

Board of Trustees  
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Tim Deutsch  
General Manager

## ORANGE COUNTY CEMETERY DISTRICT

July 12, 2017

Special District Leadership Foundation  
1112 I Street, Suite 200  
Sacramento, CA 95814  
Attn: Beth Hummel

Dear Beth,

The Orange County Cemetery District respectfully submits the attached package of information and application for renewal of the District Transparency Certificate of Excellence. In the checklist, there are a several items that require some explanation or website link, which are listed below in order as they appear in the checklist.

### Basic Requirements

- Current Ethics Training for all Board Members – certificates enclosed
- Compliance with the Ralph M. Brown Act – policy, resolution and agenda enclosed
- Public Records Act Policy – policy enclosed
- Reimbursement Policy – policy and resolution enclosed
- Annual disclosure of board member or employee reimbursement – copy of recent document is enclosed – Copies are accessible upon request through the District office
- State Controllers Special District Financial Transaction Report – copy of 2016 filing is enclosed
- Annual Audit – copy of most recent audit document is enclosed – a copy was made available to the public when it was reviewed by Board at the January 3, 2017 Board Meeting and a copy is available to the public at the District office or on the District website at <http://www.occemeterydistrict.com/article.cfm?id=45>
- Other Policies – Conflict of Interest, Code of Ethics/Values/Norms or Board Conduct and Financial Reserve Policies are enclosed

### Website Requirements

- Names of Board members/terms - <http://www.occemeterydistrict.com/section.cfm?id=95>
- Name of general manager /key staff with contact info - <http://www.occemeterydistrict.com/article.cfm?id=16>
- Election procedures/deadlines - <http://www.occemeterydistrict.com/section.cfm?id=95>
- Board meeting schedule - <http://www.occemeterydistrict.com/article.cfm?id=6>
- District's mission statement - <http://www.occemeterydistrict.com/article.cfm?id=8>
- Description of services/functions and service area - <http://www.occemeterydistrict.com/article.cfm?id=5>

- Authorizing statute/enabling act - <http://www.occemeterydistrict.com/article.cfm?id=99>
- Current district budget - <http://www.occemeterydistrict.com/article.cfm?id=25>
- Most recent financial audit - <http://www.occemeterydistrict.com/article.cfm?id=45>
- Archive of Meeting Minutes - <http://www.occemeterydistrict.com/article.cfm?id=6>
- Link to State Controllers website for compensation - <http://www.occemeterydistrict.com/article.cfm?id=25>
- Link to State Controllers website for Financial Transaction Report <https://occemeterydistrict.com/article.cfm?id=45>
- Reimbursement and Compensation Policy - <https://occemeterydistrict.com/article.cfm?id=129>
- Home Page Link to Agendas/Board Packets – located at bottom of page <https://occemeterydistrict.com/index.cfm>
- SBS 272 Compliance – Enterprise Catalogs - <https://occemeterydistrict.com/section.cfm?id=121>

#### Additional Website Items (at least 4)

- Board member ethics training certificates – <https://www.occemeterydistrict.com/section.cfm?id=95>
- Last 3 years of audits - <http://www.occemeterydistrict.com/article.cfm?id=45>
- Financial Reserves Policy -(Part of Board Policy Manual, page C-84) - <http://www.occemeterydistrict.com/article.cfm?id=99>
- Map of District Boundaries/service area - <http://www.occemeterydistrict.com/article.cfm?id=5>
- Most recent MRS & SOI studies – <http://www.occemeterydistrict.com/article.cfm?id=100>
- District's Make The Difference website link - <https://occemeterydistrict.com/article.cfm?id=78>

#### Outreach/Best Practices Requirements – at least 2 items

- Regular District newsletter or communication – see attached newsletter. District produces this every other month. It is posted on website and at all three cemetery locations for the public. We also e-mail it out to a list of stakeholders who were identified in the 2015-19 Strategic Plan document, as well as interested customers who have signed up through the District office. Here is the website link to the newsletter - <http://www.occemeterydistrict.com/article.cfm?id=46>
- Complete a salary comparison/benchmarking for District staff positions using a reputable salary survey. At the June 3, 2014 Board meeting, the Board approved a proposal for Nyhart Epler Compensation Services to perform a comprehensive employee classification and total compensation study for the District's full time employees. Attached is a copy of the proposal, scope of services, addendum for additional services and a copy of the minutes which approved the proposal. The District recently received the results of the study. Most changes, such as updated job specifications, range adjustments and new performance evaluation forms were implemented as part of the 2015-16 fiscal year. Attachments included in last tab in this booklet.

Should you have any questions, please do not hesitate to call me at the District office (949) 951-9102, extension 112. Respectfully submitted,

Tim Deutsch  
General Manager