

ORANGE COUNTY CEMETERY DISTRICT

Board of Trustees

June 2, 2026

MINUTES

The monthly meeting of the Orange County Cemetery District Board of Trustees was called to order by Chair Noel Hatch at 10:02 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 Hatch.

Roll Call by District Secretary, Siennika Pryor-Winters.

PRESENT:	Noel Hatch, Chair	Fifth District
	Raymond Schnell, Vice Chair	Third District
	Kelly Rivers	First District

STAFF:

- Tim Deutsch, General Manager
- Brenda Manriquez, Finance and Accounting Manager
- Mary Funk, Board Secretary (Attended Remotely)
- District Secretary, Siennika Pryor-Winters
- Cemetery Manager, Bud Bales
- Cemetery Manager, Julio Amarillas (Attended Remotely)

ALSO ATTENDING: Dave Kendig, General Counsel, Woodruff & Smart
(Attended Remotely)

PUBLIC COMMENTS

Jennifer Bagues who is a consultant with McCormick and Son Mortuary attended the meeting to express interest in serving on the District's Board in one of the current vacant positions. GM Deutsch asked where she lives. Ms. Bagues stated that she currently resides in Chino Hills, but is planning to move to Laguna Niguel next March. GM Deutsch stated that, unfortunately, in order to be considered as a candidate by the County of Orange Board of Supervisors, the candidate has to be an Orange County resident, ideally residing in the District where a vacancy is occurring. Currently the District has vacancies in the 2nd and 4th District. GM Deutsch has been notified that the 2nd District Board seat will likely be filled later this month. Laguna Niguel would be in the 5th District. Board Chair Hatch represents the 5th District and his term will be expiring in 2028. GM Deutsch said we would also need to consult with legal counsel to confirm if your work with McCormick and Son Mortuary would not present a conflict of interest. GM Deutsch said that it would be wonderful to have a Board member with cemetery industry experience. He also stated that the District does not have any control over who the Board of Supervisors appoint. If she is interested in moving forward, Ms. Bagues would need to contact the Board of Supervisors for the application process.

He also noted that as Gypsum Canyon becomes operational we may need assistance with pre-need sales. Ms. Bagues stated that she has time and would be interested in volunteering with the District in whatever way she can.


Chair


Secretary

CONSENT CALENDAR

- A. Approval of Minutes – Adjourned Board Meeting, May 19, 2026
- B. Approval of the May 2026 Check Register (Claims) Nos. 171, 172, 173, 174, 175, 176, 177, 781, 179, 180, 181, 182, 183, 184, 185, 186 and 187.
- C. Authorization of the July 2026 Check Register (Claims) Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 17.

MOTION: of Vice Chair Schnell, seconded by Trustee Rivers and carried by a vote of 3-0, approved the Consent Calendar.

MANAGER REPORTS**A. Interments and Interment Space Sales Reports – April 2026**

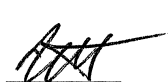
The following interment and interment space sales for April 2026 were reviewed.

			<u>2025-2026</u>	<u>2024-2025</u>
ANAHEIM	Interments	13 (9 Urn)	78 (52 Urn)	60 (39 Urn)
	Lot Sales	6	37	29
EL TORO	Interments	60 (18 Urn)	657 (254 Urn)	732 (265 Urn)
	Lot Sales	39	420	445
SANTA ANA	Interments	40 (8 Urn)	297 (80 Urn)	226 (90 Urn)
	Lot Sales	33	221	128
TOTAL	Interments	113 (35 Urn)	1,032 (386 Urn)	1,018 (394 Urn)
	Lot Sales	78	678	602

GM Deutsch reported that Anaheim Cemetery sold six interment spaces in April and staff conducted 13 interments. When compared to the previous year, Anaheim is well ahead for both sales and services.

Trustee Schnell asked if we have closed all the roads possible to generate additional interment spaces. GM Deutsch said that there are no more road closures that can take place at El Toro Memorial Park or Anaheim Cemetery, but there are still some options at Santa Ana Cemetery that staff is exploring. While we can't close any more roads at El Toro, by examining each lot on the grounds, GM Deutsch believes we will be able to add about 60 to 100 more spaces at El Toro as well. Trustee Schnell asked if the District will be able to bridge the gap between now and when Gypsum Canyon opens in 2028. GM Deutsch said that is the goal.

El Toro Memorial Park sold 39 interment spaces in April, 18 of which were full casket spaces. Staff conducted 60 interment services during the month. There are approximately 216 full casket


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spaces still available at El Toro Memorial Park. Again, GM Deutsch said this number will likely go up with the addition of new spaces he and Cemetery Manager, Bud Bales are researching. As expected, year-to-date, El Toro is behind last year's pace. For space sales, El Toro has sold 420 spaces this year compared to 445 in the previous year. As available space dwindles, El Toro is also behind on services, with 657 services completed this year, compared to 732 services at this time in the previous year.

Santa Ana Cemetery sold 33 interment spaces which included 26 casket spaces. Staff conducted 40 interment services. Year-to-date Santa Ana is far exceeding sales and services when compared to the previous year. This is due to the increased inventory at Santa Ana Cemetery. Santa Ana has sold 221 interment spaces this year, compared to 128 in the previous year. Staff have conducted 297 interment services compared to 226 in the previous year at this time. Staff is also looking at a possible extension of the FA Section which will generate additional interment spaces.

District-wide, 78 interment spaces were sold for a total of 678 sales for the year, compared to 602 sales in the previous year. Staff conducted 113 interment services in April for a total of 1,032 services this year compared to 1,018 in the previous year. So, despite the lack of inventory at El Toro, the District is continuing to outpace last year's numbers. GM Deutsch noted that revenue may seem low, because the cost of spaces are lower at Santa Ana than at El Toro, so while the district may be selling more spaces, the revenue those sales generate is not as high.

Vice Chair Schnell asked about why the prices are different for El Toro. GM Deutsch stated topography is one reason at El Toro where there are clearly some areas that are better than others. The other reason is wanting to maintain our mission of providing affordable interment services for County residents. GM Deutsch said he has had some conversations about this with Cemetery Manager, Bud Bales. If we did move to one price for all interment spaces, the overall result would be that Santa Ana's prices would go up and El Toro's prices would go down. Labor costs between all cemeteries are the same. GM Deutsch said he is taking the average of groundskeeper and office staff in calculating pricing. GM Deutsch did add that when we consider prices for the new Gypsum Canyon Memorial Park, we will need to recoup some of the capital costs in that pricing structure.

Vice Chair Schnell asked if El Toro Memorial Park primarily serves south Orange County residents. GM Deutsch said that was the case until Santa Ana Cemetery and Anaheim Cemetery sold out. When that occurred, it drove more traffic to El Toro. GM Deutsch also added that you have to be an Orange County resident in order to purchase space. The District may need to determine if we can get special approvals for communities who are right next to Gypsum Canyon, but still outside the County of Orange boundaries to be eligible to purchase space. We may also want to consider special approvals for family members who have relatives buried in the new State Veterans Cemetery who want to be buried nearby at our Public Gypsum Canyon Memorial Park, but reside outside of Orange County. When Gypsum Canyon becomes operational, it will be the primary revenue source and will essentially carry much of the expenses from the existing historical cemeteries. GM Deutsch added that the Endowment Income Fund can only be used to pay for operational expenses. Those funds cannot be used for capital projects.


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B. Financial Reports – April 2026

Brenda Manriquez stated that everything is trending normally. Any overages that the District has should be covered by the Economic Uncertainty Fund. In May the District did receive another \$130,000 in property tax and about another \$75,000 in Other Taxes & Redevelopment, which will help to offset the reduction in interment space sales. Brenda Manriquez stated that the District should net out to a positive at the end of the fiscal year in June.

For expenses, there was nothing out of the ordinary. For new equipment, the purchase of the new golf cart for El Toro Memorial Park will appear on the May financial reports.

Most of the \$600,000 expenses for Building and Improvements was for consultant fees for Gypsum Canyon.

All the Principal and Interest Expenses for the year were paid with the most recent payment in March.

The Balance Sheet is fine with \$4.3 million over the minimum fund balance. Brenda Manriquez stated staff will likely bring this back to the Board in July or August so it is not unassigned. Brenda Manriquez confirmed that there was no adjustment in the budget for the newly approved MOU increases. However, the Economic Uncertainty fund should cover that, eliminating the need for a budget adjustment.

C. Investment Portfolio Changes -May 2026

GM Deutsch stated that the Principal Endowment Fund is trending higher, noting the new PayPal bond at 4.714%. Chair Hatch noted that Stifel always seems to find nice investment opportunities for the District.

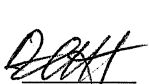
D. Capital Projects Update

GM Deutsch reported that several groups have been using the Gypsum Canyon property recently including the Anaheim Police Department, the Anaheim Fire Department, and the Santa Ana College Fire Academy.

GM Deutsch said the District assisted Assemblymember Sharon Quirk-Silva in hosting an on-site meeting with other Assemblymembers, the Department of General Services staff, CalVet staff and other legislators from the local OC delegation to provide them with an update on the State Veterans portion of the project.

GM Deutsch added the Assemblymember Quirk-Silva is working hard for a budget trailer bill to include the use of State funds for the development in 2026-27. She is also looking at Prop 4 funding to help with the heli-hydrant and roadway construction at the property.

Chair Hatch asked about overall funding for the project. GM Deutsch said that the State has about \$35 million that can be used for any costs associated with the Veterans Cemetery. In addition, there is \$10 million in federal grant funding for the Veterans that can only be used on above ground structures, not utilities, grading, or road infrastructure. The County of Orange has


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\$18.5 million for the Veterans Cemetery, which the District is hoping will be made available for the shared costs of site development for utilities, grading, roads, etc.

GENERAL COUNSEL REPORT - NONE

NEW BUSINESS

A. District Overhead Rate

GM Deutsch explained that when staff looks at fees, the Overhead Rate has to be factored in. The Overhead Rate is a percentage of the indirect costs of performing a service. This rate is then applied to the fee structure. For 2026-27, the rate went up slightly from 68.6% to 69.2%.

MOTION: of Trustee Rivers, seconded by Vice Chair Schnell, and carried by a vote of 3-0, adopted Orange County Cemetery District Resolution 2026-04, approving the District's Overhead Rate.

B. GANN Appropriations Limit Review

GM Deutsch reported that each year the District is subject to the initiative which limits the amount of annual appropriations of tax proceeds. GM Deutsch said that the District is always well below our appropriations limit, so it has never been an issue. However the limit must still be calculated and approved.

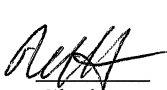
MOTION: of Vice Chair Hatch, seconded by Trustee Rivers and carried by a vote of 3-0, adopted Orange County Cemetery District Resolution 2026-05, approving the Annual Maximum Appropriations Limitation for the Fiscal Year 2026-27.

C. 2026-27 District Fee Review

GM Deutsch stated that every year staff review the Master Fee Schedule and recommend new pricing for the upcoming fiscal year. This year, due to the lack of interment space supply compared to the demand, GM Deutsch is recommending that the District simply consider a space fee adjustment based on the Consumer Price Index for the Orange County Area. This would mean a 3.7% increase in the cost of interment spaces at the District.

For the Endowment Care Fees, GM Deutsch stated that of 140 Districts we were 18th for the highest Endowment Care Fees. Over the last several years we have approved small increases to the Endowment and GM Deutsch is recommending that the District increase all Endowment Care Fees by \$25.00.

In calculating Service Fees, GM Deutsch said he took the average salary from all office staff instead of using just the Cemetery Manager's salary, since now it is both Cemetery Assistants and the Cemetery Managers who are meeting with families. An average of those salaries gives a more accurate assessment of costs. Out of 46 different fee types only ten fees had changes and those were relatively minor. GM Deutsch said that he is also looking at creating a new position when Gypsum Canyon opens for an office staff member to be out on the grounds when services arrive, to greet the funeral home and family members, answer any questions, and help to ensure services run smoothly. This will also free up more time for groundskeepers who will not have to sit idle while graveside services are occurring. The office staff person will be able to notify them


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when families are ready for graves to be closed. It will provide a better customer experience and allow groundskeepers to be more efficient with their time.

Brenda Manriquez noted an error on the Cost of Services Study for FY 2026-27. The Full Casket Service Cancellation Fee (After appointment, up to 72 hours prior) should be \$400, not \$475. GM Deutsch stated that he will update the spreadsheet with the correct number.

MOTION: of Vice Chair Schnell, seconded by Trustee Rivers and carried by a vote of 3-0, adopted Orange County Cemetery District Resolution 2026-06, approving the Master Fee Schedule to be effective July 6, 2026.

D. 2026-27 Fiscal Year Budget

GM Deutsch presented a PowerPoint presentation highlighting the major points of the 2026-27 budget. The presentation included a discussion on General Fund Revenue Projections, Revenue Projection Factors, General Fund Expenses, Expense Projection Factors, Ten-Year Revenue and Expense charts, a Ten-Year Capital Improvement chart, a look at each cemetery's notable features, staffing, and average sales and services, and a current organizational chart.

Overall, the 2026-27 projected total revenue of \$8,728,673 is \$77,286 less than the 2025-26 projected actual, due to lack of inventory of casket spaces at both El Toro Memorial Park and Santa Ana Cemetery. The total General Fund operating expenditure budget is project to be \$6,407,261. Compared to the 2025-26 projected actual expenditures for salaries, benefits, services, and supplies, the proposed 2026-27 budget is projected to be \$666,552 more.

The budget includes \$175,000 for the purchase of a recycling mower and utility gator for El Toro Memorial Park, as well as a new truck for the District Mechanic, whose current vehicle will be given to the Irrigation Specialist.

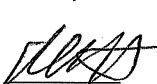
The District is also budgeting \$2.1 million for proposed capital improvements in 2026-27, which include \$300,000 for Cemetery Improvements and \$1.8 million for New Cemetery Development.

The Board thanked GM Deutsch for an excellent presentation.

MOTION: of Vice Chair Schnell, seconded by Trustee Rivers and carried by a vote of 3-0, adopted Orange County Cemetery District Resolution 2026-07, approving the budget for Fiscal Year 2026-27.

E. Gypsum Canyon Cemetery Development Professional Engineering Services Proposal

GM Deutsch explained that Hewitt-Zollars needs to perform an updated aerial topography, boundary and easement report for the Gypsum Canyon Cemetery site. GM Deutsch said the District did this about 6 to 7 years ago, but it needs to be redone with clearly defined boundary lines, particularly at the entrance. This work will cover the entire 283 acre parcel. This data will be very useful when we get ready to transfer property to the State. Since the cost of the proposal at \$61,900 exceeds the General Manager's authorization, the Board will need to approve this specific scope of work. Brenda Manriquez stated, that on average, we are spending about \$150,000 annually with Huitt-Zollars.


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Also, in the upcoming months, GM Deutsch will be bringing consultant contracts back to the Board for their approval. Counsel Kendig is actively reviewing all of the contracts we are renewing as we get ready to enter the next phase of development. GM Deutsch will be asking the consultants to come in person when the Board reviews those contracts.

GM Deutsch said that most important aspects of this proposal today is the entry points for property boundaries and also grading and topography data that we will need moving forward. GM Deutsch estimates it will take Huitt-Zollars about two months to complete the work.

MOTION: of Vice Chair Schnell, seconded by Trustee Rivers and carried by a vote of 3-0, approved the proposal with Huitt-Zollars, Inc. in the amount of \$61,900.

F. Biennial Conflict of Interest Policy Review

Board Secretary Mary Funk stated that every two years the Board is required to review the District's Conflict of Interest code. The only changes recommended during this review are to delete two vacant positions. One position is the "Accountant" position. Brenda Manriquez vacated this position when she became the Finance and Accounting Manager. The other position is the "Administrative Manager" which Mary Funk vacated when she became the Assistant General Manager. No other changes to the Conflict of Interest Code were recommended.

MOTION: of Trustee Rivers, seconded by Vice Chair Schnell and carried by a vote of 3-0, approved deleting the vacant "Accountant" and "Administrative Manager" positions from the District list of officials required to comply with the Conflict of Interest Code.

G. Board Policy Manual Review

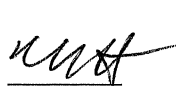
Counsel Kendig stated that there are four additional policies that he has reviewed.

The Article 130 – Incident Report Policy had only minor changes which should be self-explanatory.

The Article 130 – Tort Claims Policy had the most changes. The language in this policy has been changed to conform to the Government Claims Act. They are weaving in broader language, rather than listing specific types of claims. The title of the policy is also being changed from "Tort Claims Policy" to "Liability Claims Policy". Counsel Kendig also stated that the section on Government Immunities was removed because it offers too much guidance to the public and could be misleading.

The Article 170 – Burial Rights Successor Policy is a new policy for the District. This policy requires that owners designate a single successor which will help avoid conflict and confusion. If owners fail to designate a successor, the District becomes the successor. GM Deutsch stated that we may need to make some changes to the Article 170 - Interment Rights Policy to reflect this new policy.

The Article 180 – Americans with Disabilities Act Grievance Policy only had minor changes.


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MOTION: of Trustee Rivers, seconded by Vice Chair Schnell and carried by a vote of 3-0, adopted Orange County Cemetery District Resolution 2026-08, approving the amendments and redlined changes to the various policies for Articles 130, 170 and 180.

Vice Chair Schnell asked about his request to ban weapons on the District's General Use Policy. Counsel Kendig said that he is working on that.

ITEMS FOR FUTURE AGENDAS - None

BOARD COMMENTS

A. Memorial Day – Santa Ana Cemetery, May 25, 2026, 10:00 a.m.

Cemetery Manager Julio Amarillas stated that everything went very well with both Santa Ana's program and Anaheim Cemetery's program. Santa Ana's attendance was higher than in year's past. Cemetery Manager Amarillas estimated about 300 plus people were present. At Anaheim's program several of the Anaheim City Councilmembers participated as well as Assemblymember Sharon Quirk-Silva and U.S. Representative Lou Correa.

B. Memorial Day – El Toro Memorial Park and Anaheim Cemetery, May 25, 2026, 11:00 a.m.

GM Deutsch said at El Toro Memorial Park, Supervisor Wagner was a speaker and Senator Min was also in attendance along with many Councilmembers from the neighboring cities. GM Deutsch thanked Trustee Rivers for the reading of General Logan's Order. Trustee Rivers stated that the program was very well attended and everyone did a nice job. The Keynote Speaker, Greg Munck was very well spoken.

ANNOUNCEMENTS

A. CAPC Planning Meeting in San Luis Obispo, June 7-8, 2026

Trustee Rivers said that she will be attending this planning meeting for CAPC.

B. CSDA General Managers Leadership Summit, Newport Beach, June 29-30, 2026

GM Deutsch said he would be attending this CSDA conference in June.

C. CSDA Annual Conference, Palm Desert, CA, August 24-27, 2026

GM Deutsch said that the CSDA Annual Conference will be held in Palm Desert. If any of the Trustees would like to attend they should inform Mary Funk as soon as possible as the discounted hotel block can fill up quickly.

The next regular meeting will be held on **Tuesday, July 7, 2026 CA 92630.**

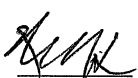
There being no further business, the meeting was adjourned at 11:45 a.m.



CHAIR



BOARD SECRETARY


Chair
Secretary