

**ORANGE COUNTY  
CEMETERY DISTRICT**

**August 7, 2018  
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**

**Cynthia Ward, Fourth District  
Vice Chair**

**William E. Nelson, Third District**

**Kelly Rivers  
Chair  
Second District**

**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](http://www.occemeterydistrict.com)

**AGENDA**

- I. CALL TO ORDER – Chair Rivers**
- II. PLEDGE OF ALLEGIANCE – Chair Rivers**
- 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 July 3, 2018.

B. [Approval of Check Registers - August 2018](#)

*Recommendation:* Staff recommends that the Board approve check registers #18, #19, #20, #21, #22, #23, #24, #25, #26, #27, #28, #29, #30, #31, #32, #33, #34, and #35.

C. [Quarterly Investment Report](#)

*Recommendation:* Staff recommends that the Board accept the District Quarterly Investment Report and Certification for June 30, 2018, pursuant to Government Code §53646(b)(1).

D. [Economic Uncertainty Fund for Unanticipated Expenses in the General Fund](#)

**VI. GENERAL MANAGER’S REPORTS**

A. [Interment and Interment Space Sales Reports - June 2018](#)

B. [Financial Reports – June 2018](#)

C. [Interest Rates – June 2018](#)

D. [July Investment Portfolio Changes](#)

E. [Capital Projects Update](#)

F. [Strategic Plan Dashboard](#)

G. [CSDA Annual Conference Update \(Oral Report\)](#)

**VII. UNFINISHED BUSINESS – None**

A. [Alternatives Regarding Processing Trustee Compensation and Expense Reimbursements](#)

## **VIII. NEW BUSINESS**

- A. [2017-18 Audit Communications \(11:00 a.m.\)](#)  
Kinnaly Soukhaseum with Vavrinek, Trine, Day & Co. will provide a presentation on the firm's auditing processes and to discuss required communications.
- B. [General Manager Employment Contract Amendment](#)

*Recommendation:* General Counsel recommends that the Board review and approve the attached proposed General Manager Employment Agreement.

- C. [Equipment Purchase Approval](#)

*Recommendation:* Staff recommends that the Board approve the purchase of the following equipment:

1. Toro Groundmaster 3280D Mower in the amount of \$32,741.70 to Turf Star and;
2. New Holland Backhoe B95C in the amount of \$76,601.03 to Scott Equipment and;
3. New Holland Boomer Tractor in the amount of \$30,235.96 to Scott Equipment and;
4. John Deere ProGator in the amount of \$25,669.84 to Deere & Company;

and authorize the General Manager to execute the purchase order for each piece of equipment.

- D. [California Association of Public Cemeteries – Board of Directors Candidates](#)

*Recommendation:* Staff recommends that the Board discuss supporting a Board of Trustee for the California Association of Public Cemeteries Board of Directors position.

## **IX. ITEMS FOR FUTURE AGENDAS**

### **X. BOARD COMMENTS**

- A. Special District Leadership Academy, Napa, July 8-11, 2018
- B. ISDOC Executive Committee Meeting, Fountain Valley, July 10, 2018
- C. ISDOC Executive Committee Meeting, Fountain Valley, August 7, 2018

### **XI. ANNOUNCEMENTS**

- A. CSDA Fiscal Committee Meeting, Sacramento, August 15, 2018
- B. CSDA Board Meeting, Sacramento, Sacramento, August 31, 2018
- C. CSDA Annual Conference, Indian Wells, Sept. 24-27, 2018
- D. CAPC Annual Education Seminar and Area Meeting, South Lake Tahoe, October 5-6, 2018

**XII. CLOSED SESSION**

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

Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8  
Property: Assessor Parcel No. 514-012-08 and 085-071-57  
Agency Negotiator: Steve Quintanilla, General Counsel and Tim Deutsch, General Manager  
Negotiating Parties: Orange County Cemetery District and County of Orange  
Under Negotiation: Instructions to District’s negotiator regarding price and terms of payment

**XIII. ADJOURNMENT**

The next Regular Meeting of the Board of Trustees will be held on Tuesday, September 4, 2018, 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: August 3, 2018



*Mary Funk*

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By: Mary Funk  
Title: Secretary