

**ORANGE COUNTY
CEMETERY DISTRICT**

**June 2, 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

IMPORTANT NOTICE

DUE TO THE CORONAVIRUS (COVID 19) EMERGENCY, MEMBERS OF THE PUBLIC SHALL NOT ATTEND THIS MEETING IF THEY ARE EXPERIENCING SYMPTOMS OF RESPIRATORY ILLNESS, INCLUDING FEVER OR COUGH.

TELECONFERENCE

AGENDA

- I. CALL TO ORDER – Chair Hatch**
- II. PLEDGE OF ALLEGIANCE – Chair Hatch**
- III. ROLL CALL – Secretary**
- IV. PUBLIC COMMENTS**

MEMBERS OF THE PUBLIC WILL BE ABLE TO LISTEN TO THE TELECONFERENCE REGULAR BOARD MEETING AND SUBMIT PUBLIC COMMENTS VIA TELEPHONE AT THE DISTRICT'S OFFICE.

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 teleconferenced Regular Board Meeting of May 5, 2020.

B. Approval of Check Registers – June 2020

Recommendation: Staff recommends that the Board approve check registers #184, #185, #186, #187, #188, #189, #190, #191, #192, #193, #194, #195, #196, #197, #198, #199 and #200.

VI. MANAGER'S REPORTS

A. Interment and Interment Space Sales Reports - April 2020

B. Financial Reports – April 2020

C. Investment Portfolio Changes – May 2020

D. Capital Projects Update

VII. UNFINISHED BUSINESS

A. COVID-19 Update

VIII. NEW BUSINESS

- A. [New Cemetery Development Update](#)
 - 1. [RJM Design Group Agenda](#)
 - 2. [GMU Summary Report](#)
 - 3. [Gypsum Canyon Cemetery Site – PowerPoint Presentation](#)

- B. [New Cemetery Development Site Assessment Consulting Proposals](#)
 - 1. [Fusco Engineering Contract Agreement](#)
 - 2. [LSA Associates, Inc.](#)

Recommendation: Staff recommends that the Board approve the proposal and authorize the General Manager to execute the amendment to the professional service agreement with Fuscoe Engineering in the amount of \$79,500 and LSA Associates in the amount of \$35,000.

- C. [Reserve Designations](#)

Recommendation: Staff recommends that:

- 1. The Board authorize the General Manager to designate the remaining project funds for the Santa Ana Cemetery Upgrades as Assigned Fund Balance for Capital Projects;
- 2. The Board adopt Resolution No. 2020-____, designating the amount exceeding the minimum Unassigned Fund Balance of \$1,837,827 as committed funds for the purpose of Cemetery Development.

- D. [Discussion of Potential Road Closures for El Toro Memorial Park](#)

Recommendation: Staff recommends that the Board approve the closure of the road between Southeast and Old Section in El Toro Memorial Park to create additional interment spaces.

- E. [CSDA Board of Directors Election 2020](#)

Recommendation: Staff recommends that the Board select one of the candidates for the Southern Network – Seat C for the term 2021-2023.

IX. ITEMS FOR FUTURE AGENDAS

X. BOARD COMMENTS

- A. Virtual Lake Forest Town Hall, May 21, 2020

XI. ANNOUNCEMENTS

XII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, July 7, 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: May 29, 2020



Mary Funk

By: Mary Funk
Title: Secretary