

**ORANGE COUNTY
CEMETERY DISTRICT**

**April 7, 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

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 Regular Board Meeting of March 3, 2020.

B. [Approval of Minutes – Emergency Meeting, March 18, 2020](#)

Recommendation: Staff recommends that the Board approve the minutes of the Emergency Board Meeting of March 18, 2020.

C. [Approval of Minutes – Emergency Meeting, March 20, 2020](#)

Recommendation: Staff recommends that the Board approve the minutes of the Emergency Board Meeting of March 20, 2020.

D. [Approval of Check Registers – April 2020](#)

Recommendation: Staff recommends that the Board approve check registers #150, #151, #152, #153, #154, #155, #156, #157, #158, #159, #160, #161, #162, #163, #164, #165 and #166.

E. [Investment Policy Revision](#)

Recommendation: The Finance and Investment Committee and staff recommend that the Board approve changes to the 2020 Investment Policy.

VI. MANAGER'S REPORTS

- A. [Interment and Interment Space Sales Reports - February 2020](#)
- B. [Financial Reports – February 2020](#)
- C. [Investment Portfolio Changes – March 2020](#)
- D. [Capital Projects Update](#)
- E. [SDRMA Credit Incentive Program & Loss Prevention Fund](#)

VII. UNFINISHED BUSINESS - None

VIII. NEW BUSINESS

- A. Coronavirus (COVID-19) Update and Action Items

- 1. [COVID-19 Local State of Emergency Update](#)

- [03.04.2020 Governor Proclamation of State of Emergency](#)

- [03.11.2020 CDPH \(250 Gatherings & Social Distancing\)](#)

- [03.12.2020 Governor Executive Order No. N-25-20- \(Guidance & Teleconf\)](#)

- [03.13.2020 U.S. Proclamation \(Declaring a Nat. Emerg. Concerning COVID-19 Outbreak\)](#)

- [03.16.2020 City of Anaheim \(Local Emergency\)](#)

- [03.16.2020 Governor Executive Order No. N-28-20 \(Evictions & Foreclosure\)](#)

- [03.17.2020 Governor Executive Order No. N-29-20 \(Teleconference Mtgs\)](#)

- [03.17.2020 Lake Forest \(Emergency Declaration\)](#)

- [03.17.2020 Orange County \(Outside Household & Essential Activities\)](#)

- [03.18.2020 OCCD_2020-05 Measures to Prevent COVID-19](#)

- [03.18.2020 Orange County \(Amended Order\)](#)

- [03.18.2020 Orange County \(FAQ Re Amended Order\)](#)

- [03.19.2020 City of Santa Ana \(Evictions & Foreclosures\)](#)

- [03.19.2020 City of Santa Ana \(Local Emergency Proclamation\)](#)

- [03.19.2020 Governor Executive Order No. N-33-20 \(Stay Home&Critical Sectors Except.\)](#)

- [03.20.2020 OCCD_2020-06 COVID-19 Emergency Declaration](#)

- [03.21.2020 Governor Executive Order N-35-20 \(Briefings-Tort Claims-Retirees\)](#)

- [03.22.2020 CDPH \(Essential Critical Infrastructure Workers\)](#)

- [03.24.2020 City of Anaheim \(Eviction Moratorium Ordinance\)](#)

- [03.27.2020 Governor Executive Order No. N-37-20 \(Statewide Evictions Moratorium\)](#)

- [03.30.2020 Governor Executive Order N-39-20 \(Medical Licensing\)](#)

2. [Teleworking Policy](#)

Recommendation: Staff and General Counsel recommend that the Board approve the Teleworking Policy and ratify the March 24, 2020 Emergency Order of the General Manager of the Orange County Cemetery District for teleworking.

3. [Santa Ana Cemetery Sunday Closures](#)

Recommendation: Staff and General Counsel recommend that the Board ratify the April 1, 2020 Emergency Order of the General Manager of the Orange County Cemetery District for the Sunday Closure of the Santa Ana Cemetery.

B. [Orange County LAFCO Dues Reapportionment For Special Districts](#)

Recommendation: Staff recommends that the Board approve the updated OC LAFCO dues structure for Special Districts and return the executed ballot by the April 24, 2020 deadline.

C. [Orange County LAFCO Regular Special District Member Seat](#)

Recommendation: Staff recommends that the Board direct the General Manager to complete the Declaration of Qualification to Vote form and the 2020 Nomination Form (if applicable) and return them to OC LAFCO by the May 8, 2020 deadline

D. [Award of Contract for Santa Ana Cemetery Asphalt and Cement Curb Project](#)

Recommendation: Staff recommends that the Board:

- 1) Authorize the transfer of \$350,000 from the Unassigned General Fund Balance to the Building and Improvements (4200) Fund in the Approved 2019-20 District Budget, and+
- 2) Approve the award of the construction contract to Ben's Asphalt, for the removal of the deteriorating asphalt curbs and roadways, replacing the curbs with concrete and repaving the roads and installation of three drainage tanks at the Santa Ana Cemetery in the amount of \$929,950, and authorize the General Manager to execute the requisite contract and approve any change orders up to 5% of the contract or \$46,498.

IX. ITEMS FOR FUTURE AGENDAS

X. BOARD COMMENTS

XI. ANNOUNCEMENTS

XII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, May 5, 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: April 3, 2020



Mary Funk

By: Mary Funk
Title: Secretary