

**ORANGE COUNTY  
CEMETERY DISTRICT**

**December 3, 2019  
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**

**William E. Nelson, Third District**

**Kelly Rivers, Second District**

**Cynthia Ward  
Chair  
Fourth District**

**Noel Hatch, Fifth District  
Vice Chair**

**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 Ward**
- II. PLEDGE OF ALLEGIANCE – Chair Ward**
- 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 November 5, 2019.

B. Approval of Check Registers – December 2019

*Recommendation:* Staff recommends that the Board approve check registers #83, #84, #85, #86, #87, #88, #89, #90, #91, #92, #93, #94, #95, #96, #97, and #98.

C. 2019 Biennial Notice for Conflict of Interest Codes

*Recommendation:* Staff recommends that the Board approve amending the “Accountant” position to “Finance & Accounting Manager” to the District list of officials required to comply with the Conflict of Interest Code.

**VI. GENERAL MANAGER’S REPORTS**

A. Interment and Interment Space Sales Reports - October 2019

B. Financial Reports – October 2019

C. November Investment Portfolio Changes

D. Capital Projects Update

E. Strategic Plan Dashboard

F. FY 2018-19 Independent Auditor’s Report Update

**VII. UNFINISHED BUSINESS**

A. Board Manual Policy Review

*Recommendation:* General Counsel and staff recommend that the Board of Trustees of the Orange County Cemetery District review and approve the following Board Policies and adopt them by Resolution 2019-\_\_\_\_.

[Article 100: Governance](#)

Legislative Action Policy

[Article 110: Transparency](#)

Records Retention Policy and Schedule

[Article 130: Risk Management](#)

Incident Report Policy and Incident Report Form

Tort Claims Policy and Tort Claim Form

[Article 140: Finance](#)

Public Works Contracts Policy

Purchasing Procedures Policy

[Article 150: Employee Policies](#)

Military Leave Policy

Substance Abuse Policy

Use of District Vehicles

[Article 170: Interments](#)

Residency Determination Policy

Interment Rights Policy

Temporary Markers Policy

Memorial Markers and Niche Plate Special Requirements and Specifications Policy

## **VIII. NEW BUSINESS**

A. [Request for Proposal – Strategic Planning Consultant, December 2019](#)

*Recommendation:* Staff recommends that the Board of Trustees reviews the proposed Request for Proposal for a Strategic Planning Consultant.

B. [Election of Officers](#)

*Recommendation:* Staff recommends that the Board of Trustees elect officers for the 2020 calendar year.

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

## **X. BOARD COMMENTS**

A. Dia de los Muertos, November 2, 2019 (Chair Ward)

B. Veterans Day Program, El Toro Memorial Park, Nov. 11, 2019 at 11 a.m.

**XI. ANNOUNCEMENTS**

- A. Angel of Hope Candlelight Service, El Toro Memorial Park, Dec. 6, 2019 at 7 p.m.
- B. ISDOC Executive Committee Meeting, Fountain Valley, Dec. 10, 2019
- C. Wreaths Across America, El Toro Memorial Park, Dec. 14, 2019 at 9 a.m.
- D. Longest Night Homeless Memorial Service, Anaheim Cemetery, Dec. 21, 2019
- E. ISDOC Quarterly Meeting, Fountain Valley, January 30, 2020

**XII. ADJOURNMENT**

The next Regular Meeting of the Board of Trustees will be held on Tuesday, January 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: November 25, 2019



*Mary Funk*

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By: Mary Funk  
Title: Secretary