

ORANGE COUNTY CEMETERY DISTRICT

Board of Trustees

August 6, 2019

MINUTES

The regular monthly meeting of the Orange County Cemetery District Board of Trustees was called to order by Chair Ward at 10:00 a.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 Trustee Marroquin.
Roll Call by Board Secretary, Mary Funk.

PRESENT:	Cynthia Ward, Chair	Fourth District
	Noel Hatch, Vice Chair	Fifth District
	Maribel Marroquin	First District
	Kelly Rivers	Second District
	William E. Nelson	Third District

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

ALSO PRESENT: Steve Quintanilla, General Counsel – Quintanilla and Associates
Oliver Yee, Attorney - Liebert and Cassidy (Closed Session Only)
Saundra Jacobs, Director – Santa Margarita Water District
Robert Williams, Commander SCV, Camp 1770
Rev. Lou Carlson
Kevin Street
Greg Frasier

PUBLIC COMMENTS

Saundra Jacobs with Santa Margarita Water District came to thank the Board for their support during the recent LAFCO election. She also stated that she will continue to serve as President of the Independent Special Districts of Orange County.

Robert Williams with Sons of Confederate Veterans stated that he and his fellow members were there to protest and object to the removal of an important historical monument from Santa Ana Cemetery.

Greg Frasier spoke next stating that he had driven a considerable distance so that he could address the Board, stating that as a U.S. veteran, he finds it very concerning when a veterans monument is stolen. He wanted to know how this could have occurred.

Chair Ward explained to those attending that, as a matter of law, the Board is not allowed to speak on issues that are not on the agenda. By not replying the Board is not intending to be rude.



Chair



Secretary

Board members are prohibited from engaging in discussions and are there to listen to the public’s comments.

Kevin Street stated that he was from the Bakersfield Camp and was present to show his support for the men and women of Orange County by also voicing his opposition to the monument’s removal.

The Board thanked those members of the public for attending. At 10:15 a.m. all members of the public left the meeting.

CONSENT CALENDAR

- A. Approval of Minutes – Regular Board Meeting, July 2, 2019.
- B. Approval of August 2019 Check Registers (Claims) Nos. 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33 and 34.
- C. Acceptance of the District Quarterly Investment Report and Certification for June 30, 2019, pursuant to Government Code Section 53646(b)(1).
- D. Use of Economic Uncertainty Fund for Unanticipated Expenses in the General Fund

MOTION: of Trustee Nelson, seconded by Vice Chair Hatch and carried by a vote of 5-0, approved the Consent Calendar.

GENERAL MANAGER REPORTS


Interments and Interment Space Sales Reports – June 2019

The following interment and interment space sales for June 2019 were reviewed:

			<u>2018-2019</u>	<u>2017-2018</u>
ANAHEIM	Interments	7 (4 Urn)	79 (38 Urn)	82 (42 Urn)
	Lot Sales	3	28	29
EL TORO	Interments	63 (27 Urn)	626 (237 Urn)	620 (220 Urn)
	Lot Sales	53	720	651
SANTA ANA	Interments	36 (12 Urn)	375 (68 Urn)	334 (54 Urn)
	Lot Sales	13	261	253
TOTAL	Interments	106 (43 Urn)	1,080 (343 Urn)	1,036(316 Urn)
	Lot Sales	69	1,009	933

GM Deutsch stated that June was another busy month with 69 space sales District wide and 106 interments occurring during the month. He noted a correction on the report, with El Toro Memorial Park year-to-date interment space sales being at 720. This puts the District at 1,009 space sales at the end of fiscal year 2018-19 and 1,080 interments conducted over the same period. Vice Chair Hatch asked if some sales may start to dwindle as we get closer to opening the new fourth cemetery. GM Deutsch said that for cremation interments that is very possible.


Chair


Secretary

GM Deutsch also thanked the Board for approving the hiring of an additional staff person at El Toro. Kim Eazell, the new Cemetery Assistant has been an immense help with the increase in sales. She will also be working on some Saturdays running appointments for the sale of niche space in the new Maureen Rivers Memorial Niche Garden.

Budget Awards

Before discussing the Financial Report, GM Deutsch also showed the Board two plaques that the District has received. The first plaque was for the Distinguished Budget Presentation Award. The second plaque was for the successful submittal of the District’s Comprehensive Annual Financial Report (CAFR). Trustee Nelson congratulated Brenda Manriquez for all her efforts and hard work to secure these awards. GM Deutsch stated in there are approximately 50 other districts in California that have received the Budget Award. As for the CAFR, it appears that the Orange County Cemetery District is the only cemetery district to ever apply for this award in the State of California. Brenda Manriquez commented that it is definitely a peer-based review of our documents.

Vice Chair Hatch noted that these efforts promote an aura of transparency in the eyes of the public. Chair Ward stated that she would like to see pictures of GM Deutsch and Brenda with the awards put out on social media.

Financial Reports – June 2019

Brenda Manriquez stated that for expenses, Salaries and Employee Benefits are \$84,938 higher than FY 2017-18 and \$59,377 higher than FY 2018-19 budgeted expenditures. This is primarily due to the timing of payroll accruals and annual leave payoffs for retirements in March. In revenues, property tax income is slightly lower, but Brenda stated she believes this is just timing. She also pointed out a new report that summarizes investment income across all four funds, with over \$800,000 earned this fiscal year. GM Deutsch stated that it is the first time the District has reached \$6 million in revenue. Brenda Manriquez reported that all of the Horizons Construction payments are in through June and are accrued to the prior fiscal year. Brenda Manriquez recommended that the District designate \$800,000 to \$1,000,000 as Assigned for the purposes of new cemetery development. Next year those funds can be moved from Assigned to Committed.

June Interest Rates

GM Deutsch noted that only the Orange County Investment Pool saw any significant increase in rates. They are now quite competitive with CalTRUST and may even surpass them. The District will hold off on making any more transfer from the OCIP to CalTRUST pending status of rates.

GM Deutsch requested that Closed Session be held at this time.

CLOSED SESSION

Counsel Quintanilla recommended the Board go into closed session at this time.

Conference with Labor Negotiators pursuant to Government Code Section 54957.6(a):
District designated representative: Chief Negotiator Oliver Yee, General Counsel Steven B. Quintanilla.


Chair


Secretary

Employee Organization: Groundskeeping Unit (Service Employees International Union Local 721 CTW-CLC).

Conference with General Legal Counsel--Significant Exposure to Litigation Pursuant to Government Code Section 54956.9 (d) (One potential case) Facts & Circumstances To Be Announced Prior to Closed Session

Counsel Quintanilla explained that the Brown Act requires him to explain the facts and circumstances as to why he believes the District is exposed to litigation. Counsel Quintanilla stated that it is in regards to the removal of the monument at Santa Ana Cemetery and the threats of litigation that were made during Public Comment.

The Board adjourned to closed session at 10:30 a.m.

The Board reconvened from closed session at 11:43 a.m. Counsel Quintanilla stated that no reportable action took place in closed session.

July Investment Portfolio Changes

GM Deutsch noted that there had been a lot of turnover in the month of July as indicated on the Board report. Rates generally dropped from 2% to 1%. The District is purposefully investing in shorter terms to have as much liquidity as possible.

Capital Projects Update

GM Deutsch stated that the new El Toro niche project is finally nearing completion. The only items remaining are the completion of paver installation, asphalt paving and niche numbering engraving. El Toro Memorial Park will be hosting the next California Association of Public Cemeteries Local Area Meeting. It will be held in the new niche feature on September 19th from 10:00 a.m. to 1:00 p.m. During that time the District will also hold a dedication ceremony for the new Maureen Rivers Memorial Niche Garden. GM Deutsch hopes to include an acceptance of contract at the September Board Meeting. New equipment for the 2019-20 fiscal year will be appearing on next month's Capital Projects Update.

The Strategic Plan Dashboard

GM Deutsch briefly updated the Board on the site assessments that are occurring on the Gypsum Canyon property. Investigations conducted by LSA do not indicate any issues with sensitive habitat or wildlife. In addition, no archeological concerns have been discovered. All three consulting firms currently working on site will report back to the Board in October. GM Deutsch said that other groups are interested in short-term use of the land. The Orange County Sheriffs Department is interested in using it as a shooting range. There is another group who would like to use it for RV storage. Supervisor Wagner was considering doing a flag retirement ceremony on the site. GM Deutsch also mentioned upcoming meetings with various Orange County Supervisors.

The Board engaged in a brief discussion regarding plans for a state-run veteran cemetery in Irvine. GM Deutsch said that regardless of where a veteran cemetery is eventually built, the District would be in full support of it.


Chair


Secretary

Trustee Marroquin left the meeting at 11:55 a.m.

The District is working on two Dia de los Muertos events, both to take place on Saturday, Nov. 2nd. The event at Santa Ana will take place during the day and the evening event will be at Anaheim cemetery from 5 p.m. to 7 p.m. GM Deutsch said he is also working with Fairhaven regarding fences and gates to separate the two cemeteries.

GM Deutsch also noted that two association conferences are coming up. The District's District of Distinction certification expires in December. We will be submitting to renew that this fall as well as renewing our Transparency certification. A part of that will require the Board to review the Board Policy Manual.

UNFINISHED BUSINESS - None

NEW BUSINESS

Equipment Purchase Approval

GM Deutsch explained that the District is in need of a truck that can be used by the Irrigation Specialist and for use on the new property. The \$7,000 accessories package listed on the purchase order is for the customized bed that will provide adequate storage bins to safely transport equipment from one cemetery to another. The total price for the truck with the customized bed is \$51,470.51.

MOTION: of Trustee Nelson, seconded by Trustee Rivers and carried by a vote of 4-0 (Trustee Marroquin absent for the vote), approved the purchase of the 2019 Ford F-250 Supcab 4x4 Diesel Truck and authorized the General Manager to execute the purchase order for the truck.

ITEMS FOR FUTURE AGENDAS - None

BOARD COMMENTS

CAPC Strategic Plan Review, Ventura, July 7-8, 2019

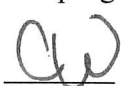
Trustee Rivers attended this planning meeting for the California Association of Public Cemeteries. She mentioned a number of people were leaving and they discussed the normal financial statements.

Anaheim Historical Tour Planning Meeting – July 12, 2019

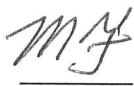
Chair Ward, Trustee Rivers, and GM Deutsch all attended the planning meeting.

Anaheim Historical Tour – July 26, 2019

Chair Ward and Trustee Rivers both thought it was an excellent event. GM Deutsch estimated that between 500 to 600 people attended. He wanted to thank Darrell Rivers and Trustee Rivers for coordinating all the actors and most of the props. He also wanted to thank Chair Ward for all her efforts, especially coordinating the docents. Trustee Nelson attended the event as a spectator and also agreed that it was a great event. GM Deutsch also thanked Mary Funk for scriptwriting and programs.



Chair



Secretary

ISDOC Executive Committee Meeting, Fountain Valley, August 6, 2019

Trustee Nelson stated that he spoke about the upcoming CSDA Annual Conference in Anaheim. He mentioned that districts can buy advertising spots in CSDA’s 50th Anniversary Commemorative Program. Trustee Nelson also reported that Kelly Hubbard with Water Emergency Response of Orange County spoke about the Orange County Operational Area Emergency Response Plan.

ANNOUNCEMENTS

The CSDA Fiscal Committee Meeting will be held in Sacramento on August 15, 2019.

The next ISDOC Executive Committee Meeting will be in Fountain Valley on Sept. 3, 2019. Trustee Nelson will attend.

The CSDA Board Meeting will be held in Sacramento on Sept. 6, 2019.

The next CAPC Local Area Meeting will be held at El Toro Memorial Park on September 19, 2019 from 10 a.m. to 1 p.m. A dedication of the Maureen Rivers Memorial Niche Garden will also take place.

The CSDA Annual Conference will take place in Anaheim from September 25-28th. Trustee Nelson, Trustee Rivers, and Chair Ward will all be attending.


The CAPC Annual Education Seminar and Area Meeting will take place in Ventura, Oct. 11-12th. Trustee Nelson, Trustee Rivers, Chair Ward and Board Secretary, Mary Funk will attend.

The next regular meeting will be held on **Tuesday, September 3, 2019**, 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 12:18 p.m.



Chair



Secretary