

**ORANGE COUNTY
CEMETERY DISTRICT**

**July 11, 2023
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,
First District**

**Cynthia Ward, Vice Chair
Fourth District**

**Vladimir A. Anderson
Third District**

**Kelly Rivers
Chair
Second 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/82989362620?pwd=VG95MjhyWTNlZXV0cXB5OHlFN0lTQT09>

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

Enter Meeting ID: 829 8936 2620 Passcode: 535233

- 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: 829 8936 2620 Passcode: 535233

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 Kelly Rivers**
- II. PLEDGE OF ALLEGIANCE – Chair Kelly Rivers**
- 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 – Adjourned Regular Meeting](#)

Recommendation: Staff recommend that the Board approve the minutes for the Regular Board Meeting of June 13, 2023.

B. [Approval of Check Registers – July 2023](#)

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

VI. MANAGER'S REPORTS

A. [Interment and Interment Space Sales Reports - May 2023](#)

B. [Financial Reports – May 2023](#)

C. [Investment Portfolio Changes – June 2023](#)

D. [Capital Projects Update](#)

VII. GENERAL COUNSEL REPORT

VIII. NEW BUSINESS

A. [Gypsum Canyon Cemetery Bridge – Proposal for Field Investigation and Geotechnical Design Services](#)

Recommendation: Staff recommend that the Board approve the addendum proposal with GMU in the amount of \$59,373.

B. [Gypsum Canyon Cemetery Development – Proposal for Grading and Utility Engineering Feasibility Services](#)

Recommendation: Staff recommend that the Board approve the amendment with Huitt-Zollars, Inc. in the amount of \$141,000.

C. [CSDA Board of Directors Election 2023](#)

Recommendation: Staff recommend that the Board discuss and select a candidate for the CSDA Board of Directors 2024-26.

D. [SDRMA Board of Directors Election 2023](#)

Recommendation: Staff recommend that the Board discuss and adopt the selection of no more than three of the candidates for the SDRMA Board of Directors.

E. [Full Casket Interment Space Sale Limitation – El Toro Memorial Park](#)

Recommendation: Staff recommend that the Board adopt by Resolution No. 2023-___, restricting the purchase of casket interment space at the El Toro Memorial Park for at-need purposes only with a limit of one double-depth casket space per household sharing the same street or mailing address.

IX. ITEMS FOR FUTURE AGENDAS

X. BOARD COMMENTS

- A. ISDOC Quarterly Meeting, June 22, 2023 - 11:30 a.m. (Virtual),
Featuring Kyle Packham with CSDA, “Policy Changes Impacting Special
Districts”**
- B. Trustee Meetings with Cemetery Staff Regarding District Gravesite Decoration
Regulations**

XI. ANNOUNCEMENTS

- A. CSDA Annual Conference and Exhibitor Showcase, Monterey, CA
August 28th – 31st, 2023.**

XII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, August 1, 2023, 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: July 7, 2023



Mary Funk

By: Mary Funk, Secretary