



Orange County Cemetery District

Agenda

Regular Meeting of the Board of Trustees

January 6, 2025 at 10:00 a.m.

25751 Trabuco Road, Lake Forest, CA 92630

Board of Trustees

Noel Hatch - Chair, Fifth District
Ray Schnell – Vice Chair, Third District
Maribel Marroquin-Waldram, First District
Kelly Rivers - Second District
Vacant - Fourth District

General Manager

Tim Deutsch

General Instructions

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 Board Secretary at (949) 951-9102, ext. 110. 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 Road., 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 [The Orange County Cemetery District website.](#)

Instructions for Remote Attendance

Pursuant to Orange County Cemetery District Resolution 2023-01, effective March 7, 2023, the public may observe the meeting and offer Public Comment remotely via Zoom as follows:

[Join the Zoom Meeting.](#)

Enter Meeting ID: 831 6838 9171 Enter Passcode: 420724

- The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
- During Public Comments, use the “raise hand” function located in the participant’s window and wait for a staff member to announce your name and unmute your line when it is your turn to speak. Comments are limited to three minutes or as otherwise directed.

To participate via telephone: Call (669) 900-9128.

During Public Comments, press *9 to add yourself to the queue and wait for a staff person to announce your name or phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to three minutes or as otherwise directed.

Please know that it is important for the Orange County Cemetery District to allow public participation at this meeting. If you are unable to participate via the processes just described, please contact the Board Secretary at (949) 951-9102 or email the Board Secretary at m.funk@orccd.com and staff will attempt to accommodate you.

I. CALL TO ORDER – Chair Hatch

II. PLEDGE OF ALLEGIANCE – Chair Hatch

III. ROLL CALL – Secretary

IV. PUBLIC COMMENTS

V. CONSENT CALENDAR

All matters on the Consent Calendar are considered routine and may 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 – Adjourned Meeting, December 15, 2025

Recommendation: Staff recommend that the Board approve the minutes for the Adjourned Board Meeting of December 15, 2025.

B. Approval of Check Register – December 2025

Recommendation: Staff recommend that the Board approve check registers #86, #87, #88, #89, #90, #91, #92, #93, #94, #95, #96, #97, #98, #99, #100, #101, and #102.

C. Authorization of February 2026 Claims

Recommendation: Staff recommend that the Board authorize the following Claim numbers for January 2026: #120, #121, #122, #123, #124, #125, #126, #127, #128, #129, #130, #131, #132, #133, #134, #135 and #136.

VI. MANAGER'S REPORTS

- A. [Interment Services and Interment Space Sales Reports](#)
- B. [Financial Reports – November 2025](#)
- C. [Investment Portfolio Changes – December 2025](#)
- D. [Capital Projects and Fixed Asset Accounts Update](#)

VII. NEW BUSINESS

A. [Independent Auditor's Report – General Manager Memo](#)

The accounting firm of Eide Bailly submits financial statements and audit report for the fiscal year ending June 30, 2024.

[Annual Comprehensive Financial Report for Year Ended June 30, 2025](#)

[Eide Bailly – Governance Letter](#)

[Eide Bailly – Final Management Letter](#)

[Eide Bailly – Generally Accepted Government Auditing Standards Letter](#)

[Eide Bailly – Appropriations Limit Calculation Letter](#)

B. [Discussion of Request for Proposals for Legal Counsel Representation](#)

Recommendation: Staff recommends that the Board of Trustees review and discuss which action the District should take to prepare for the recruitment of new legal counsel.

C. [Board Policy Manual 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 2025-____.

Article 170: Interments

[Interment Rights Policy](#)

[Residency Determination Policy](#)

[Eligible Nonresidents Policy](#)

[Preneed Purchase Policy](#)

[Purchase and Repurchase of Interment Sites/Spaces and Related Services Policy](#)

[Disinterment Policy](#)

[Abandoned and Unclaimed Cremains Policy](#)

[Interment of Decedents for Whom the County is Responsible](#)

[Temporary Markers Policy](#)

[Memorial Marker and Niche Plate Special Requirements and Specifications Policy](#)

[Memorial Markers, Niche Plates and Memorial Name Strips Placement Policy](#)

[U.S. Military Veterans Markers and Medallions Policy](#)

VIII. ITEMS FOR FUTURE AGENDAS

IX. BOARD COMMENTS

X. ANNOUNCEMENTS

- A. [California Association of Public Cemeteries, Annual Conference, Garden Grove, March 19-21, 2026](#)

XI. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, February 3, 2026, 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.

Mary Funk

By: Mary Funk, Board Secretary
Date: January 2, 2026

