

ORANGE COUNTY CEMETERY DISTRICT
Board of Trustees
March 4, 2025

MINUTES

The regular monthly meeting of the Orange County Cemetery District Board of Trustees was called to order by Vice Chair Noel Hatch at 10:04 a.m., in the Board Room of the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

The Pledge of Allegiance was led by Cemetery Manager, Julio Amarillas.
Roll Call by Board Secretary, Mary Funk.

PRESENT: Maribel Marroquin-Waldram, Chair First District (Arrived 10:12 a.m.)
 Noel Hatch, Vice Chair Fifth District
 Kelly Rivers Second District
 Cynthia Ward Fourth District

ABSENT: Vladimir A. Anderson Third District

STAFF: Tim Deutsch, General Manager
 Brenda Manriquez, Finance and Accounting Manager
 Mary Funk, Board Secretary
 Julio Amarillas, Cemetery Manager
 Bud Bales, Cemetery Manager

ALSO

PRESENT: Steve Quintanilla, General Counsel (Attended remotely)
 Larry Ryan, RJM (Attended remotely)
 Carl Taylor, Huitt Zollars (Attended remotely)

PUBLIC COMMENTS - None

CONSENT CALENDAR

- A. Approval of Minutes – Regular Board Meeting, February 4, 2025
- B. Approval of the February 2025 Check Register (Claims) Nos. 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133 and 134.
- C. Authorization of the April 2025 Check Registers (Claims) Nos. 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167 and 168.

MOTION: of Trustee Ward, seconded by Trustee Rivers and carried by a roll call vote of 3-0 (Trustee Anderson and Chair Marroquin-Waldram absent for the vote), approved the Consent Calendar.

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Chair

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Secretary

MANAGER REPORTS

A. Interments and Interment Space Sales Reports – January 2025

The following interment and interment space sales for January 2025 were reviewed.

| | | | <u>2024-2025</u> | <u>2023-2024</u> |
|-----------|------------|--------------|------------------|------------------|
| ANAHEIM | Interments | 9 (8 Urn) | 41 (28 Urn) | 46 (34 Urn) |
| | Lot Sales | 5 | 21 | 23 |
| EL TORO | Interments | 69 (24 Urn) | 521 (187 Urn) | 537 (182 Urn) |
| | Lot Sales | 44 | 325 | 586 |
| SANTA ANA | Interments | 24 (6 Urn) | 131 (68 Urn) | 133 (61 Urn) |
| | Lot Sales | 13 | 56 | 42 |
| TOTAL | Interments | 102 (38 Urn) | 693 (283 Urn) | 716 (277 Urn) |
| | Lot Sales | 62 | 402 | 651 |

GM Deutsch reported that Anaheim Cemetery sold 5 cremation spaces including 4 niches and 1 in-ground cremation space. Year-to-date, Anaheim has sold 21 interment spaces. Staff conducted 9 interments in January including 4 niche placements, 4 in-ground cremation interments and one casket burial.

El Toro Memorial Park sold 44 interment spaces including 26 full casket spaces, 4 niches, and 14 in-ground cremation spaces. Year-to-date, El Toro has sold 325 interment spaces. Staff performed 69 interment services, including 45 full body burials, 7 niche placements, 16 in-ground cremation burials, and 1 rose garden interment. There are now approximately 398 available casket spaces at El Toro Memorial Park.


Santa Ana Cemetery completed the first road closure and interments are now occurring. Cemetery Manager Julio Amarillas described how staff are handling the sale of spaces and scheduling interments given the limited area where all these new interments must be placed. Eight full casket spaces have already been sold in the new section as of the time of the report. In all 256 full casket spaces were added along with 8 in-ground cremation spaces.

Chair Marroquin-Waldram arrived at 10:12 a.m.

B. Financial Reports – January 2025

Brenda Manriquez stated that for revenues, the District did receive some Property Tax this month which was a pleasant surprise. Interest also continues to do very well. She noted that the major overage in expenses was for legal costs related to the Gypsum Canyon project litigation. She informed the Board that the District will need to do a budget adjustment to move more money into the 1910 Account for Professional Services – Legal.

For Buildings and Improvements, total charges through January 2025 were \$390,101, which was primarily for the new cemetery development, although about \$98,000 was for El Toro’s wrought

M.M.W 
 Chair Secretary

iron repair and niche expansion project. About \$25,000 was for new interment space development and dirt hauling at Santa Ana Cemetery.

Brenda Manriquez stated that the Balance Sheet has no new developments. She also reported that the second loan payment of the fiscal year will be made in March.

C. Investment Portfolio Changes - January 2025

There was no discussion on the Investment Portfolio.

D. Capital Projects Update

GM Deutsch stated that it was a relatively quiet month in terms of meetings. On February 12th Assemblymember Sharon Quirk-Silva introduced AB 571 which will exempt the cemetery project from CEQA. GM Deutsch explained that he only listed the County meetings and not the ones involving GMU, RJM, and Huitt-Zollars who have been diligently working on the new grading proposal. GM Deutsch stated that the new proposed design is estimated to save about \$18 to \$20 million, since the new plan which is laid out in pads, does not require as aggressive keyways. GM Deutsch said that Carl Taylor from Huitt-Zollars and Larry Ryan from RJM would be joining the meeting at 10:30 a.m. to go over a proposal for additional engineering that will need to be completed for this revised grading plan, as that will impact how the V-notch storm drain system is configured among other things. The goal is to be able to get the grading permits secured as quickly as possible once the litigation has ended.

We are also working with the Anaheim Public Utilities to move forward on the well repair project at Anaheim Cemetery.

GENERAL COUNSEL REPORT - None

NEW BUSINESS

A. Board Acceptance of Construction Project – Niche Purchase & Installation Project

GM Deutsch was happy to announce that the new aluminum niches arrived on time and the team at KMI did a beautiful job installing everything and completing the project in three days. The fast installation was possible because of the marine grade aluminum which is a fantastic product. All the granite shutters are also interchangeable and there were no change orders on the project. GM Deutsch estimates that the new niches will yield approximately \$1.2 million in revenue for the space sales alone and another roughly \$600,000 in endowment fees. This does not include any of the interment services that families will also be purchasing. The new addition has been well received by families. There are already 6 to 8 families who are on a waiting list wanting to purchase in this new area.

MOTION: of Vice Chair Hatch, seconded by Trustee Rivers and carried by a roll call vote of 4-0 (Trustee Anderson absent for the vote), accepted the Niche Purchase & Installation Project and authorized the General Manager to release the final payment in the amount of \$122,778.71 to KMI Columbaria.

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Chair



Secretary

B. California Special Districts Association, Board of Directors Call for Nominations

GM Deutsch explained that the CSDA has sent out a “Call for Nominations” for director positions for the 2026-28 Term. This is for Seat B. If any of the Trustees is interested or knows of someone they would like to nominate, GM Deutsch asked to please let him know. The Board will need to take action at the April Board Meeting, so any nomination can be submitted by the April 11th deadline.

C. Gypsum Canyon Cemetery Development Grading and Utility Engineering Feasibility Services Proposal

GM Deutsch welcomed Larry Ryan from RJM and Carl Taylor with Huitt-Zollars who joined the meeting remotely to answer any questions about the Gypsum Canyon Cemetery Development Grading and Utility Engineering Feasibility Services Proposal. Larry Ryan and GM Deutsch explained that the next step in the Gypsum Canyon project is to complete the additional engineering that is required because of the changes to the original grading plan.

Larry Ryan explained that it has been a long journey to get to this point. The City of Anaheim needs to be made aware of the proposed changes we are recommending and we need to get updated costs. Carl Taylor gave an overview of the proposal and explained that we got entitlements last summer from the City of Anaheim. These changes effect the elevations and layout. We will need to consult with Anaheim Public Utilities, Anaheim Fire, and Cal Fire to see what concerns they may have. Hopefully we will be submitting concurrently with construction and grading plans. The City will likely take three to six months to review.

Vice Chair Hatch wanted to know if we are going to have to start completely over with the City or will this just be considered a revision to what they already approved. Larry Ryan confirmed that they are presenting this as a revision to the original project. It is still a two-cemetery development. We are simply backing off from a 100-acre site to an 80-acre site for the Veterans project, which is much more sensitive to the existing topography and site constraints. With the support this project has received, Larry Ryan is optimistic that the changes will be well received. It is essentially the same project, just a smaller scale. CalVet is also fine with the reduction in size as that also translates to a substantial savings in costs. Larry Ryan stated he did not foresee any changes to the public cemetery development.

Trustee Ward asked if the Entitlements could be handled administratively and was hoping we would not have to go back to the Planning Commission. Carl Taylor stated that this is the goal. He is hoping to navigate this with staff and agrees it would be the best way to proceed. It is just a refinement to the project and uses a lighter hand on the land and is less impactful. Trustee Ward said she appreciates the efforts to keep a more natural look that compliments the original landscape.

Vice Chair Hatch asked how long this next phase of the project would last. Mr. Taylor said likely from March through September.

MOTION: of Vice Chair Hatch, seconded by Trustee Rivers and carried by a roll call vote of 4-0 (Trustee Anderson absent for the vote), approved the proposal with Huitt-Zollars, Inc. in the amount of \$99,800.

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Mr. Taylor thanked the Board for this opportunity, adding that it is a privilege to work on the project.

BOARD COMMENTS

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

Trustee Rivers attended stating that it was a lovely lunch and it was nice to be able to talk with staff. Vice Chair Hatch also attended and felt that there was a real sense of family and community and that staff enjoyed the event. Trustee Ward attended as and said she loved it. It's wonderful to be able to spend time with staff. Cemetery Manager Julio Amarillas stated that his staff were very appreciative of the lunch and expressed that we should have done this sooner. Everyone also agreed that the caterers did a fantastic job. Counsel Quintanilla also stated he enjoyed the luncheon as well.

B. Trustee Rivers – Staff Quarterly Meeting, El Toro Memorial Park, February 25, 2025

Trustee Rivers felt the meeting went well and it was very pleasant. Some of the staff are a little shy, but they are also very passionate about the upcoming labor negotiations, which she explained she could not discuss.

C. Trustee Hatch – Staff Quarterly Meeting, Anaheim Cemetery, February 26, 2025

Trustee Hatch said he enjoyed meeting with the small group at Anaheim Cemetery. They have really done an outstanding job maintaining the beauty, relevance and historical integrity of the park. It was exciting to see the skills and backgrounds of each employee and the talent they possess. It was also wonderful to learn more about their families.

D. Trustee Marroquin-Waldram – Staff Quarterly Meeting, Santa Ana Cemetery, February 27, 2025

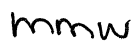
Chair Marroquin-Waldram reported that it was really great breaking the ice with staff at Santa Ana Cemetery. They expressed how appreciative they are of the leadership provided by both Julio Amarillas and Tim Deutsch. It was nice to have the opportunity to hear their background stories.

ITEMS FOR FUTURE AGENDAS - None

ANNOUNCEMENTS

The California Association of Public Cemeteries will hold its Annual Conference in Seaside, CA on March 13-15, 2024. Chair Marroquin-Waldram, Trustee Rivers, and Assistant General Manager Mary Funk are registered to attend.

The OCCOG Annual Conference is being held on March 27th from 9 a.m. to 1:30 p.m. at the Richard Nixon Presidential Library and Museum. They will be discussing collaboration in the community and creating defensible zones in wildland areas. It is more informational for government and County representatives. Chair Marroquin-Waldram and Trustee Rivers stated they would both like to attend.



Chair



Secretary

The Board adjourned to Closed Session at 11:09 a.m.

CLOSED SESSION

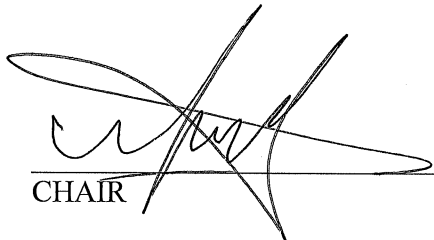
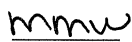
- A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6(a):**
District designated representative: General Counsel Steven B. Quintanilla.
Employee Organization: Groundskeeping Unit (Service Employees International Union Local 721 CTW-CLC).

- 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

The Board reconvened from Closed Session at 11:25 a.m. Counsel Quintanilla stated that no reportable action took place.

The next regular meeting will be held on **Tuesday, March 4, 2025**, 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 11:28 a.m.


CHAIR
BOARD SECRETARY
Chair
Secretary