

**ORANGE COUNTY  
CEMETERY DISTRICT**

**ADJOURNED  
REGULAR MEETING  
OF  
THE BOARD OF TRUSTEES**



**February 6, 2018  
10:00 A.M.**

**DISTRICT OFFICE  
EL TORO MEMORIAL PARK  
25751 TRABUCO ROAD  
LAKE FOREST, CA 92630**

**Maribel Marroquin, First District**

**William E. Nelson, Third District**

**Steve Quintanilla, General Counsel**

**Kelly Rivers  
Chair  
Second District**

**Cynthia Ward, Fourth District  
Vice Chair**

**Noel Hatch, Fifth District**

**Tim Deutsch, General Manager**

**Please Note:** This Adjourned Regular Meeting of the Board of Trustees is being held in lieu of the Board's Regular Meeting.

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](http://www.occemeterydistrict.com)

**AGENDA**

- I. CALL TO ORDER – Chair Rivers**
- II. PLEDGE OF ALLEGIANCE – Chair 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 recommends that the Board approve the minutes of the Regular Board Meeting of January 9, 2018.

B. [Approval of Check Registers - February 2018](#)

*Recommendation:* Staff recommends that the Board approve check registers #115, #116, #117, #118, #119, #120, #121, #122, #123, #124, #125, #126, #127, #128, #129, and #130.

C. [Quarterly Investment Report](#)

*Recommendation:* Staff recommends that the Board accept the District Quarterly Investment Report and Certification for December 31, 2017, pursuant to Government Code §53646(b)(1).

**VI. GENERAL MANAGER'S REPORTS**

A. [Interment and Interment Space Sales Reports - December 2017](#)

B. [Financial Reports – December 2017](#)

C. [January Investment Portfolio Changes](#)

D. [December Interest Rates](#)

E. [Capital Projects Update](#)

F. [Strategic Plan Dashboard](#)

G. [OC LAFCO Visit \(Oral Presentation\)](#)

**VII. UNFINISHED BUSINESS – None**

**VIII. NEW BUSINESS**

A. [Award of Contract – El Toro Niche Project and District-wide Restroom Renovations](#)

*Recommendation:* Staff recommends that the Board:

1. Authorize the transfer of \$300,000 from the Capital Improvement Reserve Fund to the Building and Improvements (4200) Fund in the Approved 2017-18 District Budget, and

2. Approve the award of the construction contract to Horizons Construction Company, for the construction and installation of a new niche structure, a public restroom facility, and landscape, utility and site improvements at El Toro Memorial Park; restroom improvements and sewer tank installation at the Santa Ana Cemetery; and restroom improvements at the Anaheim Cemetery in the amount of \$1,412,000, and authorize the General Manager to execute the requisite contract and approve any change orders up to 5% of the contract or \$70,600.

B. [Board of Trustee – Ad Hoc Committee – Land Acquisition & Development](#)

*Recommendation:* Staff recommends that the Board appoint Noel Hatch to the Ad Hoc Committee for Land Acquisition & Development.

**IX. ITEMS FOR FUTURE AGENDAS**

**X. CLOSED SESSION**

Conference with Legal Counsel – Potential Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9: (One case)

**XI. BOARD COMMENTS**

- A. ISDOC Quarterly Meeting, Fountain Valley, January 25, 2018
- B. CSDA Professional Development Committee, Sacramento, Feb. 1, 2018
- C. ISDOC Executive Committee Meeting, Fountain Valley, February 6, 2018

**XII. ANNOUNCEMENTS**

- A. Communications and Public Relations Committee Meeting, February 15, 2018
- B. CAPC Annual Conference, San Luis Obispo, February 22-24, 2018
- C. Finance and Investment Committee Meeting, February 28, 2018 at 1:00 p.m.
- D. ISDOC Executive Committee Meeting, Fountain Valley, March 6, 2018

**XIII. ADJOURNMENT**

The next Regular Meeting of the Board of Trustees will be held on Tuesday, March 6, 2018, at 11:00 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: February 2, 2018



*Mary Funk*

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By: Mary Funk  
Title: Secretary