

**ORANGE COUNTY
CEMETERY DISTRICT**

**January 8, 2019
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

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

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. AWARDS AND COMMENDATIONS**

VI. 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 December 4, 2018.

B. Approval of Check Registers – January 2019

Recommendation: Staff recommends that the Board approve check registers #99, #100, #101, #102, #103, #104, #105, #106, #107, #108, #109, #110, #111, #112, #113, #114 and #115.

VII. GENERAL MANAGER’S REPORTS

A. Interment and Interment Space Sales Reports - November 2018

B. Financial Reports – November 2018

C. December Investment Portfolio Changes

D. Capital Projects Update

E. Strategic Plan Dashboard

F. Financial Operational Changes Update

VIII. UNFINISHED BUSINESS

A. Independent Auditor’s Report

The accounting firm of Vavrinek, Trine, Day & Associates submits financial statements and audit report for the fiscal year ending June 30, 2018.

IX. NEW BUSINESS

A. Discussion on Allowances for Use of Electronic Devices

Recommendation: Staff recommends that the Board discuss allowances for the use of electronic devices and direct staff to implement changes.

B. Approval of Job Specifications for Finance Manager Position

Recommendation: Staff recommends that the Board of Trustees review and approve the job specification for the Finance and Accounting Manager position.

X. ITEMS FOR FUTURE AGENDAS

XI. BOARD COMMENTS

- A. Angel of Hope Candlelight Service, El Toro Memorial Park, Dec. 6, 2018 at 7 p.m.
- B. Wreaths Across America, El Toro Memorial Park, Dec. 15, 2018 at 9 a.m.
- C. Longest Night – Homeless Memorial Service, Anaheim Cemetery, Dec. 21, 2018
- D. ISDOC Executive Committee Meeting, Fountain Valley, Jan. 8, 2019

XII. ANNOUNCEMENTS

- A. CSDA Board Meeting, Sacramento, January 18, 2019
- B. ISDOC Quarterly Meeting, Fountain Valley, January 31, 2019
- C. CSDA Professional Development Committee Meeting, Sacramento, Feb. 1, 2019
- D. ISDOC Executive Committee Meeting, Fountain Valley, Feb. 5, 2019
- E. CAPC Annual Conference, Monterey Bay, March 7-9, 2019

XIII. CLOSED SESSION

Conference With General Legal Counsel Regarding Significant Exposure to Litigation
Government Code Section 54956.9 (d): (One potential case)

Facts & Circumstances: General Legal Counsel advises that the facts and circumstances that might result in litigation against the District are not yet known to a potential plaintiff or plaintiffs.

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

XIV. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, February 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: January 4, 2019



Mary Funk

By: Mary Funk
Title: Secretary