

**ORANGE COUNTY
CEMETERY DISTRICT**

**March 6, 2018
11:00 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

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 February 6, 2018.

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

Recommendation: Staff recommends that the Board approve check registers #131, #132, #133, #134, #135, #136, #137, #138, #139, #140, #141, #142, #143, #144, #145, and #146.

C. [Approval of the Investment Policy for 2018](#)

Recommendation: The Finance and Investment Committee and staff recommend that the Board approve the 2018 Investment Policy.

VI. GENERAL MANAGER’S REPORTS

A. [Interment and Interment Space Sales Reports - January 2017](#)

B. [Financial Reports – January 2017](#)

C. [February Investment Portfolio Changes](#)

D. [Capital Projects Update](#)

E. [Strategic Plan Dashboard](#)

F. [Vivien Owen Memorial Garden Dedication](#)

VII. UNFINISHED BUSINESS – None

VIII. NEW BUSINESS

A. [Investment Fund Transfers](#)

Recommendation: The Finance & Investment Committee and staff recommend that the Board authorize the General Manager to execute financial documents for the transfer of Two Hundred Thirty-Five Thousand Dollars (\$235,000) from the Pre-Need Fund in the Orange County Investment Pool (OCIP) to the Pre-Need Fund with Kreisler/FundX. The Board also authorizes the General Manager the ability to execute the transfer of future funds of One Hundred Thousand Dollars (\$100,000) or more from the Pre-Need Fund in the OCIP to the Pre-Need Fund with Kreisler/FundX, while maintaining a minimum balance of Two Hundred Fifty Thousand Dollars (\$250,000) in the OCIP.

B. [County of Orange Changes to Processing Board Member Compensation](#)

Recommendation: Staff recommends that the District's Legal Counsel provide Trustees with information pertaining to any legal concerns.

C. [Resolution 2018 - Change the time of Regular Board Meetings](#)

Recommendation: Staff recommends that the Board approve Resolution No. 2018-___, A Resolution of the Orange County Cemetery District Board of Trustees Designating the Date and Time of Regular Board Meetings.

IX. ITEMS FOR FUTURE AGENDAS

X. COMMITTEE REPORTS

A. Communications and Public Relations Committee Meeting – Feb. 27, 2018

1. [2018-19 District Events Calendar & Budget Discussion](#)
2. [El Toro Memorial Park Historical Tour](#)
3. [Future Implementation of the Public Relations Plan](#)

B. Finance and Investment Committee Meeting – Feb. 28, 2018

1. [Mid-Year Budget Review](#)
2. [2018-19 Fiscal Year Budget Preparation Discussion](#)
3. [Investment Strategy 2018](#)
4. [Educational Document – Interpreting Local Government Financial Statements](#)
5. [Crown Castle Lease Extension Request Letter](#)

XI. BOARD COMMENTS

- A. CAPC Annual Conference, San Luis Obispo, February 22-24, 2018
- B. ISDOC Executive Committee Meeting, Fountain Valley, March 6, 2018

XII. ANNOUNCEMENTS

- A. SDRMA Spring Education Day, Sacramento, March 20, 2018
- B. ISDOC Quarterly Meeting, Fountain Valley, March 29, 2018
- C. ISDOC Executive Committee Meeting, Fountain Valley, April 3, 2018
- D. CAPC Local Area Meeting – Oak Hill Memorial Park, Escondido, April 12, 2018
- E. Special Districts Leadership Academy, Monterey, April 15-18, 2018
- F. CSDA Board Meeting, Sacramento, April 20, 2018

XIII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, April 3, 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: March 2, 2018



Mary Funk

By: Mary Funk
Title: Secretary