

**ORANGE COUNTY
CEMETERY DISTRICT**

**October 1, 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

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 September 3, 2019.

B. Approval of Check Registers – October 2019

Recommendation: Staff recommends that the Board approve check registers #51, #52, #53, #54, #55, #56, #57, #58, #59, #60, #61, #62, #63, #64, #65, and #66.

VI. GENERAL MANAGER'S REPORTS

A. Interment and Interment Space Sales Reports - August 2019

B. Financial Reports – August 2019

C. September Investment Portfolio Changes

D. Capital Projects Update

E. Strategic Plan Dashboard

VII. UNFINISHED BUSINESS

A. New Cemetery Development Site Assessment Update

Larry Ryan from RJM Design Group will provide an update on the new cemetery development site assessment.

VIII. NEW BUSINESS

A. Review of Board Policy Manual

Recommendation: General Counsel recommends that the Board of Trustees review the proposed reorganization of the District's policies and suggested amendments and provide direction to staff.

B. [Support for Kelly Rivers for the CAPC Board of Directors Election for 2020](#)

Recommendation: Staff recommends that the Board adopt Resolution No. 2019-____, a resolution of the Orange County Cemetery District Board of Trustees to support the nomination of Kelly Rivers as Board of Director on the California Association of Public Cemeteries Board.

C. [Investment Advisor Firm Change](#)

Recommendation: Staff recommends that the Board authorize the General Manager to execute financial documents for the transfer of the Endowment Principal and Income Funds with Wells Fargo Advisors to Stifel, Nicolas & Company, Inc.

IX. ITEMS FOR FUTURE AGENDAS

X. COMMITTEE REPORTS

A. [Communications and Public Relations Committee Meeting – Sept. 13, 2019](#)

1. 2019 Dia de los Muertos Events
2. Anaheim Cemetery Historical Tour Recap
3. Upcoming Events in the 2019-20 Fiscal Year
4. New Cemetery Development Public Relations
5. District Apparel for Trustees
6. District Promotional Items

B. [Finance and Investment Committee Meeting – Sept. 18, 2019](#)

1. OCERS Update
2. [Accounting Update](#)
3. 2019-20 Investment Strategy
4. [New Cemetery Development Financing Options](#)

XI. BOARD COMMENTS

- A. CSDA Board Meeting, Sacramento, September 6, 2019
- B. CAPC Local Area Meeting & Niche Garden Dedication, El Toro Memorial Park, Sept. 19, 2019 from 10:00 a.m. to 1:00 p.m.
- C. Meeting with Supervisor Wagner's Staff, Flag Retirement Program, Sept. 20, 2019
- D. Site Tour with Assemblymember Choi, September 23, 2019
- E. CSDA Annual Conference, Anaheim, September 25-28, 2019
- F. ISDOC Executive Committee Meeting, Fountain Valley, October 1, 2019

XII. ANNOUNCEMENTS

- A. CAPC Annual Education Seminar and Area Meeting, Ventura, Oct. 11-12, 2019
- B. CSDA Member Services Committee Meeting, Sacramento, Oct. 24, 2019
- C. ISDOC Quarterly Meeting, Fountain Valley, October 24, 2019
- D. Dia de los Muertos Program, Santa Ana Cemetery, Nov. 2, 2019 - 11 am to 1 pm
- E. Dia de los Muertos Program, Anaheim Cemetery, Nov. 2 2019 - 5 pm to 7 pm
- F. ISDOC Executive Committee Meeting, Fountain Valley, Nov. 5, 2019
- G. Veterans Day Program, El Toro Memorial Park, Nov. 11, 2019 at 11 a.m.

XIII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, November 5, 2019, 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: September 27, 2019



Mary Funk

By: Mary Funk
Title: Secretary