

ORANGE COUNTY CEMETERY DISTRICT

Board of Trustees

August 4, 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 carried by a vote of 4-0-1 (Trustee Keane abstained), approved the meeting minutes of July 7, 2009, without correction.

MOTION of Trustee Rivers, seconded by Trustee Keane and unanimously carried, approved the payment of August 2009, Check Registers (Claims) Nos. 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33 and 34.

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

			<u>2008-09</u>	<u>2007-08</u>
ANAHEIM	Interment	16 (2 Urn)	152 (37 Urn)	157 (36 Urn)
	Lot Sales	14	120	117
EL TORO	Interments	33 (7 Urn)	431 (149 Urn)	439 (121 Urn)
	Lot Sales	40	405	553
SANTA ANA	Interments	23 (1 Urn)	277 (40 Urn)	319 (55 Urn)
	Lot Sales	22	249	295
TOTAL	Interments	72 (10 Urn)	860 (226 Urn)	915 (212 Urn)
	Lot Sales	76	774	965


Chairman


Secretary

The interest rate on invested funds for the month of June 2009:

- Orange Co. Treasurer Pooled Funds – 1.23%
- AGE/Wachovia – 4.70% (Endowment Principal)
- AGE/Wachovia – 4.65% (Endowment Income)
- UBS Financial Services – 4.79% (Endowment Principal)
- UBS Financial Services – 4.53% (Endowment Income)

The Board reviewed the Financial Reports for June 2009.

The Board reviewed the Capital Projects status report. GM Deutsch reported that he is working on a cost/benefit analysis for the Anaheim irrigation project. He also received a list of materials acceptable for rebates for this project with a potential savings of \$20,000-30,000. The GM is preparing information for bid process for the Santa Ana garage & maintenance shop installation and the district-wide concrete curb installation projects.

The Board reviewed the State budget update and the Prop 1A Suspension Bill. The District has not received information from the County of Orange as to what effect this will have on the District’s property tax revenue. Trustee Keane suggested looking into a program that would let the cities, counties and special districts borrow money up to the amount they would lose in property tax.

GM Deutsch informed the Board that the full agenda packet is now posted on the District’s web page, along with the approved minutes. The 2009-10 Annual Budget was also placed on the web page.

The CSDA Annual Conference will be held on September 21-24, 2009, in Indian Wells. Trustee Keane will attend.

The CAPC Area Meeting will be held on October 9-10, 2009, in Ventura.

The Board reviewed information on the completion of the Upper Los Alisos Project. All of the construction and site work has been completed and all inspection requirements have been met. The 90-day maintenance period for the landscape has started.


MOTION of Trustee Nelson, seconded by Trustee Keane and unanimously carried, authorize the General Manager to file a Notice of Completion and to release all unencumbered retention to Seashore Construction, Inc.

GM Deutsch had requested a date change for the September 1st Board meeting. He withdrew his request, and the meeting will be held as scheduled on September 1, 2009 at 10:00 a.m.

The Board reviewed the Quarterly Investment Report.

MOTION of Trustee Nelson, seconded by Trustee Brix and unanimously carried, accept the District’s Quarterly Investment Report and Certification of June 30, 2009, pursuant to California Government Code §53646(b)(1).


Chairman


Secretary

The Board reviewed information for the District web development project. There was discussion on the company selection process and Trustee Nelson requested that proposals be reviewed by the Budget Committee. No action was taken on this item today and will go back to the Budget Committee for review of proposal and recommendation before bringing back to the Board.

The Board discussed appropriate and acceptable communication between the General Manager and Trustees, particularly relative to committee members. Attorney Raileanu advised the Board and staff on how to communicate with committee members without violating the Brown Act. The GM can send out separate e-mails to committee members requesting comments and indicating the information is being sent to other committee members. When responses are received, the GM can revise the information and send separate e-mails again, but cannot share comments from other committee members. It is recommended that GM Deutsch will communicate with members of the committee on all matters that are within their purview.

The Investment Committee met with Sandra Wheeler, Wachovia/Wells Fargo Advisors, to review the latest investment report through June 30, 2009. Discussion ensued on the type of corporate bonds held, what options are available, and tracking any rating changes. The committee was advised that Wachovia will be known as Wells Fargo Advisors. The District will not invest in any more corporate bonds, only government securities and CDs.

The Budget Committee will meet regarding the endowment study, website development, and land acquisition update.

The Personnel Committee will meet regarding information that was sent on salary increases.

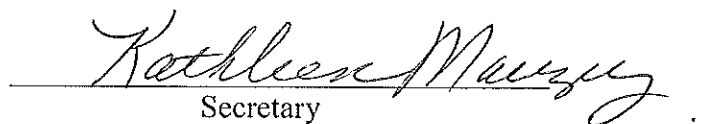
The Public Relations Committee is waiting for a final document for the Santa Ana Historic Walk. Trustee Rivers suggested that the District contact the local newspaper to do an article on the Civil War Markers at Santa Ana or the historic arch at Anaheim.

Trustee Nelson requested an item to be placed on the September agenda for Board support of CAPC conference in October.

The next regular meeting will be held on **Tuesday, September 1, 2009**, at 10:00 a.m., at the Orange County Cemetery District.

There being no further business, the meeting was adjourned at 11:17 a.m.


Chairman


Secretary