

ORANGE COUNTY CEMETERY DISTRICT
Board of Trustees
April 7, 2009

MINUTES

The monthly meeting of the Orange County Cemetery District Board of Trustees was called to order by Chairman Vivien Owen at 10:00 a.m., in the Board Room of the Orange County Cemetery District, 25751 Trabuco Rd., Lake Forest, CA 92630.

PRESENT: Vivien Owen, Chairman First District
Maureen Rivers Second District
William E. Nelson, Vice-Chairman Third District
Frank C. Brix, Sr. Fourth District
Leslie Keane Fifth District

ABSENT: None

Staff: Tim Deutsch, General Manager
Dianna Torrence, Assistant to General Manager
Kathleen Mauzey, Secretary

Also Attending: Attorney Barbara Raileanu, Woodruff, Spradlin & Smart

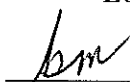
MOTION of Trustee Nelson, seconded by Trustee Rivers and unanimously carried, approved the meeting minutes of March 3, 2009, without correction.

MOTION of Trustee Rivers, seconded by Trustee Nelson and unanimously carried, approved the payment of April 2009, Check Registers (Claims) Nos. 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162 and 163.

The following interment and lot sales for February 2009 were reviewed:

			<u>2008-09</u>	<u>2007-08</u>
ANAHEIM	Interment	11 (6 Urn)	99 (22 Urn)	97 (24 Urn)
	Lot Sales	5	74	78
EL TORO	Interments	29 (15 Urn)	277 (109 Urn)	287 (79 Urn)
	Lot Sales	20	237	372
SANTA ANA	Interments	19 (2 Urn)	172 (21 Urn)	200 (29 Urn)
	Lot Sales	18	163	178
TOTAL	Interments	59 (23 Urn)	548 (152 Urn)	584 (132 Urn)
	Lot Sales	43	474	628


Chairman


Secretary

The Board reviewed the Financial Reports for February 2009.

The Board reviewed the Capital Projects status report. GM Deutsch reported that the district-wide asphalt repairs have been completed. The new development at Santa Ana has started with the removal of asphalt in two sections, and installation of curbs. Staff will work on leveling, grading and irrigation in this area. The Upper Los Alisos development at El Toro has progressed with the niche wall and column castings installed and secured, the committal chapel wood stained and steel painted. Granite niche pieces were delivered and the bricks were installed on the stairway.

The Board reviewed the update for the land acquisition and public affairs project. A summary of tasks that have been completed over the past six months and a projection of the goals for the next six months were provided by Curt Pringle & Associates (CPA). Meetings will be held with Rancho Mission Viejo, Aera Energy, and the City of San Juan Capistrano.

GM Deutsch reported on his attendance at the CAPC Annual Conference at San Luis Obispo. Other attendees from OCCD were Trustees Owen, Brix and Nelson, and Cemetery Manager Bud Bales. Five CAPC Board of Directors were re-elected. GM Deutsch took the Special District Administrator's Exam and it was announced at the conference that those who took the exam had passed. Trustees Owen, Brix and Nelson reported on their attendance at the conference. Trustee Nelson was asked to write an article for the CAPC newsletter. In collaboration with GM Deutsch, the article was written regarding the volunteer program utilized by the District.

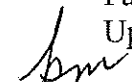
The CAPC Local Area Meeting will be held at Coachella Valley Public Cemetery District on Thursday, April 16, 2009.

The Board reviewed the update on the CemSafe Software Upgrade. On March 31, 2009, Jerry Figueroa of CemSafe held a staff training session on the operation of the new software. In April the Cemetery Managers will begin entering information from the handwritten receipts to familiarize themselves with the system. Work is continuing on completion of the mapping for all three cemeteries. A demonstration of the system will be scheduled for the May or June Board meeting.

The Board discussed the fee schedule for El Toro Memorial Park for the Upper Los Alisos and Park Vista Sections. A price comparison of Orange County private cemeteries was provided to the Board, as requested. Discussion concerned having a ratio of lower to higher priced spaces. Motions were made by Trustees Keane and Nelson with no second. Further discussion resulted in the following motion:

MOTION of Trustee Keane, seconded by Trustee Rivers and passed by a roll call vote of 3-2, adopt Resolution #2009-01 of the OCCD Board of Trustees adopting the Master Fee Schedule for burial space fees for Park Vista and Upper Los Alisos.
Park Vista - \$2,200 & \$2,400
Upper Los Alisos - \$2,400; Niche area \$1,000 - \$1,800


Chairman


Secretary

Also, increase the \$900 space fee to \$1,000, and the \$1,100 space fee to \$1,200, and these fees to be set for Hillside Block 3 & 4, at El Toro Memorial Park.

Fee schedule effective May 7, 2009.

Roll call vote, Trustees Keane, Brix and Owen – Yes.

Trustees Nelson and Owen – No.

The Board reviewed the request for proposal for contract management of the California Association of Public Cemeteries. The consensus of the Board is no further action.

The Board reviewed the cellular lease acquisition proposal from Unison. The consensus of the Board is to not go forth with this proposal.

The Board reviewed the request for reimbursement under the Employee Education & Professional Growth Reimbursement. It was determined that a reimbursement request should be submitted within one (1) year of completion of a course or receipt of grade in that particular course, and this information will be added to the current policy for clarification.

The Investment Committee reported that some investments matured and were rolled over into government agencies. A question was raised regarding the General Manager's ability to make investment decisions. It was determined that the District Investment Policy delegates management responsibility to the General Manager.

The Budget Committee will meet in late May to discuss the next fiscal year's budget.

The Personnel Committee will have discussion in closed session.

The Public Relations Committee is waiting for final proof of Santa Ana Historical Walk.

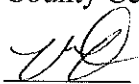
The Board adjourned at 11:30 a.m. to meet in closed session pursuant to Government Code Section 54957.6:

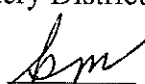
- 1) Conference with designated labor negotiator Barbara Raileanu, General Counsel; unrepresented employee, General Manager.
- 2) Employment Agreement: Consider General Manager Employment Agreement.

The meeting reconvened at 12:47 p.m., and Attorney Barbara Raileanu stated there was no reportable action.

A Special Meeting of the Board of Trustees will be scheduled later in April to finalize the employment agreement after labor negotiator Barbara Raileanu discusses proposed changes with General Manager Tim Deutsch.

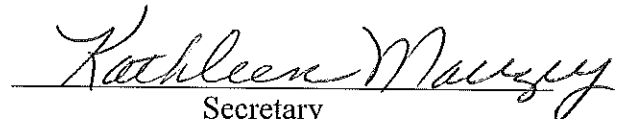
The next regular meeting will be held on **Tuesday, May 5, 2009**, at 10:00 a.m., at the Orange County Cemetery District.


Chairman


Secretary

There being no further business, the meeting was adjourned at 12:48 p.m.


Chairman


Secretary