

**ORANGE COUNTY
CEMETERY DISTRICT**

**June 4, 2024
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-Waldram,
Vice Chair, First District**

**Vladimir A. Anderson
Third District**

**Kelly Rivers
Second District**

**Cynthia Ward
Chair
Fourth District**

**Noel Hatch,
Fifth District**

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

**Pursuant to Orange County Cemetery District Resolution 2023-01
Effective March 7, 2023**

The Public May Observe the Meeting and Offer Public Comment Remotely As Follows:

If you would like to participate remotely in this Board Meeting, please follow these instructions:

Access Zoom Meeting: please click on the following link to join the Zoom Meeting.

<https://us02web.zoom.us/j/81008947045?pwd=cXQvY0hhKzI2bjBhTUZsT1FVbUNwdz09>

Or sign into Zoom.com and “Join a Meeting”

Enter Meeting ID: 810 0894 7045 Passcode: 045528

- If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
- Select “Join Audio via Computer.”
- 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.

Enter Meeting ID: 810 0894 7045 Passcode: 045528

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 at m.funk@orccd.com and staff will attempt to accommodate you.

TELECONFERENCE

AGENDA

- I. CALL TO ORDER – Chair Cynthia Ward**
- II. PLEDGE OF ALLEGIANCE – Chair Cynthia 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, May 7, 2024](#)

Recommendation: Staff recommend that the Board approve the minutes for the Regular Board Meeting of May 7, 2024.

B. [Approval of Minutes – Regular Meeting, May 14, 2024](#)

Recommendation: Staff recommend that the Board approve the minutes for the Regular Board Meeting of May 14, 2024.

C. [Approval of Check Registers – June 2024](#)

Recommendation: Staff recommend that the Board approve check registers #182, #183, #184, #185, #186, #187, #188, #189, #190, #191, #192, #193, #194, #195, #196, #197, and #198.

D. [District Overhead Rate](#)

Recommendation: Staff recommends that the Board of the Orange County Cemetery District approve and adopt by Resolution No. 2024-____, the District's Overhead Rate.

E. [Gann Appropriations Limit Review](#)

Recommendation: Staff recommend that the Board of the Orange County Cemetery District adopt by Resolution No. 2024-____, the Annual Maximum Appropriations Limitation for the Fiscal Year 2024-25.

MANAGER'S REPORTS

A. [Interment and Interment Space Sales Reports - April 2024](#)

B. [Financial Reports – April 2024](#)

C. [Investment Portfolio Changes – May 2024](#)

D. [Capital Projects Update](#)

GENERAL COUNSEL REPORT

NEW BUSINESS

A. [Selection of OCLAFCO Regular Special District Member Commission Seat](#)

Recommendation: Staff recommends that the Board select a candidate and that the Board Chair execute the required ballot to submit to OCLAFCO.

B. 2023-24 Budget Amendment Review and Approval

Recommendation: Staff recommends that the Board approve the total budget amendment of \$480,000 for the Fiscal Year 2023-2024 with funds to be transferred from the Cemetery Development Reserve Fund.

C. Niche Purchase and Installation – El Toro Memorial Park

Recommendation: Staff recommends that the Board of Trustees award a contract to KMI Columbaria for the purchase and installation of niches in the amount of \$203,220 from the 2024-25 Fiscal Year Budget.

D. Scheduling Change for July Regular Board Meeting

Recommendation: Staff recommends that the Board reschedule the Tuesday, July 2, 2024 Board of Trustees Meeting to Tuesday, July 9, 2024.

COMMITTEE REPORTS

A. Investment Fund Transfers

B. GFOA Distinguished Budget Presentation Award – FY 2023-24

C. 2024-25 District Fee Review

Recommendation: Staff recommends that the Board review and adopt by Resolution No. 2024-____, the District Master Fee Schedule, to be effective July 8, 2024.

D. 2024-25 Fiscal Year Budget

Recommendation: Staff recommends that the Board adopt Resolution No. 2024-____, A Resolution of the Orange County Cemetery District Board of Trustees adopting the Budget for Fiscal Year 2024-25 and

District Fund Budget Units

754 General Fund\$7,850,044
756 Endowment Income\$215

VI. ITEMS FOR FUTURE AGENDAS

VII. BOARD COMMENTS

A. Memorial Day Program, Anaheim Cemetery, May 27, 2024 at 11:00 a.m.

B. Memorial Day Program, El Toro Memorial Park, May 27, 2024 at 11:00 a.m.

- C. Memorial Day Program, Santa Ana Cemetery, May 27, 2024 at 10:00 a.m.
- D. CSDA Fiscal Committee Meeting, May 30, 2024 – 1:00 p.m. (Via Zoom)

VIII. ANNOUNCEMENTS

- A. CSDA Professional Development Committee Meeting, June 6, 2024 – 9:00 a.m.
- B. General Manager’s Leadership Summit, June 23-25, 2024, Anaheim
- C. [CSDA Annual Conference, Sept. 9-12, 2024, Indian Wells](#)

IX. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Wednesday, June 26, 2024, 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: May 25, 2024



Mary Funk

By: Mary Funk, Secretary