  
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Secretary

  
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BOARD SECRETARY