

**ORANGE COUNTY CEMETERY DISTRICT**  
**Board of Trustees**  
**March 20, 2020**

**MINUTES**

The teleconferenced emergency meeting of the Orange County Cemetery District Board of Trustees was called to order by Chair Hatch at 1:30 p.m., in the Board Room of the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

Roll Call by General Manager, Tim Deutsch.

PRESENT:	Noel Hatch, Chair	Fifth District
	Kelly Rivers	Second District
	William E. Nelson	Third District
	Cynthia Ward	Fourth District (called in at 1:39 p.m.)

ABSENT:	Maribel Marroquin, Vice Chair	First District
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STAFF:	Tim Deutsch, General Manager
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**PUBLIC COMMENTS - None**

**DECLARATION OF A LOCAL STATE OF EMERGENCY**

GM Deutsch explained that he has been monitoring the EOC website and have seen many cities and other agencies declaring local states of emergencies. He asked our legal counsel, Steve Quintanilla if the District should do likewise. Counsel Quintanilla agreed that it would be wise for the District to declare a local state of emergency, because that opens the door for possible funding relief for any expenditures the District may incur due to the COVID-19 pandemic. Counsel Quintanilla further recommended that the Board approve a resolution declaring a local state of emergency rather than the General Manager acting on his own.

GM Deutsch stated that he will post the action to the Web EOC link and advised the Board that they should keep a record of any expenses related to the emergency.

Chair Hatch asked if any of the trustees had any questions about the resolution to declare a local state of emergency. There were no questions.

**MOTION:** of Trustee Nelson, seconded by Trustee Rivers and carried by a roll call vote of 4-0, (Vice Chair Marroquin absent for the vote), adopted the Board of Trustees of the Orange County Cemetery District Resolution 2020-06, proclaiming the existence of a local state of emergency.

**ITEMS FOR FUTURE AGENDAS – None**

  
Chair

  
Secretary

**BOARD COMMENTS**

GM Deutsch said that he will be providing information to the Trustees on ideas for splitting shifts and reducing staffing. He noted that nothing has changed as a result of Governor Newsom’s “Stay at Home” order, since cemetery activities are deemed essential. He also read off a list of measures the District is taking to prevent transmission of the COVID-19 virus that must be adhered to for services to take place in any District Cemetery.

Trustee Ward asked how the District will handle salaries if staff is required to stay home and voiced a concern about many staff not being able to afford to lose their salaries.

GM Deutsch said that he is exploring options. At this time, he would like to maintain full staffing of groundskeepers. It is primarily office staff who would be impacted if they are required to stay home. He is considering what telecommuting options are available that would allow staff to be productive from home.

Trustee Ward also asked if the District was adequately equipped with gloves and masks. GM Deutsch said that masks are a standard item that groundskeepers use and we are well equipped right now.

Trustee Nelson asked if GM Deutsch anticipates that the April Board meeting will have to be held by teleconference. GM Deutsch said that this is likely the case.

**ANNOUNCEMENTS - None**

The next regular meeting will be held on **Tuesday, April 7, 2020**, at 10:00 a.m., at the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

There being no further business, the meeting was adjourned at 1:52 p.m.

  
Chair

  
Secretary

  
Chair

  
Secretary