



Orange County Cemetery District Agenda

Regular Meeting of the Board of Trustees

April 1, 2025 at 10:00 a.m.

25751 Trabuco Road, Lake Forest, CA 92630

Board of Trustees

Maribel Marroquin-Waldram – Chair, First District

Noel Hatch - Vice Chair, Fifth District

Kelly Rivers, Second District

Vacant - Third District

Cynthia Ward, Fourth District

General Manager

Tim Deutsch

General Counsel

Steve Quintanilla

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: 867 8878 5521 Enter Passcode: 256916

- 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: 867 8878 5521 Enter Passcode: 256916

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 and staff will attempt to accommodate you.

I. CALL TO ORDER – Chair Marroquin-Waldram

II. PLEDGE OF ALLEGIANCE – Chair Marroquin-Waldram

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, March 4, 2025

Recommendation: Staff recommend that the Board approve the minutes for the Regular Board Meeting of March 4, 2025.

**B. Approval of Check Register – March 2025
U.S. Bank Cal Card Summary
Vendor List**

Recommendation: Staff recommend that the Board approve check registers #135, #136, #137, #138, #139, #140, #141, #142, #143, #144, #145, #146, #147, #148, #149, #150, and #151.

C. Authorization of May 2025 Claims

Recommendation: Staff recommend that the Board authorize the following Claim numbers for April 2025: #169, #170, #171, #172, #173, #174, #175, #176, #177, #178, #179, #180, #181, #182, #183, #184 and #185.

VI. MANAGER’S REPORTS

- A. Interment Services and Interment Space Sales Reports Memo
February 2025 Activity Report
Interment Space Availability Report
Income Statement**
- B. Financial Reports – February 2025
Financial Summary
Balance Sheet**
- C. Investment Portfolio Changes – March 2025**
- D. Capital Projects and Fixed Asset Accounts Update**

VII. GENERAL COUNSEL REPORT

VIII. NEW BUSINESS

A. ISDOC Executive Committee Secretary Vacancy

Recommendation: Staff recommends that the Board adopt by Resolution No. 2025-____ to nominate _____ for the Secretary position on the ISDOC Executive Committee.

B. [T-Mobile West Tower Communications Site Lease Amendment](#)

Recommendation: Staff recommends that the Board of Trustees approve the Third Amendment to Communications Site Lease with T-Mobile West Tower LLC at El Toro Memorial Park.

IX. CLOSED SESSION

A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6(a):

District designated representative: General Counsel Steven B. Quintanilla.
Employee Organization: Groundskeeping Unit (Service Employees International Union Local 721 CTW-CLC).

B. Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Section 54956.9(d)(1)
Name of case: Build the Great Park Veterans Cemetery, Dr. Harvey H. Liss and Cyrus Pourhassanian vs. City of Anaheim, Anaheim City Council
Case No. 30-2024-0 142 0506-CU-WM-CX C

C. Conference with Legal Counsel – Significant Exposure to Litigation

Pursuant to Government Code Section 54956.9(d)(2)
One Potential Case

X. COMMITTEE REPORTS – Finance & Investment and Personnel Committee Meeting, March 11, 2025

A. [Mid-Year Budget Review](#)

B. [2024-25 Budget Amendment Review and Approval](#)

Recommendation: The Finance & Investment Committee and staff recommend that the Board approve the total budget amendment of \$520,000 for the Fiscal Year 2024-25 with funds to be transferred from the following sources:

- \$400,000 transfer from the Cemetery Improvement Reserve Fund (Committed Fund Balance) since the legal fees are related to the progress of the fourth cemetery.
- \$120,000 transfer from the Unassigned Fund Balance.

C. [2025-26 Fiscal Year Budget Preparation Discussion](#)

D. Orange County Investment Pool Status Update (Oral Report)

E. [Investment Policy Review](#)

Recommendation: The Finance & Investment Committee and staff recommend that the Board approve the 2025 Investment Policy.

F. [Investment Strategy 2025-26](#)

G. [District Staffing Plan](#)

XI. ITEMS FOR FUTURE AGENDAS

XII. BOARD COMMENTS

A. [CAPC Annual Conference, March 13-15, 2025, Seaside, CA](#)

B. [OCCOG Annual Conference, March 27, 2025, 9 a.m. to 1:30 p.m.,
Richard Nixon Presidential Library and Museum](#)

XIII. ANNOUNCEMENTS

XIV. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, May 6, 2025, 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: March 28, 2025

