

**ORANGE COUNTY
CEMETERY DISTRICT**

**September 3, 2019
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

William E. Nelson, Third District

Kelly Rivers, Second District

**Cynthia Ward
Chair
Fourth District**

**Noel Hatch, Fifth District
Vice Chair**

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

AGENDA

- I. CALL TO ORDER – Chair Ward**
- II. PLEDGE OF ALLEGIANCE – Chair Ward**
- 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 August 6, 2019.

B. Approval of Check Registers – September 2019

Recommendation: Staff recommends that the Board approve check registers #35, #36, #37, #38, #39, #40, #41, #42, #43, #44, #45, #46, #47, #48, #49, #50, #51 and #52.

VI. GENERAL MANAGER'S REPORTS

A. Interment and Interment Space Sales Reports - July 2019

B. Financial Reports – July 2019

C. August Investment Portfolio Changes

D. Capital Projects Update

E. Strategic Plan Dashboard

VII. CLOSED SESSION (Scheduled Time at 10:30 a.m.)

Conference with Labor Negotiators pursuant to Government Code Section 54957.6(a):
District designated representative: Chief Negotiator Oliver Yee, General Counsel Steven B. Quintanilla.
Employee Organization: Groundskeeping Unit (Service Employees International Union Local 721 CTW-CLC).

VIII. NEW BUSINESS

A. [Acceptance of District-wide Restroom Remodel and El Toro Memorial Park Niche Project](#)

Recommendation: Staff recommends that the Board accept the District-wide Restroom Remodel and El Toro Memorial Park Niche Project and authorize the General Manager to release the final retention amount of \$76,986.10 to Horizons Construction once the Notice of Completion is filed and has passed the 30-day period.

B. [Strategic Plan 2019-2024](#)

Recommendation: Staff recommends that the Board discuss options for the development of an update or new strategic planning document with goals and objectives for the District for 2019-2024 and direct staff to prepare applicable documentation for approval at the October or November Board meeting.

C. [Unrepresented Employees Compensation and Benefits \(Finance & Accounting Manager, Administrative Manager, Cemetery Managers, Secretary, Cemetery Assistant, Irrigation Specialist and District Mechanic\)](#)

Recommendation: The General Manager recommends that the Board of Trustees approve for unrepresented employees, the same compensation adjustments offered to the represented employees, with merit adjustments effective July 5, 2019.

D. [General Manager Annual Compensation](#)

Recommendation: General Counsel recommends that the Board of Trustees formally approve a 5% increase in the General Manager's annual compensation, as offered by the Board and accepted by the General Manager.

IX. ITEMS FOR FUTURE AGENDAS

X. BOARD COMMENTS

- A. CSDA Fiscal Committee Meeting, Sacramento, August 15, 2019
- B. ISDOC Executive Committee Meeting, Fountain Valley, September 3, 2019

XI. ANNOUNCEMENTS

- A. CSDA Board Meeting, Sacramento, September 6, 2019
- B. CAPC Local Area Meeting & Niche Garden Dedication, El Toro Memorial Park, Sept. 19, 2019 from 10:00 a.m. to 1:00 p.m.
- C. CSDA Annual Conference, Anaheim, September 25-28, 2019
- D. ISDOC Executive Committee Meeting, Fountain Valley, October 1, 2019
- E. CAPC Annual Education Seminar and Area Meeting, Ventura, Oct. 11-12, 2019
- F. ISDOC Quarterly Meeting, Fountain Valley, October 24, 2019

XII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, October 1, 2019, 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: August 30, 2019



Mary Funk

By: Mary Funk
Title: Secretary