

**E ORANGE COUNTY
CEMETERY DISTRICT**

**January 5, 2021
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**

Kelly Rivers, Second District

Cynthia Ward, Fourth District

**Maribel Marroquin
Chair
First District**

**William E. Nelson, Third District
Vice Chair**

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

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.

If you would like to participate in this teleconferenced Board Meeting, please follow these instructions:

Access Zoom Meeting: please click on the following link to join the Zoom Meeting.

<https://us02web.zoom.us/j/89022609465?pwd=QlpoMi8rSytnZG4zZlE1WWFOUXZ5UT09>

Or sign into Zoom.com and “Join a Meeting”

Enter Meeting ID: 890 2260 9465 Passcode: 418150

- If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
- Select “Join Audio via Computer.”

- The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
- During Public Comments, use the “raise hand” function located in the participant’s window and wait for a staff member to announce your name and unmute your line when it is your turn to speak. Comments are limited to three minutes or as otherwise directed.

To participate via telephone: Call (669) 900-9128.

Enter Meeting ID: 890 2260 9465 Passcode: 418150

During Public Comments, press *9 to add yourself to the queue and wait for a staff person to announce your name or phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to three minutes or as otherwise directed.

Please know that it is important for the Orange County Cemetery District to allow public participation at this meeting. If you are unable to participate via the processes just described, please contact the Board Secretary at (949) 951-9102 or at m.funk@orccd.com and staff will attempt to accommodate you.

TELECONFERENCE

AGENDA

- I. CALL TO ORDER – Chair Marroquin**
- II. PLEDGE OF ALLEGIANCE – Chair Marroquin**
- 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. AWARDS**

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 teleconferenced Regular Board Meeting of December 1, 2020.

B. Approval of Check Registers – January 2021

Recommendation: Staff recommends that the Board approve check registers #97, #98, #99, #100, #101, #102, #103, #104, #105, #106, #107, #108, #109, #110, #111, and #112.

C. Trustee Cynthia Ward – Absence at Regular Board Meeting on December 1, 2020

Recommendation: Staff recommends that the Board excuse the absence of Trustee Cynthia Ward at the December 1, 2020 Regular Board Meeting.

VII. MANAGER'S REPORTS

A. Interment and Interment Space Sales Reports - November 2020

B. Financial Reports – November 2020

C. Investment Portfolio Changes – December 2020

D. Capital Projects Update

E. District Network Security – Oral Report

F. New Cemetery Development Update (11:00 am)

Agenda

Gypsum Canyon Cemetery Site – Presentation

Gypsum Canyon Cemetery – Exhibits

VIII. GENERAL COUNSEL REPORT

IX. UNFINISHED BUSINESS – NONE

X. NEW BUSINESS

A. [Independent Auditor's Report – General Manager Memo](#)

The accounting firm of Eide Bailly submits financial statements and audit report for the fiscal year ending June 30, 2020.

[Eide Bailly - Communication Letter](#)

[Eide Bailly – Generally Accepted Government Auditing Standards Letter](#)

[Eide Bailly – Appropriations Limit Calculation Letter](#)

[Comprehensive Annual Financial Report for Year Ended June 30, 2020](#)

Recommendation: Staff recommends that the Board review, discuss and provide any comments or feedback on the audit report.

B. [Equipment Purchase Approval](#)

Recommendation: Staff recommends that the Board approve the purchase of the Toro Proline H800 Mower in the amount of \$32,785.90 to Turf Star and authorize the General Manager to execute the purchase order.

C. [ISDOC Executive Committee Third Vice President Nomination](#)

Recommendation: Staff recommends that the Board adopt by Resolution No. 2021-_____ to nominate _____ for the Third Vice President position on the Executive Committee.

XI. ITEMS FOR FUTURE AGENDAS

XII. BOARD COMMENTS

A. [Angel of Hope Virtual Program, December 6, 2020 at 7:00 p.m.](#)

B. [Wreaths Across America, El Toro Memorial Park - December 19th at 9:30 a.m.](#)

C. [Wreaths Across America, Santa Ana Cemetery – December 19th at 10:00 a.m.](#)

D. [Longest Night Candlelight Memorial Service – December 21st](#)

XIII. ANNOUNCEMENTS

A. [Virtual Meeting With Supervisor Don Wagner, January 19, 2021 at 2:00 p.m.](#)

B. [Virtual ISDOC Quarterly Luncheon, January 28, 2021 at 11:30 a.m.](#)

C. [CSDA Member Services Committee Meeting, February 4, 2021 at 9:30 a.m.](#)

XIV. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, February 2, 2021, 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: December 31, 2020



Mary Funk

By: Mary Funk
Title: Secretary