

ORANGE COUNTY CEMETERY DISTRICT
Board of Trustees
March 18, 2020

MINUTES

The teleconferenced emergency meeting of the Orange County Cemetery District Board of Trustees was called to order by Chair Hatch at 1:33 p.m., in the Board Room of the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

The Pledge of Allegiance was led by Chair Noel Hatch
Roll Call by Board Secretary, Mary Funk.

PRESENT:	Noel Hatch, Chair	Fifth District
	Maribel Marroquin, Vice Chair	First District
	Kelly Rivers	Second District
	William E. Nelson	Third District
	Cynthia Ward	Fourth District (called in at 2:28 p.m.)

STAFF: Tim Deutsch, General Manager
 Brenda Manriquez, Finance and Accounting Manager
 Mary Funk, Board Secretary


PUBLIC COMMENTS - None

CORONAVIRUS (COVID 19) DISCUSSION

GM Deutsch explained the measures currently in place that the District has taken to keep both staff and visiting families as safe as possible. These measures include the use of latex gloves, frequent hand washing, and social distancing of 6 feet whenever possible. In addition, all cemetery offices have been closed to the General Public. Only families who are at-need or near-need are being allowed to schedule appointments and only immediate family members are allowed to attend the appointment. We are encouraging families not to attend an appointment if they feel ill or have a compromised immune system. All pre-need appointments are being postponed with a waiting list being established for staff to call and schedule appointments when the restrictions are lifted. The District has also reached out to mortuaries, funeral homes, marker companies and other vendors to keep them apprised of the new guidelines the District is following. Signs have also been posted at the office and around the grounds urging social distancing and frequent hand washing. GM Deutsch stated that so far, families have been very cooperative and understanding.

Trustee Rivers asked about how we are handling the kiosks and families asking for directions to gravesites. GM Deutsch said that one of the kiosk printers is not working, but they can all be used to look up gravesite locations. The kiosks also have signs posted with instructions on how to use your smart phones to use the walk-to-site feature.

GM Deutsch then explained that the County Board of Supervisors had received an order from the County Health Officer outlining strict guidelines for Orange County. There was a lot of


Chair


Secretary

confusion regarding the interpretation of this order, and GM Deutsch reported that clarification is supposed to be forthcoming.

Counsel Quintanilla then went on to explain his legal interpretation of the order. He stated that it is all about exposure and limiting contact with others to reduce the spread of the virus. He stated that this is a once in a lifetime crisis and there is a great fear that the medical infrastructure will be overloaded leaving vulnerable populations like the elderly with inadequate care.

Counsel Quintanilla explained the levels of protective measures that could be issued at the top of the spectrum federally through the CDC, on a state level, on a County level, on a City level and then finally at the bottom of the spectrum – at our own District level. Counsel Quintanilla stated that we have the authority as a government agency to adopt regulations that are more strict than what has been imposed by all the levels above us. We can't, however, adopt less strict guidelines, than what has already been directed by any level above the District.

Counsel Quintanilla stated that according to the new order, only members of the same household can gather together without having to maintain social distancing. He also briefly described which types of businesses provide “essential” services. He determined that a Cemetery District does provide essential services, but those essential services only pertain to burials themselves. Counsel Quintanilla explained that, according to the order, in regards to graveside services the District has three options.

- 1) The District can allow third-party witnesses, but only from the same household, noting that people from the same household do not have to maintain social distance from each other, but do need to to maintain social distance from staff; or
- 2) Limit the number of third-party witnesses from the same household; or
- 3) Prohibit witnesses all together.

Counsel Quintanilla explained that, since graveside witnessing is not an essential service, according to the order, anyone attending must be from the same household. This means that the family must officiate the service themselves.

It was also determined that pre-need sales are not considered an essential service. GM Deutsch added that many families have already voluntarily postponed their pre-need appointments.

Counsel Quintanilla also briefly discussed the hazards of accepting coins and cash as a method of payment as cash is known to be a harbinger of germs.

Trustee Ward joined the teleconferenced meeting at this time.

The Trustees questioned how the District is supposed to monitor whether or not people gathering are from the same household. Counsel Quintanilla stated that the District's obligation is to simply inform the public as to what the order says. Counsel Quintanilla stated that it is not staff's job to enforce the order. Enforcement is a responsibility of the police. Counsel Quintanilla stated that it is important to provide families with written notification and explanation. As long as we provide that, we are protected from liability.


Chair


Secretary

As Counsel Quintanilla was explaining this, he noted that he should also put an amendment in the proposed resolution stating that the purpose of adopting and implementing protective measures is to prevent harm to those who may violate the recommendations.

Counsel Quintanilla further explained, that if you are providing an essential service, people from different households may all be present at the same time, but they should maintain a six foot social distance. If it is not an essential service, only members from the same household may gather.

Vice Chair Marroquin asked if doctor offices are included as essential. Counsel Quintanilla confirmed that was correct.

Vice Chair Marroquin had to leave the teleconference at 2:56 p.m.

The Board agreed that these measures should go in to effect until April 30th. At the April 7th Board Meeting, they will see what the current state of affairs is. The resolution can be rescinded at that time if it is no longer needed.

MOTION: of Trustee Nelson, seconded by Trustee Ward and carried by a roll call vote of 4-0, (Vice Chair Marroquin absent for the vote), adopted the Board of Trustees of the Orange County Cemetery District Resolution 2020-05 with the proposed amendment by legal counsel, to adopt and/or implement any discretionary measures recommended by any City, County, State, or Federal Health Care Agency to mitigate and/or abate the transmission of the Coronavirus (COVID-19).

ITEMS FOR FUTURE AGENDAS – None

BOARD COMMENTS - None

ANNOUNCEMENTS - None

The next regular meeting will be held on **Tuesday, April 7, 2020**, at 10:00 a.m., at the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

There being no further business, the meeting was adjourned at 3:10 p.m.


Chair


Secretary


Chair


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