

ORANGE COUNTY CEMETERY DISTRICT
Adjourned Board of Trustees
December 15, 2025

MINUTES

The adjourned monthly meeting of the Orange County Cemetery District Board of Trustees was called to order by Chair Marroquin-Waldram at 10:36 a.m., in the Board Room of the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

The Pledge of Allegiance was led by Chair Marroquin-Waldram.
Roll Call by Board Secretary, Mary Funk.

PRESENT: Maribel Marroquin-Waldram, Chair First District
 Noel Hatch, Vice Chair Fifth District
 Kelly Rivers Second District

ABSENT: Raymond Schnell Third District

STAFF: Tim Deutsch, General Manager
 Brenda Manriquez, Finance and Accounting Manager
 Mary Funk, Board Secretary
 Julio Amarillas, Cemetery Manager (Attended Remotely)
 Bud Bales, Cemetery Manager

ALSO

PRESENT: Steve Quintanilla, General Counsel (Attended Remotely)

PUBLIC COMMENTS - None

CONSENT CALENDAR

- A. Approval of Minutes – Regular Board Meeting, November 4, 2025
- B. Approval of the November 2025 Check Register (Claims) Nos. 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84 and 85.
- C. Authorization of the January 2026 Check Registers (Claims) Nos. 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118 and 119.

MOTION: of Trustees Rivers, seconded by Vice Chair Hatch and carried by a vote of 3-0 (Trustee Schnell absent for the vote), approved the Consent Calendar.

MANAGER REPORTS

A. Interments and Interment Space Sales Reports – October 2025

The following interment and interment space sales for October 2025 were reviewed.


Chair


Secretary

			<u>2025-2026</u>	<u>2024-2025</u>
ANAHEIM	Interments	5 (3 Urn)	22 (16 Urn)	22 (14 Urn)
	Lot Sales	1	11	14
EL TORO	Interments	71 (33 Urn)	282 (126 Urn)	318 (117 Urn)
	Lot Sales	32	177	208
SANTA ANA	Interments	29 (9 Urn)	110 (30 Urn)	73 (44 Urn)
	Lot Sales	19	80	28
TOTAL	Interments	105 (45 Urn)	414 (172 Urn)	413 (175 Urn)
	Lot Sales	52	268	250

GM Deutsch reported that in October, Santa Ana Cemetery opened Section RM which added 168 full casket spaces. This currently gives Santa Ana Cemetery just under 500 available casket spaces from all three road closures.

Overall, the District sold 52 interment spaces compared to 67 in the previous year. Staff stayed busy with interments conducting 105 services in October which is just about equal to the 107 conducted in October of the previous fiscal year.

B. Financial Reports – October 2025

Brenda Manriquez stated that everything is in order. There was a large property tax payment received in November which will offset overages. Brenda also reported that she has received the draft audit and everything is on track to present the completed audit to the Board at the January 2026 Board meeting. There was nothing new to report on the Balance Sheet.

C. Investment Portfolio Changes - November 2025

GM Deutsch reported that there were not a lot of changes. Investments are now hovering just below the 4% rand and he expects they will continue to dip with the recent cut in interest rates.

D. Capital Projects Update

GM Deutsch reported that on November 5th, he, Larry Ryan and James Campbell met with Assemblymember Quirk-Silva to discuss the presentations for the Committee Hearing scheduled for November 21st. On November 10th GM Deutsch had a virtual call with Noah Biesiada from Voice of the OC to provide an update on the State Veterans Cemetery. When the hearing took place the Veterans present were very critical of CalVet and DGS for the slow pace of the development. GM Deutsch said that they are now reassessing the revised plan and creating new cost estimates. GM Deutsch also noted that the State Veterans Cemetery is eligible for \$10 million in Federal funding. GM Deutsch said that moving forward it will be important for us to secure legal counsel who can assist the District in drafting documents for land transfer and cost sharing agreements.


Chair


Secretary

E. Strategic Plan Update

GM Deutsch presented an updated spreadsheet showing the status of action items on the strategic plan through the second quarter and reemphasized the need for the District to obtain the services of legal counsel particularly to assist with the Gypsum Canyon Cemetery development project.

F. Conflict of Interest Reporting Changes

GM Deutsch reminded the Trustees that they should have all received communication from the Orange County Clerk of the Board regarding changes in how to file their Conflict of Interest 700 Forms beginning in 2026. With the enactment of SB 852 Section 4, all public officials who manage public investments must now file their 700 forms directly with the State FPPC Commission’s electronic filing system.

G. Personnel Manual Update

GM Deutsch explained that staff have updated the Personnel Manual to incorporate all of the new changes from the recently approved MOU. Copies of the new Personnel Manual will be provided to staff.

GENERAL COUNSEL REPORT

Counsel Quintanilla noted that the passing of AB 571 regarding the CEQA exemption for our cemetery project, should protect us from further lawsuits moving forward. He also said that because the changes to the project have less of an impact then the original plan, approvals will be all administrative and will not have to involve the planning commission

NEW BUSINESS

A. Legal Counsel Agreement Proposal

GM Deutsch reported he had reached out to the firms previously recommended by the Trustees. All three firms were interested. The District also has the option of hiring Jacob Green and Associates, a consulting firm that could assist the District in developing an RFP and selecting legal counsel, but that would cost the District nearly \$40,000. GM Deutsch stated that he has revised and updated the RFP that was originally used to recruit Counsel Quintanilla and we could send that out ourselves to selected firms the District is most interested in. The Trustees all agreed that they did not feel it would be necessary to hire the outside consulting firm to assist with the RFP and preferred to reach out to firms on our own. GM Deutsch requested that all of the Trustees review the updated RFP and provide feedback. He will then send the finalized RFP out to those three firms.

B. Election of Officers

GM Deutsch thanked Chair Marroquin-Waldram for serving as Board Chair in 2025 and stated that it is time for the Board to elect new officers for 2026.

Chair Marroquin Waldram nominated Vice Chair Hatch to serve as Board Chair in 2026. Vice Chair Hatch stated that he was willing to serve.


Chair


Secretary

MOTION of Chair Marroquin-Waldram, seconded by Trustee Rivers, and carried by a roll call vote of 3-0 (Trustee Schnell absent for the vote), elected Vice Chair Hatch as Chair of the Board of Trustees for the 2026 calendar year.

Chair Marroquin-Waldram nominated Trustee Schnell to serve as Vice Chair for the 2026 calendar year.

MOTION of Chair Marroquin-Waldram, seconded by Trustee Rivers, and carried by a roll call vote of 3-0 (Trustee Schnell absent for the vote), elected Trustee Schnell as Vice Chair of the Board of Trustees for the 2026 calendar year.

ITEMS FOR FUTURE AGENDAS - None

BOARD COMMENTS

A. CAPC Education and Area Meeting, Ventura, CA, Oct. 10-11, 2025

Trustee Rivers stated that she attended and enjoyed the conference.

B. ISDOC Quarterly Meeting, Oct. 30, 2025, Fountain Valley

Trustee Rivers said that the Midway City Sanitary District gave a good presentation.

C. Veterans Day Program, El Toro Memorial Park, Nov. 11th, 2025

Trustee Rivers and Vice Chair Hatch both attended the Veterans Day program. Trustee Rivers said the program was excellent. Vice Chair Hatch appreciated the young speaker, stating that he had not been in the military for very long, but gave a masterful talk and showed a maturity beyond his years.

~~D. Angel of Hope Candlelight Service, Dec. 6, 2025 at 7:00 p.m.~~

~~Trustee Rivers and Vice Chair Hatch both attended this event. Trustee Rivers stated that it was a very good program. Vice Chair Hatch commented on how moving it was to see so many children at the program.~~

E. Luncheon honoring Trustee Ward, Dec. 10, 2025 at Gypsum Canyon

Trustee Rivers and Vice Chair Hatch both attended this event and had a good time meeting and visiting with Trustee Ward’s family members. Vice Chair Hatch stated that Trustee Ward will certainly be missed, adding that she always seemed to know what to ask and her comments were always on point and showed a great deal of knowledge and understanding.

F. Wreaths Across America, Dec. 13th at El Toro Memorial Park and Santa Ana Cemetery

GM Deutsch noted that while no Trustees were able to attend, both ceremonies took place as scheduled and had good participation at both events.

ANNOUNCEMENTS

The next regular meeting will be held on **Tuesday, January 6, 2026 CA 92630.**


Chair 
Secretary

There being no further business, the meeting was adjourned in honor of Counsel Steve Quintanilla at 11:19 a.m.



CHAIR



BOARD SECRETARY



Chair



Secretary