

**ORANGE COUNTY
CEMETERY DISTRICT**

**February 4, 2020
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, First District
Vice Chair**

**Noel Hatch
Chair
Fifth District**

William E. Nelson, Third District

Kelly Rivers, Second District

Cynthia Ward, Fourth 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 Hatch**
- II. PLEDGE OF ALLEGIANCE – Chair Hatch**
- 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 January 7, 2020.

B. Approval of Check Registers – February 2020

Recommendation: Staff recommends that the Board approve check registers #116, #1117, #118, #119, #120, #121, #122, #123, #124, #125, #126, #127, #128, #129, #130, #131 and #132.

C. Approval of the Investment Policy for 2020

Recommendation: The Finance and Investment Committee and staff recommend that the Board approve the 2020 Investment Policy.

D. Quarterly Investment Report

Recommendation: Staff recommends that the Board accept the District Quarterly Investment Report and Certification for December 31, 2019, pursuant to Government Code §53646(b)(1).

VI. MANAGER'S REPORTS

A. Interment and Interment Space Sales Reports - December 2019

B. Financial Reports – December 2019

C. Interest Rates – December 2019

D. Investment Portfolio Changes – January 2020

E. Capital Projects Update

F. Orange County Local Area Formation Commission (OC LAFCO) Regular Special District Member Seat Appointment Process

G. Special District Leadership Foundation Awards (Oral Report)

H. California Society of Municipal Finance Officers Annual Conference (Oral Update)

I. New Cemetery Development Update

VII. UNFINISHED BUSINESS - None

VIII. NEW BUSINESS

A. [New Cemetery Development Resolutions](#)

Recommendation: General Counsel and Staff recommend that the Board of Trustees of the Orange County Cemetery District adopt the following Resolutions:

1. A Resolution Designating a Portion of the 283.3 Acres of Real Property Donated by Orange County be Reserved for the Development, Use and Operation as a State Veterans Cemetery; and
2. A Resolution Directing the General Manager to Take or Cause the Actions Necessary to Apply for any and all Entitlements Required by the City of Anaheim and Other Responsible Agencies for the Development of the Real Property Commonly Referred to as Mountain Park for Use and Operation as a Public Cemetery.

B. [Support for Kelly Rivers for the CSDA Board of Directors Appointment for 2020](#)

Recommendation: Staff recommends that the Board adopt Resolution No. 2020-____, a resolution of the Orange County Cemetery District Board of Trustees to support the nomination of Kelly Rivers as Board of Director for the California Special Districts Association.

C. [RFP Review - Strategic Planning Consultants](#)

[BHI Management Consulting](#)

[CV Strategies](#)

[L.F.Sloane Consulting Group, Inc.](#)

[Luis Alvarado Public Affairs, LLC](#)

[Rauch Communication Consultants, Inc.](#)

[SBrand Consulting, LLC](#)

[Southlake Public Affairs](#)

[ViaNova, Inc.](#)

[Wild Card Strategy](#)

Recommendation: Staff recommends that the Board review and discuss the consulting proposals for Strategic Planning and direct the General Manager to approve a proposal and professional services agreement to a firm or take further appropriate action to assist in the selection of a consulting firm.

IX. COMMITTEE REPORT – Finance and Investment Committee, Jan. 22, 2020

- A. [Mid-Year Budget Review](#)
- B. [2020-21 Fiscal Year Budget Preparation Discussion](#)
- C. [Investment Strategy 2020](#)
- D. [Investment Advisor Firm Change](#)

Recommendation: The Finance and Investment Committee and staff recommend that the Board authorize the General Manager to execute financial documents for the transfer of the Pre-Need Funds with FundX (secured by Charles Schwab) and Edward Jones (secured by Bankers Trust) to Stifel Investment Services.

- E. [Committed Fund Balance Changes for FY 2019-20](#)

Recommendation: The Finance and Investment Committee and staff recommend that the Board of Trustees of the Orange County Cemetery District adopt Resolution No. 2020-_____, approving the transfer of all existing Committed Funds from New Cemetery Acquisition and Development and Existing Cemetery Capital Improvements in the amount of \$9,555,000 (Nine million five hundred and fifty-five thousand) as Committed Funds for the Cemetery Development Reserve Fund. The resolution also approves designating \$800,000 that is currently assigned for Land Development as Committed for the Cemetery Development Reserve Fund.

- F. [Financing for New Cemetery Development](#)

X. ITEMS FOR FUTURE AGENDAS

XI. BOARD COMMENTS

- A. ISDOC Quarterly Meeting, Fountain Valley, January 30, 2020

XII. ANNOUNCEMENTS

- A. CAPC Annual Conference, Oxnard, February 20-22, 2020
- B. CAPC Local Area Meeting, Laurel Cemetery – Murrieta Valley Cemetery District, 10:00 a.m. to 1:00 p.m.
- C. OCCOG General Assembly, Anaheim, March 20, 2020, 8:00 a.m. to 4:00 p.m.

XIII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, March 3, 2020, 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 31, 2020



Mary Funk

By: Mary Funk
Title: Secretary