

**ORANGE COUNTY CEMETERY DISTRICT**  
**Board of Trustees**  
**March 3, 2020**

**MINUTES**

The regular monthly meeting of the Orange County Cemetery District Board of Trustees was called to order by Chair Hatch at 10:00 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 Noel Hatch  
Roll Call by Board Secretary, Mary Funk.

PRESENT:	Noel Hatch, Chair	Fifth District
	Maribel Marroquin, Vice Chair	First District
	Kelly Rivers	Second District
	William E. Nelson	Third District
	Cynthia Ward	Fourth District

STAFF:       Tim Deutsch, General Manager  
              Brenda Manriquez, Finance and Accounting Manager  
              Mary Funk, Board Secretary

ALSO PRESENT:   Martin Rauch, Rauch Communications  
                  Chuck Hahn, Southlake Public Affairs  
                  Jim McComb, Wild Card Strategies

**PUBLIC COMMENTS - None**

**CONSENT CALENDAR**

- A.    Approval of Minutes – Regular Board Meeting, February 4, 2020.
- B.    Approval of March 2020 Check Registers (Claims) Nos. 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148 and 149.

**MOTION:**    of Trustee Rivers, seconded by Vice Chair Marroquin and carried by a vote of 5-0, approved the Consent Calendar.

**MANAGER REPORTS**

**A. Interments and Interment Space Sales Reports – January 2020**

The following interment and interment space sales for January 2020 were reviewed:

			<u>2019-2020</u>	<u>2018-2019</u>
ANAHEIM	Interments	7 (5 Urn)	50 (33 Urn)	36 (20 Urn)
	Lot Sales	6	23	17
EL TORO	Interments	59 (17 Urn)	415 (144 Urn)	364 (130 Urn)
	Lot Sales	67	497	415

  
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SANTA ANA	Interments	29 (6 Urn)	184 (48 Urn)	210 (30 Urn)
	Lot Sales	20	92	161
TOTAL	Interments	95 (28 Urn)	649 (225 Urn)	610 (180 Urn)
	Lot Sales	93	612	593

GM Deutsch reported that both Anaheim Cemetery and El Toro Memorial Park are ahead year-to-date for both sales and services. Santa Ana saw an increase in activity compared to December's figures. Niche sales have been going well with the Maureen Rivers Memorial Niche Garden, with 12% of the niches now sold. GM Deutsch estimate that in a couple of years we will need to consider additions to the niche garden. Santa Ana's cremation rate was at 26.1% which is significantly higher than normal. Overall, the District's cremation rate stands at 34.7%.

### B. Financial Reports – January 2020

Brenda Manriquez reported that there were no major changes in the financial statements. The new truck purchase came through in January and Building and Improvements saw small invoices for the new cemetery and a \$12,000 invoice for a new air conditioning unit at the Santa Ana Cemetery office. The balance sheet now shows the newly committed funds that were approved at the last board meeting bringing the total in the Cemetery Development Reserve Fund to \$10.355 million. There is currently \$2.6 million in unassigned funds and the District anticipates designating \$750,000 to \$1,000,000 of those funds as committed for the Cemetery Development Reserve Fund by the end of the fiscal year. The District's policy is to always maintain as unassigned six months of operating expenses, which is equal to approximately \$1.5 million.

Trustee Nelson questioned the \$21,355 that is appearing on the March Check Register for Steve Quintanilla. GM Deutsch explained that this is for all the work spent on reorganizing, reviewing and rewriting the Board Policy Manual. That expense will appear in next month's financial reports. Trustee Ward questioned the \$44,205 variance in the 1400 account for Maintenance Buildings and Improvements. Brenda Manriquez explained that \$12,000 of that was for the crane rental for removal of the monument at Santa Ana and the remainder is for increased security costs. Chair Hatch asked what the status of the monument is. GM Deutsch replied that the District is still storing it and have not heard from the owners. Chair Hatch asked how significant the year-to-date expenses are. Brenda Manriquez reported that many of the items that are already in the 90% range are items that are paid annually and have already been met for this fiscal year. If any areas exceed the budgeted amount the Economic Uncertainty Fund can be applied.

GM Deutsch announced that it was now time for the first scheduled Strategic Consultant to make their presentation to the Board, so it was agreed to move to New Business, Item A at this time.

## NEW BUSINESS

### A. Strategic Planning Proposal Review and Discussion

GM Deutsch explained that according the Board's input, three consulting firms were chosen by the Trustees to make a presentation to the Board as to why they should be selected to assist the District in developing its next strategic plan. Martin Rauch presented for Rauch Communications. Chuck Hahn presented for Southlake Public Affairs. Jim McComb presented

  
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for Wild Card Strategies. Each consulting firm was given thirty minutes to present which included time for the Board to ask any questions they had.

After the presentations concluded, Chair Hatch recommended the Board complete the remainder of the agenda and then conclude the meeting with discussion on the presentations they had just heard.

**MANAGER’S REPORTS – Continued**

Chair Hatch asked if anyone had any questions on the February Investment Portfolio Changes and the Capital Projects Update. The Board had no additional questions.

**C. Investment Portfolio Changes – February 2020**

**D. Capital Projects Update**

**UNFINISHED BUSINESS – None**

**NEW BUSINESS - Continued**

**B. Equipment Purchase Approval**

GM Deutsch explained that the 2019-20 budget includes funds for the purchase of a passenger van for use at El Toro Memorial Park and for District related operations and events. This van will replace the 2006 Chrysler small passenger van currently being used. The cost for the 2020 Ford Transit 10-Passenger van with All-Wheel drive and extra height for access and travel comfort is \$46,718.85.

**MOTION:** of Trustee Nelson, seconded by Vice Chair Marroquin and carried by a vote of 5-0, approved the purchase of the 2020 Ford Transit 10-Passenger Van with All-Wheel Drive in the amount of \$46,718.85 and authorized the General Manager to execute the purchase order for the van.

**C. Cemetery Development Geotechnical Planning & Design Evaluation Consulting Proposal**

GM Deutsch reminded the Board of the recommendation that Larry Ryan of RJM Design Group made at the February Board meeting to utilize the services of GMU for geotechnical planning and design evaluation services for the Gypsum Canyon Cemetery Site. GM Deutsch explained that the firm’s services will be a key component in determining more realistic costs of developing the District’s cemetery. The proposal from GMU for this phase of the project will be \$36,200.

**MOTION:** of Trustee Nelson, seconded by Vice Chair Marroquin and carried by a vote of 5-0, approved the proposal and authorized the General Manager to execute the requisite professional service agreement with GMU in the amount of \$36,200.00.

**ITEMS FOR FUTURE AGENDAS – None**

  
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**BOARD COMMENTS**

**CAPC Annual Conference, Oxnard, February 20-22, 2020.**

Chair Hatch, Vice Chair Marroquin, Trustee Nelson and Trustee Rivers all attended the conference. Vice Chair Marroquin found it very interesting and noted that in the legislative update session there is legislation that would require government agencies to physically mail agendas when requested. Trustee Rivers announced that she was re-elected to serve on the CAPC Board of Directors. Chair Hatch stated that she also found it interesting, particularly the session that discussed green burials. Trustee Nelson attended, but had no additional comments as he was ill most of the time the conference was being held.

**NEW BUSINESS - Continued**

**A. Strategic Planning Proposal Review and Discussion**

The Board discussed the pros and cons of all of the consultants who had given presentations earlier in the meeting and could not reach a consensus on which consulting firm to select. The Trustees requested more time to consider the firms and requested that the General Manager obtain additional information from the consultants.

**MOTION:** of Chair Nelson, seconded by Trustee Ward and carried by a vote of 5-0, agreed to table discussion on the selection of a strategic planning consultant until the April 7, 2020 Board Meeting to allow for more time to obtain additional information from the strategic planning consulting firm candidates.

**ANNOUNCEMENTS**

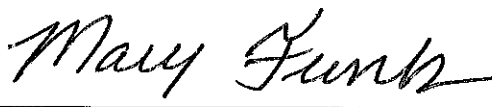
The next CAPC Local Area Meeting will be hosted by Murrieta Valley Cemetery District and held at Laurel Cemetery on March 18, 2020 from 10:00 a.m. to 1:00 p.m.

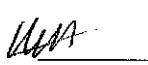
The OCCOG General Assembly will be held on March 20<sup>th</sup> in Anaheim from 8:00 a.m. to 4:00 p.m. Vice Chair Marroquin, Trustee Rivers and Trustee Ward are all planning to attend.

The next regular meeting will be held on **Tuesday, April 7, 2020**, 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 12:58 p.m.

  
Chair

  
Secretary

  
Chair

  
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