

**ORANGE COUNTY
CEMETERY DISTRICT**

**September 5, 2023
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-Waldram,
First District**

**Cynthia Ward, Vice Chair
Fourth District**

**Vladimir A. Anderson
Third District**

**Kelly Rivers
Chair
Second District**

**Noel Hatch,
Fifth 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

**Pursuant to Orange County Cemetery District Resolution 2023-01
Effective March 7, 2023**

The Public May Observe the Meeting and Offer Public Comment Remotely As Follows:

If you would like to participate remotely in this Board Meeting, please follow these instructions:

Access Zoom Meeting: please click on the following link to join the Zoom Meeting.

<https://us02web.zoom.us/j/81304294879?pwd=ZUdScnJJa1Zmd0ptUG9Lc3gwTXFmUT09>

Or sign into Zoom.com and “Join a Meeting”

Enter Meeting ID: 813 0429 4879 Passcode: 669328

- If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
- Select “Join Audio via Computer.”
- The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.

- During Public Comments, use the “raise hand” function located in the participant’s window and wait for a staff member to announce your name and unmute your line when it is your turn to speak. Comments are limited to three minutes or as otherwise directed.

To participate via telephone: Call (669) 900-9128.

Enter Meeting ID: 813 0429 4879 Passcode: 669328

During Public Comments, press *9 to add yourself to the queue and wait for a staff person to announce your name or phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to three minutes or as otherwise directed.

Please know that it is important for the Orange County Cemetery District to allow public participation at this meeting. If you are unable to participate via the processes just described, please contact the Board Secretary at (949) 951-9102 or at m.funk@orccd.com and staff will attempt to accommodate you.

TELECONFERENCE

AGENDA

- I. CALL TO ORDER – Chair Kelly Rivers**
- II. PLEDGE OF ALLEGIANCE – Chair Kelly Rivers**
- III. ROLL CALL – Secretary**
- IV. PUBLIC COMMENTS**

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 recommend that the Board approve the minutes for the Regular Board Meeting of August 1, 2023.

B. Approval of Check Registers – September 2023

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

C. Economic Uncertainty Fund for Unanticipated Expenses in the General Fund

VI. MANAGER’S REPORTS

A. Interment and Interment Space Sales Reports - July 2023

B. Financial Reports – July 2023

C. Investment Portfolio Changes – August 2023

D. Capital Projects Update

VII. GENERAL COUNSEL REPORT

VIII. CLOSED SESSION

A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957.

Employee’s Title: General Manager

B. Labor Negotiations – Unrepresented Employee Pursuant to Government Code Section 54957.6(a)

Unrepresented Employee: Tim Deutsch, General Manager

District designated representative: Steven B. Quintanilla, General Legal Counsel

IX. NEW BUSINESS

A. General Manager Employment Agreement Amendment (Oral Report)

Salary and Benefits Adjustment 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 2023-24.

B. Board of Trustee – Committee Discussion and Member Selection

Recommendation: Staff recommends that the Board review the Board of Trustees – Board Committee and Subcommittee Policy, determine the appropriate number of members for each committee, and then select board members for each committee. The Board Chair will also select the Committee Chair for each of the three committees.

C. [Organizational Personnel Review Discussion](#)

Recommendation: Staff recommends that the Board discuss the District's overall personnel organization and succession planning for key positions and provide direction to staff.

D. [New Interment Space Development - El Toro Memorial Park and Santa Ana Cemetery](#)

Recommendation: Staff recommends that the Board discuss the proposed development changes at the El Toro Memorial Park and Santa Ana Cemetery and direct staff to carry out approved changes.

X. ITEMS FOR FUTURE AGENDAS

XI. BOARD COMMENTS

- A. [CSDA Annual Conference and Exhibitor Showcase, Monterey, CA August 28th – 31st, 2023.](#)

XII. ANNOUNCEMENTS

- A. **ISDOC Quarterly Luncheon, Fountain Valley, CA**
September 28, 2023, 11:30 a.m. to 1:00 p.m.
Featuring Guest Speaker, Darrell E. Johnson,
CEO of the Orange County Transportation Authority
- B. [CAPC Annual Education Seminar and Area Meeting, Sacramento, CA October 6th -7th, 2023](#)

XIII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, October 3, 2023, 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: September 1, 2023



Mary Funk

By: Mary Funk, Secretary