

**ORANGE COUNTY  
CEMETERY DISTRICT**

**March 5, 2019  
10:00 A.M.**

**REGULAR MEETING  
OF  
THE BOARD OF TRUSTEES**



**DISTRICT OFFICE  
EL TORO MEMORIAL PARK  
25751 TRABUCO ROAD  
LAKE FOREST, CA 92630**

**Maribel Marroquin, First District**

**William E. Nelson, Third District**

**Kelly Rivers, Second District**

**Cynthia Ward  
Chair  
Fourth District**

**Noel Hatch, Fifth District  
Vice Chair**

**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](http://www.occemeterydistrict.com)

**AGENDA**

- I. CALL TO ORDER – Chair Ward**
- II. PLEDGE OF ALLEGIANCE – Chair 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. AWARDS AND COMMENDATIONS**

**VI. 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

*Recommendation:* Staff recommends that the Board approve the minutes of the Regular Board Meeting of February 5, 2019.

B. Approval of Check Registers – March 2019

*Recommendation:* Staff recommends that the Board approve check registers #132, #133, #134, #135, #136, #137, #138, #139, #140, #141, #142, #143, #144, #145, and #146.

C. Approval of the Investment Policy for 2019

*Recommendation:* The Finance and Investment Committee and staff recommend that the Board approve the 2019 Investment Policy.

**VII. GENERAL MANAGER'S REPORTS**

A. Interment and Interment Space Sales Reports - January 2019

B. Financial Reports – January 2019

C. February Investment Portfolio Changes

D. Capital Projects Update

E. Strategic Plan Dashboard

F. Finance & Accounting Manager Position Update (Oral Report)

**VIII. UNFINISHED BUSINESS - None**

**IX. NEW BUSINESS**

A. Investment Fund Transfers

*Recommendation:* The Finance & Investment Committee and staff recommend that the Board of Trustees authorize the General Manager to execute financial documents for the transfer of Seven Hundred and Fifty Thousand Dollars (\$750,000) from the 754 General Fund in the Orange County Investment Pool (OCIP) to the Medium-Term Fund with CalTRUST.

B. [Reserve Designations – Fiscal Year 2018-19](#)

*Recommendation:* Staff and the Finance & Investment Committee recommend that the Board of Trustees adopt Resolution No. 2019-\_\_\_\_, designating Seven Hundred Fifty Thousand Dollars (\$750,000) as committed funds for the purpose of New Cemetery Acquisition and Development.

C. [California Special District Association, Board of Directors Call for Nominations](#)

*Recommendation:* Staff recommends that the Board discuss and support the nomination of a candidate for the CSDA Board of Directors, Southern Network – Seat B.

D. [Board of Trustees Committee Overview and Duties Policy](#)

*Recommendation:* Staff recommends that the Board approve the Board of Trustees Committee Overview and Duties Policy.

**X. COMMITTEE REPORTS**

A. Finance and Investment Committee Meeting – Feb. 19, 2019

1. [Mid-Year Budget Review](#)
2. [2019-20 Fiscal Year Budget Preparation Discussion](#)
3. [Investment Strategy 2019](#)
4. [Financing Options for New Cemetery Development](#)

B. Communications and Public Relations Committee Meeting – Feb. 20, 2019

1. [2019-20 District Events Calendar & Budget Discussion](#)
2. [District Social Media Issues](#)
3. [New Cemetery Development Public Relations](#)

**XI. ITEMS FOR FUTURE AGENDAS**

**XII. BOARD COMMENTS**

- A. ISDOC Executive Committee Meeting, Fountain Valley, March 5, 2019

**XIII. ANNOUNCEMENTS**

- A. CAPC Annual Conference, Monterey Bay, March 7-9, 2019
- B. SDRMA Spring Education Day, Sacramento, March 26, 2019
- C. ISDOC Quarterly Meeting, Fountain Valley, March 28, 2019
- D. ISDOC Executive Committee Meeting April 2, 2019
- E. CSDA Board Meeting, Sacramento, CA, April 5, 2019

**XIV. CLOSED SESSION**

Conference with Labor Negotiators pursuant to Government Code Section 54957.6(a):  
District designated representative: Chief Negotiator Oliver Yee, General Manager Tim  
Deusch  
Employee Organization: Groundskeeping Unit (Service Employees International Union  
Local 721 CTW-CLC).

**XV. ADJOURNMENT**

The next Regular Meeting of the Board of Trustees will be held on Tuesday, April 2, 2019, 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: March 1, 2019



*Mary Funk*

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By: Mary Funk  
Title: Secretary