



Orange County Cemetery District

Agenda

Regular Meeting of the Board of Trustees

March 4, 2025 at 10:00 a.m.

Board of Trustees

Maribel Marroquin-Waldram – Chair, First District

Noel Hatch - Vice Chair, Fifth District

Kelly Rivers, Second District

Vladimir A. Anderson, 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: 865 3965 7468 Enter Passcode: 999268

- 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: 865 3965 7468 Enter Passcode: 999268

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, February 4, 2025](#)

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

**B. [Approval of Check Register – February 2025](#)
[U.S. Bank Cal Card Summary](#)
[Vendor List](#)**

Recommendation: Staff recommend that the Board approve check registers #118, #119, #120, #121, #122, #123, #124, #125, #126, #127, #128, #129, #130, #131, #132, #133, and #134.

C. [Authorization of April 2025 Claims](#)

Recommendation: Staff recommend that the Board authorize the following Claim numbers for April 2025: #152, #153, #154, #155, #156, #157, #158, #159, #160, #161, #162, #163, #164, #165, #166, #167 and #168.

VI. MANAGER’S REPORTS

**A. [Interment Services and Interment Space Sales Reports Memo](#)
[January 2025 Activity Report](#)
[Interment Space Availability Report](#)
[Income Statement](#)**

**B. [Financial Reports – January 2025](#)
[Financial Summary](#)
[Balance Sheet](#)**

C. [Investment Portfolio Changes – February 2025](#)

D. [Capital Projects and Fixed Asset Accounts Update](#)

VII. GENERAL COUNSEL REPORT

VIII. NEW BUSINESS

A. [Board Acceptance of Construction Project – Niche Purchase & Installation Project, El Toro Memorial Park](#)

Recommendation: Staff recommends that the Board accept the Niche Purchase & Installation Project and authorize the General Manager to release the final payment in the amount of \$127,778.71 to KMI Columbaria.

**B. [California Special Districts 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.

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

Recommendation: Staff recommends that the Board approve the proposal with Huitt-Zollars, Inc. in the amount of \$99,800.

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

X. ITEMS FOR FUTURE AGENDAS

XI. BOARD COMMENTS

A. Annual Staff Appreciation Luncheon, February 6, 2025, 12:00 p.m.

B. Trustee Rivers - Staff Quarterly Meeting, El Toro Memorial Park, February 25, 2025, 8 a.m.

C. Trustee Hatch - Staff Quarterly Meeting, Anaheim Cemetery, February 26, 2025, 8 a.m.

D. Chair Marroquin-Waldram - Staff Quarterly Meeting, Santa Ana Cemetery, February 27, 2025 9:15 a.m.

XII. ANNOUNCEMENTS

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. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, April 1, 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: February 28, 2025

