

**ORANGE COUNTY
CEMETERY DISTRICT**

**July 3, 2018
10:00 A.M.**

**REGULAR MEETING
OF
THE BOARD OF TRUSTEES**



**DISTRICT OFFICE
EL TORO MEMORIAL PARK
25751 TRABUCO ROAD
LAKE FOREST, CA 92630**

Maribel Marroquin, First District

**Cynthia Ward, Fourth District
Vice Chair**

William E. Nelson, 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

AGENDA

- I. CALL TO ORDER – Chair Rivers**
- II. PLEDGE OF ALLEGIANCE – Chair Rivers**
- 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 June 5, 2018.

B. [Approval of Check Registers - July 2018](#)

Recommendation: Staff recommends that the Board approve check registers #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13, #14, #15, #16, and #17.

C. [District Overhead Rate](#)

Recommendation: Staff and the Finance and Investment Committee recommend that the Board approve the District's Overhead Rate and adopt by Resolution No. 2018-_____.

D. [Gann Appropriations Limit Review](#)

Recommendation: Staff recommends that the Board adopt by Resolution No. 2018-____, a Resolution of the Orange County Cemetery District Board of Trustees adopting the Annual Maximum Appropriations Limitation for the Fiscal Year 2018-19.

E. [Reserve Designations - Fiscal Year 2017-18](#)

Recommendation: Staff and the Finance and Investment Committee recommend that the Board authorize the General Manager to designate any remaining project funds as Assigned Fund Balance.

VI. GENERAL MANAGER'S REPORTS

A. [Interment and Interment Space Sales Reports - May 2018](#)

B. [Financial Reports – May 2018](#)

C. [June Investment Portfolio Changes](#)

D. [Capital Projects Update](#)

E. [Strategic Plan Dashboard](#)

VII. CLOSED SESSION

Public Employee Performance Evaluation pursuant to Government Code Section 54957.6:
Employee's Title: General Manager

Conference with Labor Negotiator pursuant to Government Code Section 54957:
District's Designated Representative: General Counsel Steven B. Quintanilla.
Unrepresented Employee: General Manager

Conference with Legal Counsel – Potential Initiation of Litigation Pursuant to Paragraph (4)
of Subdivision (d) of Section 54956.9: (One potential case)

VIII. UNFINISHED BUSINESS – None

IX. NEW BUSINESS

A. [CSDA Board of Directors Election 2018](#)

Recommendation: Staff recommends that the Board discuss and select one candidate for the CSDA Board of Directors.

B. [General Manager Annual Compensation](#)

Recommendation: General Counsel recommends that the Board of Trustees approve the General Manager's annual compensation, effective July 6, 2018 as offered by the Board and accepted by the General Manager, and direct that the offer be memorialized in a certified minute order.

X. ITEMS FOR FUTURE AGENDAS

XI. COMMITTEE REPORTS - Finance & Investment Committee Meeting, June 11, 2018

A. [2018-19 District Fee Review and Adoption by Resolution No. 2018-_____](#)

Recommendation: Staff and the Finance and Investment Committee recommend that the Board review and adopt by Resolution No. 2018-_____, the District's Master Fee Schedule, to be effective July 9, 2018.

B. [2018-19 Fiscal Year Budget](#)

Recommendation: Staff and the Finance and Investment Committee recommend that the Board adopt Resolution No. 2018-_____, A Resolution of the Orange County Cemetery District Board of Trustees adopting the Budget for Fiscal Year 2018-19 and

District Fund Budget Units

754 General Fund.....	\$5,368,324
756 Endowment Income	\$200
757 Pre-Need	\$225,300

- C. [2017-18 Audit Engagement Letter & Proposed Fee](#)

XII. BOARD COMMENTS

- A. ISDOC Quarterly Meeting, Fountain Valley, June 28, 2018
- B. ISDOC Executive Committee Meeting, Fountain Valley, July 3, 2018

XIII. ANNOUNCEMENTS

- A. Special District Leadership Academy, Napa, July 8-11, 2018
- B. ISDOC Executive Committee Meeting, Fountain Valley, August 7, 2018
- C. CSDA Fiscal Committee Meeting, Sacramento, August 15, 2018
- D. CSDA Board Meeting, Sacramento, Sacramento, August 31, 2018
- E. CSDA Annual Conference, Indian Wells, Sept. 24-27, 2018
- F. CAPC Annual Education Seminar and Area Meeting, South Lake Tahoe, October 5-6, 2018

XIV. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, August 7, 2018, 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: June 27, 2018



Mary Funk

By: Mary Funk
Title: Secretary