



# Orange County Cemetery District

## Agenda

### Regular Meeting of the Board of Trustees

May 5, 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  
Vacant - 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: 852 6788 8255 Enter Passcode: 620754**

- 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](mailto: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 – Regular Meeting, April 7, 2026](#)**

*Recommendation:* Staff recommend that the Board approve the minutes for the Regular Board Meeting of March 3, 2026.

**B. [Approval of Check Register – April 2026](#)**

*Recommendation:* Staff recommend that the Board approve check registers #154, #155, #156, #157, #158, #159, #160, #161, #162, #163, #164, #165, #166, #167, #168, #169, and #170.

**C. Authorization of June 2026 Claims**

*Recommendation:* Staff recommend that the Board authorize the following Claim numbers for June 2026: #188, #189, #190, #191, #192, #193, #194, #195, #196, #197, #198, #199, #200, #201, #202, #203 and #204.

**D. Quarterly Investment Report**

*Recommendation:* Staff recommends that the Board accept the District Quarterly Investment Report and Certification for March 31, 2026, pursuant to Government Code §53646(b)(1)

**VI. MANAGER’S REPORTS**

**A. Interment Services and Interment Space Sales Reports**

**B. Financial Reports – March 2026**

**C. Interest Rates – March 2026**

**D. Investment Portfolio Changes – April 2026**

**E. Capital Projects and Fixed Asset Accounts Update**

**VII. NEW BUSINESS**

**A. Board Policy Manual Review**

*Recommendation:* General Counsel and staff recommend that the Board of Trustees of the Orange County Cemetery District review and approve the following Board Policies and adopt them by Resolution 2026- \_\_\_\_.

**Article 150 – Employee Policies**

- [Employee Recruitment and Selection](#)
- [Discrimination, Harassment, and Retaliation Prevention Policy](#)
- [Substance Abuse Policy](#)
- [Military Leave Policy](#)
- [Use of District Vehicles Policy](#)
- [Employee Expense Reimbursement Policy](#)
- [Telecommuting Policy](#)
- [Workplace Violence Prevention Plan](#)

**Article 160 – Cemetery Use Regulations**

- [General Use Restrictions Policy](#)
- [Smoking Prohibition Policy](#)
- [Motion Picture, Television, Radio, and Still Photography Production Activities Policy](#)
- [Repair and Restoration of Commemorative Monuments and Mausoleums Policy](#)

**Article 170 – Interments**

- [Purchase and Repurchase of Interment Sites/Spaces and Related Services Policy](#)

## **VIII. ITEMS FOR FUTURE AGENDAS**

## **IX. BOARD COMMENTS**

- A. ISDOC Quarterly Meeting, Fountain Valley, April 30, 11:30 a.m. – 1:00 p.m.

## **X. ANNOUNCEMENTS**

- A. SDLF Leadership Academy, May 11-14<sup>th</sup>, San Diego
- B. Memorial Day Program – Santa Ana Cemetery, 10:00 a.m.
- C. Memorial Day Programs – Anaheim Cemetery & El Toro Memorial Park, 11:00 a.m.
- D. CSDA General Managers Leadership Summit, Newport Beach, June 29-30, 2026

## **XI. ADJOURNMENT**

The next Regular Meeting of the Board of Trustees will be held on Tuesday, June 2, 2026, 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.



By: Mary Funk, Board Secretary  
Date: May 1, 2026

