

**ORANGE COUNTY
CEMETERY DISTRICT**

**September 6, 2022
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

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.

NEW LAW

**Pursuant to Assembly Bill No. 361
Effective September 16, 2021**

SOCIAL DISTANCING REQUIRED FOR THE PUBLIC IF ATTENDING IN PERSON

There Will Be the Ability to Teleconference into the Meeting

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

If you would like to participate in this teleconferenced 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/86382162453?pwd=OFE2MG5scGRrQXh4eXB1Uzk0RnVGZz09>

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

Enter Meeting ID: 863 8216 2453 Passcode: 617609

- 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: 863 8216 2453 Passcode: 617609

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**

MEMBERS OF THE PUBLIC WILL BE ABLE TO LISTEN TO THE TELECONFERENCED 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 teleconferenced Regular Board Meeting of August 2, 2022.

B. [Approval of Check Registers – September 2022](#)

Recommendation: Staff recommends 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 2022](#)

B. [Financial Reports – July 2022](#)

C. [Investment Portfolio Changes – August 2022](#)

D. [Capital Projects Update](#)

E. [Independent Special Districts of Orange County 2022 Election Timeline](#)

VII. GENERAL COUNSEL REPORT

VIII. NEW BUSINESS

A. [Board Policy Manual 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 2022-____.

Article 100: Governance

[Governance Policy](#)

[Conflict of Interest Code Policy](#)

[Rules of Civility and Decorum at Public Meetings Policy](#)

[Board Committee and Subcommittee Policy](#)

[Legislative Action Policy](#)

Article 110: Transparency

[Public Records Act Guide](#)

[Records Retention Policy and Schedule](#)

Article 120: Trustee Benefits

[Expense Reimbursement and Compensation Policy](#)

[Board Meetings and Special Gatherings Refreshments Policy](#)

Article 130: Risk Management

[Incident Report Policy](#)

[Tort Claims Policy](#)

Article 140: Finance

[Budget Monitoring Policy](#)

[Schedule of Fees and Costs Policy](#)

[Investment Policy](#)

[Reserves and Fund Balance Policy](#)

[Depreciation of Capital Assets Policy](#)

[Public Works Contracts Policy](#)

[Purchasing Procedures Policy](#)

[Petty Cash Policy](#)

Article 150: Employee Policies

[Employee Recruitment and Selection Policy](#)

[Sexual Harassment Policy](#)

[Substance Abuse Policy](#)

[Military Leave Policy](#)

[Use of District Vehicles Policy](#)

[Employee Expense Reimbursement Policy](#)

[Telecommuting Policy](#)

Article 160: Cemetery Use Regulations

[General Use Restrictions Policy](#)

[Smoking Prohibition Policy and Ordinance 2019-01](#)

[Motion Picture, Television, Radio and Still Photography Production Activities Policy](#)

[Repair and Restoration of Commemorative Monuments and Mausoleums Policy](#)

Article 170: Interments

[Interment Rights Policy](#)

[Residency Determination Policy](#)

[Eligible Nonresidents Policy](#)

[Preneed Purchase Policy](#)

[Purchase and Repurchase of Interment Sites/Spaces and Related Services Policy](#)

[Disinterment Policy](#)

[Abandoned and Unclaimed Cremains Policy](#)

[Interment of Decedents for Whom the County is Responsible](#)

[Temporary Markers Policy](#)

[Memorial Marker and Niche Plate Special Requirements and Specifications Policy](#)

[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](#)

B. [GMU Addendum to Geotechnical Site Investigation and Mass Grading Design Services Proposal – Gypsum Canyon Cemetery Development](#)

Recommendation: Staff recommends that the Board approve the addendum proposal with GMU in the amount of \$46,630.00

IX. ITEMS FOR FUTURE AGENDAS

X. BOARD COMMENTS

A. [CSDA Annual Conference, August 22-25, 2022 – Palm Desert](#)

XI. ANNOUNCEMENTS

A. Flag Raising Ceremony, Gypsum Canyon, Date and Time to be determined.

B. CAPC Local Area Meeting – Elsinore Valley Cemetery District, Sept. 21, 2022 – 10:00 a.m. to 1:00 p.m.

C. [CAPC Education/Area Meeting, October 6-7, 2022 – South Lake Tahoe](#)

XII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, October 4, 2022, 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 2, 2022



Mary Funk

By: Mary Funk
Title: Secretary