

**ORANGE COUNTY
CEMETERY DISTRICT**

**July 2, 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 June 4, 2019.

B. Approval of Check Registers – July 2019

Recommendation: Staff recommends that the Board approve check registers #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13, #14, #15 and #16.

C. District Overhead Rate

Recommendation: Staff and the Finance and Investment Committee recommend that the Board approve the District's Overhead Rate and adopt by Resolution No. 2019-____.

D. Gann Appropriations Limit Review

Recommendation: Staff and the Finance & Investment Committee recommends that the Board adopt by Resolution No. 2019-____, a Resolution of the Orange County Cemetery District Board of Trustees adopting the Annual Maximum Appropriations Limitation for the Fiscal Year 2019-20.

E. Reserve Designation – FY 2018-19

Recommendation: Staff and the Finance & Investment Committee recommend that the Board authorize the General Manager to designate the balance of Unassigned Fund Balance exceeding the minimum 50% of operating expenditures as Assigned Fund Balance for New Cemetery Development.

VI. GENERAL MANAGER'S REPORTS

A. Interment and Interment Space Sales Reports - May 2019

B. Financial Reports – May 2019

C. June Investment Portfolio Changes

D. Capital Projects Update

- E. [Strategic Plan Dashboard](#)
- F. ISDOC General Manager’s Bi-Monthly Meeting (Oral Report)
- G. CSDA General Manager’s Summit (Oral Report)

VII. UNFINISHED BUSINESS - None

VIII. NEW BUSINESS

- A. [OC LAFCO Regular and Alternate Special District Member Seats](#)

Recommendation: Staff recommends that the Board review and discuss all of the candidates for the Regular Seat and the Alternate Special District Member Seat and decide whom to vote for.

- B. [CSDA Board of Directors Election 2019](#)

Recommendation: Staff recommends that the Board adopt by Resolution No. 2019-___ to select Kelly Rivers for the CSDA Board of Directors.

IX. ITEMS FOR FUTURE AGENDAS

X. COMMITTEE REPORTS – Finance & Investment Committee Meeting, June 11, 2019

- A. [2019-20 District Fee Review and Adoption by Resolution No. 2019-___](#)

Recommendation: Staff and the Finance and Investment Committee recommend that the Board review and adopt by Resolution No. 2019-___, the District’s Master Fee Schedule, to be effective August 5, 2019.

- B. [2019-20 Fiscal Year Budget](#)

Recommendation: Staff and the Finance and Investment Committee recommend that the Board adopt Resolution No. 2019-___, A Resolution of the Orange County Cemetery District Board of Trustees adopting the Budget for Fiscal Year 2019-20 and

District Fund Budget Units

754 General Fund.....	\$5,174,438
756 Endowment Income	\$200
757 Pre-Need	\$225,300

XI. BOARD COMMENTS

- A. CSDA GM Leadership Summit, Newport Beach, June 23-25, 2019
- B. CSDA Board Planning Session, Newport Beach, June 26-27, 2019
- C. ISDOC Quarterly Meeting, Fountain Valley, June 27, 2019
- D. ISDOC Executive Committee Meeting, Fountain Valley, July 2, 2019

XII. ANNOUNCEMENTS

- A. Anaheim Cemetery Historical Tour Planning Meeting , July 12 at 10 a.m.
- B. Anaheim Historical Tour, July 26th – 7 p.m. to 9:30 p.m.
- C. ISDOC Executive Committee Meeting, Fountain Valley, August 6, 2019

XIII. CLOSED SESSION (Scheduled Time at 10:15 a.m.)

Conference with Labor Negotiators pursuant to Government Code Section 54957.6(a):
District designated representative: Chief Negotiator Oliver Yee, General Counsel Steven B. Quintanilla.
Employee Organization: Groundskeeping Unit (Service Employees International Union Local 721 CTW-CLC).

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

Public Employee Performance Evaluation pursuant to Government Code Section 54957.6:
Employee’s Title: General Manager

Conference with Labor Negotiator pursuant to Government Code Section 54957:
District’s Designated Representative: General Counsel Steven B. Quintanilla.
Unrepresented Employee: General Manager

XIV. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, August 6, 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: June 28, 2019



Mary Funk

By: Mary Funk
Title: Secretary