

ORANGE COUNTY CEMETERY DISTRICT
Board of Trustees
December 10, 2024

MINUTES

The adjourned regular monthly meeting of the Orange County Cemetery District Board of Trustees was called to order by Chair Cynthia Ward 10:10 a.m., in the Board Room of the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

The Pledge of Allegiance was led by Vice Chair Marroquin-Waldram
Roll Call by Board Secretary, Mary Funk.

PRESENT: Cynthia Ward, Chair Fourth District
Maribel Marroquin-Waldram, Vice Chair First District
Kelly Rivers Second District
Noel Hatch Fifth District

ABSENT: Vladimir A. Anderson Third District

STAFF: Tim Deutsch, General Manager
Brenda Manriquez, Finance and Accounting Manager (Attended Remotely)
Mary Funk, Board Secretary
Julio Amarillas, Cemetery Manager

ALSO

PRESENT: Steve Quintanilla, General Counsel

PUBLIC COMMENTS - None

CONSENT CALENDAR

- A. Approval of Minutes – Regular Board Meeting, November 5, 2024
- B. Approval of the November 2024 Check Register (Claims) Nos. 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82 and 83.
- C. Authorization for the January 2025 Check Registers (Claims) Nos. 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116 and 117.

Board Secretary requested that Item C be pulled from the Consent Calendar for corrections. Item C should state that it is for January 2025, not October 2024 and the last Claim Number should read 117, not 1117.

MOTION: of Trustee Rivers, seconded by Vice Chair Marroquin Waldram and carried by a vote of 4-0 (Trustee Anderson absent for the vote), approved the Consent Calendar with corrections noted on Consent Calendar, Item C.

M.M.W
Chair

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Secretary

MANAGER REPORTS

GM Deutsch noted that the formatting for the agenda has changed in order to accommodate the accessibility requirements that will be coming into effect. There is still work to do to make the Board reports in the agenda accessible and to remediate old files on the website to meet the new requirements. Chair Ward asked how well our website works on translation services. GM Deutsch said he was not sure, but stated it would be a good question for Streamline.

A. Interments and Interment Space Sales Reports – October 2024

The following interment and interment space sales for October 2024 were reviewed.

			<u>2024-2025</u>	<u>2023-2024</u>
ANAHEIM	Interments	6 (4 Urn)	22 (14 Urn)	30 (22 Urn)
	Lot Sales	4	14	9
EL TORO	Interments	80 (30 Urn)	318 (117 Urn)	303 (95 Urn)
	Lot Sales	56	208	405
SANTA ANA	Interments	21 (12 Urn)	73 (44 Urn)	74 (36 Urn)
	Lot Sales	7	28	30
TOTAL	Interments	107 (46 Urn)	413 (175 Urn)	407 (153 Urn)
	Lot Sales	67	250	444

GM Deutsch stated that the main point he wanted to emphasize is the space availability remaining at El Toro Memorial Park. As of October 31st, there are approximately 91 niches remaining in the Maureen Rivers Memorial Niche Garden. GM Deutsch stated that the new niches being added to this area should be installed and ready for sale in March 2025. At the current rate of sale of niches we will need to move forward with another new bank of niche installations for the 2025-26 fiscal year budget.

GM Deutsch also explained that full casket space at El Toro Memorial Park is now down to approximately 468 spaces remaining. At the next Manager’s meeting, GM Deutsch plans to discuss prohibiting sales to Eligible non-residents, as El Toro Memorial Park clearly does not have adequate space remaining for the foreseeable future. GM Deutsch said they will also be discussing Public Administrator cases and the use of the upper levels of burial spaces, for those existing gravesites that have a PA case already at the lower level. Trustee Hatch asked if there are any available casket spaces that will never sell because they are undesirable. GM Deutsch answered that eventually every space will sell, because there will always be someone who would rather bury in an undesirable space, then to have to go to a more expensive cemetery.

B. Financial Reports – October 2024

Brenda Manriquez stated legal fees are higher than anticipated and we may need to do a budget adjustment at year end. She also stated that the District did receive about \$600,000 in property tax revenues and we expect about another \$500,000 in December. She also added that the accounting staff did get Pre-Need Services posted and recognized about \$75,000 as revenue. She noted that the Balance sheet is looking fine with nothing out of the ordinary. The District now

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has about \$7 million in Pre-Need deposits now. She also stated that the auditors are just finishing up their field work and she just received the draft of reports that day. Most likely the final audit will come to the Board for review at the February 2025 Board Meeting.

C. Investment Portfolio Changes - November 2024

No discussion took place.

D. Capital Projects Update

GM Deutsch reported that there has not been much activity regarding the new cemetery development. Activities on the site have been mostly maintenance, raising and lowering of the flag, and some training events with Santa Ana College Fire Academy. GM Deutsch stated that we have had to make some repairs on the flag pole and it is due for its regularly scheduled maintenance. Trustee Hatch asked if it would be possible to go with a smaller sized flag that might now require as much maintenance. GM Deutsch said when we are actually established on the site, maintenance of the flag will be much easier, but going to a smaller size is something we could consider.

GM Deutsch also stated that the groundwater well is out at Anaheim Cemetery. He is working with Fain Drilling who will do an inspection for about \$16,000. Since the well is located inside the pump house building, we will have to bring in a large crane that can pull the large sections of pipe out of the well through the hatch in the roof. GM Deutsch does not believe they will need to redrill the well. Chair Ward asked how old the pump is. GM Deutsch stated that the tag dates back to the 1950's, so the District has certainly gotten its money's worth from the pump.

At Santa Ana Cemetery, we will need to have a concrete contractor come to pour about 475 feet of new curbing.

At El Toro, we are waiting for an actual delivery date for the new niches, but believe they should be installed and ready for sale sometime in March of 2025.

E. Strategic Plan Update

GM Deutsch stated that the District is hosting two open forums, one at Santa Ana Cemetery and one at El Toro Memorial Park, inviting the public to give feedback on the revised rules and regulations the District is proposing. There was a considerable amount of discussion as to whether staff should be inviting this kind of feedback.

GENERAL COUNSEL REPORT

Counsel Quintanilla reported that the legislature has not been as active, but there are still some new laws going into effect in 2025. Effective January 1st employees may refuse to attend employer sponsored events that are in regards to politics or religion.

There are also changes to how many meetings can be attended remotely under the Brown Act. The new law states that as long as the number of meetings you attend remotely does not exceed 20% of the total annual meetings, that is acceptable. Meetings include all types of agendized meetings such as special meetings and committee meetings, so this will likely allow Trustees to attend more meetings remotely than the old regulations.

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Chair

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Secretary

NEW BUSINESS

A. Election of Officers

GM Deutsch explained that each year the Board selects the officers for the upcoming calendar year. Typically the Vice Chair steps into the role of Chair and a new Vice Chair is nominated and selected. Trustee Hatch nominated Vice Chair Marroquin-Waldram to serve as Board Chair in 2025. Vice Chair Marroquin-Waldram stated she would be honored to serve.

MOTION of Trustee Hatch, seconded by Trustee Rivers, and carried by a roll call vote of 4-0 (Trustee Anderson absent for the vote), elected Vice Chair Marroquin-Waldram as Chair of the Board of Trustees for the 2025 calendar year.

Chair Ward nominated Trustee Hatch to serve as Vice Chair for the 2025 calendar year. Trustee Hatch stated he would be pleased to serve.

MOTION of Chair Ward, seconded by Vice Chair Marroquin-Waldram, and carried by a roll call vote of 4-0 (Trustee Anderson absent for the vote), elected Trustee Hatch as Vice Chair of the Board of Trustees for the 2025 calendar year.

GM Deutsch thanked Trustee Ward for serving as Board Chair in 2024.

The Board adjourned to Closed Session at 11:32 a.m.

CLOSED SESSION

A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6(a):

District designated representative: General Counsel Steven B. Quintanilla.
Employee Organization: Groundskeeping Unit (Service Employees International Union Local 721 CTW-CLC).

B. Conference with Legal Counsel – Significant Exposure to Litigation

Pursuant to Government Code Section 54956.9(d)(2)
One Potential Case.

C. Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Section 54956.9(d)(1)
Name of case: Build the Great Park Veterans Cemetery, Dr. Harvey H. Liss and Cyrus Pourhassanian vs. City of Anaheim, Anaheim City Council
Case No. 30-2024-0 142 0506-CU-WM-CX C

The Board reconvened from Closed Session at 12:38 p.m. Counsel Quintanilla stated that no reportable action took place.

ITEMS FOR FUTURE AGENDAS - None

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BOARD COMMENTS - Continued

A. Veterans Day Program, Nov. 11, 2024, El Toro Memorial Park

Trustee Hatch stated that it was an excellent day and the event was well attended.

B. Trustee-Staff Meeting, Nov. 19, 2024, El Toro Memorial Park

Trustee Hatch stated that he very much enjoyed the opportunity to meet with staff at El Toro Memorial Park and learn more about them personally. He was very impressed and said it was a good time with a lot of great conversation and laughter.

C. Trustee-Staff Meeting, Nov. 20, 2024, Anaheim Cemetery

Vice Chair Marroquin-Waldram said that she felt it was a great opportunity to meet with Joe Campos, Andrew Trejo and Robert Hernandez. It was very interesting to hear what each employee had to say and she was very glad she had the chance to sit down and talk with them.

D. Trustee Staff Meeting, Nov. 21, 2024, Santa Ana Cemetery

Chair Ward stated that she had a great time sitting down with the staff at Santa Ana Cemetery. She didn't know the staff very well at Santa Ana, so it was nice to have that time to get to know them better. She also shared with them, that it is the Trustee's job to make sure they have the resources they need to be effective employees.

E. Angel of Hope Candlelight Service, Dec. 6, 2024, El Toro Memorial Park

Trustee Hatch attended and stated that it was an extremely touching service, adding that there is an intimacy in a nighttime event that is not present at the other events. The event was very well attended.

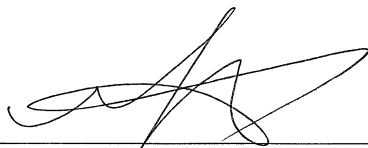
ANNOUNCEMENTS

Santa Ana Cemetery and El Toro Memorial Park will both host Wreaths Across America ceremonies on Saturday, December 14th at 9:00 a.m. with wreath placements to occur immediately following the programs.

The California Association of Public Cemeteries will hold its Annual Conference in Seaside, CA on March 13-15, 2024. Assistant General Manager Mary Funk is planning to attend. She asked any Trustees who want to attend to let her know so registrations and hotel accommodations can be completed.

The next regular meeting will be held on **Tuesday, January 7, 2025**, at 10:00 a.m., at the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

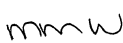
There being no further business, the meeting was adjourned at 12:45 p.m.




CHAIR



BOARD SECRETARY



Chair



Secretary