Orange County Cemetery District
Agenda
Regular Meeting of the Board of Trustees
December 1, 2026 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
Kelly Rivers - First District
Donna Marsh Peery - Second District
Vacant - Fourth District

General Manager
Tim Deutsch

General Counsel
David Kendig, Woodruff & Smart

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: 837 8049 0670 Enter Passcode: 884183

- 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 Board Meeting, Nov. 10, 2026

R*ecommendation:* Staff recommend that the Board approve the minutes for the Regular Board Meeting of November 10, 2026.

B. Approval of Check Register – November 2026

Recommendation: Staff recommend that the Board approve check registers #69, #70, #71, #72, #73, #74, #75, #76, #77, #78, #79, #80, #81, #82, #83, #84, and #85.

C. Authorization of January 2027 Claims

Recommendation: Staff recommend that the Board authorize the following Claim numbers for January 2027: #103, #104, #105, #106, #107, #108, #109, #110, 111, #112, #113, #114, #115, #116, #117, #118 and #119.

VI. MANAGER'S REPORTS

A. Interment Services and Interment Space Sales Reports

B. Financial Reports – October 2026

C. Investment Portfolio Changes – November 2026

D. Capital Projects and Fixed Asset Accounts Update

E. Audit Update (Oral Report)

VII. GENERAL COUNSEL REPORT

VIII. CLOSED SESSION

A. Labor Negotiations – Unrepresented Employee Pursuant to Government Code Section 54957.6(a)
Unrepresented Employee – Tim Deutsch, General Manager
District Designated Representative – David Kendig, General Legal Counsel

IX. NEW BUSINESS

A. First Amendment to Employment Agreement with General Manager Tim Deutsch

Recommendation: Staff recommends that the Board of Trustees approve the First Amendment in the form attached hereto as Exhibit B.

B. Gypsum Canyon Cemetery Development Professional Architect Services
James Mickartz Architects – Scope of Services & Fee Proposal

Recommendation: Staff recommends that the Board of Trustees approve the proposal with James Mickartz Architect (JMA) in the amount of $176,200 and authorize the General Manager to execute the professional services agreement.

C. Election of Officers

Recommendation: Staff recommends that the Board of Trustees elect officers for the 2027 calendar year.

X. ITEMS FOR FUTURE AGENDAS

XI. BOARD COMMENTS

A. Veterans Day Program, El Toro Memorial Park, Nov. 11, 2026

XII. ANNOUNCEMENTS

A. Angel of Hope Candlelight Service, El Toro Memorial Park, Sunday, Dec. 6, 2026 at 7 p.m.

B. Wreaths Across America, El Toro Memorial Park, Saturday, Dec. 19, 2026 at 9 a.m.

C. Wreaths Across America, Santa Ana Cemetery, Saturday, Dec. 19, 2026 at 9 a.m.

XIII. ADJOURNMENT

The next meeting of the Board of Trustees will be held on Tuesday, January 5, 2027, 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: November 25, 2026