

**ORANGE COUNTY  
CEMETERY DISTRICT**

**November 5, 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](http://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 October 1, 2019.

B. Approval of Check Registers – November 2019

*Recommendation:* Staff recommends that the Board approve check registers #67, #68, #69, #70, #71, #72, #73, #74, #75, #76, #77, #78, #79, #80, #81, and #82.

C. Quarterly Investment Report

*Recommendation:* Staff recommends that the Board accept the District Quarterly Investment Report and Certification for September 30, 2019, pursuant to Government Code §53646(b)(1).

**VI. GENERAL MANAGER'S REPORTS**

A. Interment and Interment Space Sales Reports - September 2019

B. Financial Reports – September 2019

C. September Interest Rates

D. October Investment Portfolio Changes

E. Capital Projects Update

F. Strategic Plan Dashboard

G. Audit Update (Oral Report)

**VII. UNFINISHED BUSINESS**

A. Board Manual Policy Review

*Recommendation:* General Counsel and staff recommend that the Board of Trustees of the Orange County Cemetery District review and approve the following Board Policies and adopt them by Resolution 2019-\_\_\_ and Ordinance 2019-\_\_\_.

[Article 100: Governance](#)

Governance Policy  
Conflict of Interest Code Policy  
Rules of Civility and Decorum at Public Meetings Policy  
Board Committee and Subcommittee Policy

[Article 110: Transparency](#)

Public Records Act Guide

[Article 120: Trustee Benefits](#)

Expense Reimbursement and Compensation Policy  
Board Meetings and Special Gatherings Refreshments Policy

[Article 140: Finance](#)

Investment Policy  
Budget Monitoring Policy  
Schedule of Fees and Costs Policy  
Reserves and Fund Balance Policy  
Depreciation of Capital Assets Policy  
Petty Cash Policy

[Article 150: Employee Policies](#)

Employee Recruitment and Selection Policy  
Employee Expense Reimbursement Policy  
Sexual Harassment Policy

[Article 160: Cemetery Use Regulations](#)

General Use Restrictions Policy  
Smoking Prohibition Policy and Ordinance 2019-01  
Repair and Restoration of Commemorative Monuments and Mausoleums Policy  
Motion Picture, Television, Radio and Still Photography Production Activities Policy

Article 170: Interments

Purchase and Repurchase of Interment Sites/Spaces and Related Services Policy  
Eligible Nonresidents Policy  
Disinterment Policy  
Abandoned and Unclaimed Cremains Policy  
Interment of Decedents for Whom the County is Responsible  
Memorial Markers, Niche Plates and Tribute Benches Placement Policy  
U.S. Military Veterans Markers and Medallions Policy

[Article 180: Accessibility](#)

Americans with Disabilities Act Grievance Policy

## VIII. NEW BUSINESS

### A. [OCERS Employer Contribution Discount for Fiscal Year 2020-21](#)

*Recommendation:* Staff recommends that the Board of Trustees review and approve pre-paying the employer's contributions to OCERS and authorize the General Manager to execute transfer of payment in the amount of \$203,631.86 to OCERS.

## IX. ITEMS FOR FUTURE AGENDAS

## X. BOARD COMMENTS

- A. CAPC Annual Education Seminar and Area Meeting, Ventura, Oct. 11-12, 2019
- B. CSDA Member Services Committee Meeting, Sacramento, Oct. 24, 2019
- C. ISDOC Quarterly Meeting, Fountain Valley, October 24, 2019
- D. CSDA Board Meeting, Sacramento, November 1, 2019
- E. Dia de los Muertos Program, Santa Ana Cemetery, Nov. 2, 2019 - 11 am to 1 pm
- F. Dia de los Muertos Program, Anaheim Cemetery, Nov. 2 2019 - 5 pm to 7 pm
- G. ISDOC Executive Committee Meeting, Fountain Valley, Nov. 5, 2019

## XI. ANNOUNCEMENTS

- A. Veterans Day Program, El Toro Memorial Park, Nov. 11, 2019 at 11 a.m.
- B. Angel of Hope Candlelight Service, El Toro Memorial Park, Dec. 6, 2019 at 7 p.m.
- C. ISDOC Executive Committee Meeting, Fountain Valley, Dec. 10, 2019
- D. Wreaths Across America, El Toro Memorial Park, Dec. 14, 2019 at 9 a.m.
- E. Longest Night Homeless Memorial Service, Anaheim Cemetery, Dec. 21, 2019

## XII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, November 5, 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: October 30, 2019



*Mary Funk*

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By: Mary Funk  
Title: Secretary