



Orange County Cemetery District

Agenda

Adjourned Meeting of the Board of Trustees

December 15, 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

Raymond Schnell - Third District

Vacant - 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: 832 9448 5779 Enter Passcode: 311713

- 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 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, November 4, 2025](#)

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

B. [Approval of Check Register – November 2025](#)

Recommendation: Staff recommend that the Board approve check registers #69, #70, #71, #72, #73, #74, #75, #76, #77, #78, #79, #80, #81, #82, #83, #84, and #85.

C. Authorization of January 2026 Claims

Recommendation: Staff recommend that the Board authorize the following Claim numbers for January 2026: #103, #104, #105, #106, #107, #108, #109, #110, #111, #112, #113, #114, #115, #116, #117, #118 and #119.

VI. MANAGER'S REPORTS

- A. [Interment Services and Interment Space Sales Reports](#)
- B. [Financial Reports – October 2025](#)
- C. [Investment Portfolio Changes – November 2025](#)
- D. [Capital Projects and Fixed Asset Accounts Update](#)
- E. [Strategic Plan Update](#)
- F. **Conflict of Interest Reporting Changes (Oral Report)**
- G. [Personnel Manual Update](#)

VII. GENERAL COUNSEL REPORT

VIII. NEW BUSINESS

- A. [Legal Counsel Agreement Proposal](#)

Recommendation: Staff recommends that the Board of Trustees review and discuss which action the District should take to prepare for the recruitment of new legal counsel.

- B. **Election of Officers**

Recommendation: Staff recommends that the Board of Trustees elect officers for the 2026 calendar year.

IX. ITEMS FOR FUTURE AGENDAS

X. BOARD COMMENTS

- A. [CAPC Education and Area Meeting, Ventura, CA, Oct. 10-11, 2025](#)
- B. **ISDOC Quarterly Meeting, Oct. 30, 2025, Fountain Valley**
- C. **Trustee Schnell/Staff Quarterly Meeting, El Toro Memorial Park, Nov. 18, 2025**
- D. **Veterans Day Program, El Toro Memorial Park, Nov. 11, 2025**
- E. **Angel of Hope Candlelight Service, El Toro Memorial Park, Dec. 6, 2025, 7:00 p.m.**

- F. Luncheon Honoring Trustee Ward, Dec. 10, 2025, Gypsum Canyon**
- G. Wreaths Across America, December 13, 2025, 9:00 a.m.
El Toro Memorial Park and Santa Ana Cemetery**

XI. ANNOUNCEMENTS

XII. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Tuesday, January 6, 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.

Mary Funk

By: Mary Funk, Board Secretary
Date: December 11, 2025

