

ORANGE COUNTY CEMETERY DISTRICT
Board of Trustees
June 2, 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
Kathleen Mauzey, Secretary

Also Attending: Attorney James Eggart, Woodruff, Spradlin & Smart

MOTION of Trustee Nelson, seconded by Trustee Keane and unanimously carried, approved the meeting minutes of May 5, 2009, without correction.

MOTION of Trustee Rivers, seconded by Trustee Nelson and unanimously carried, approved the payment of June 2009, Check Registers (Claims) Nos. 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194 and 195.

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

| | | | <u>2008-09</u> | <u>2007-08</u> |
|-----------|------------|-------------|----------------|----------------|
| ANAHEIM | Interment | 18 (6 Urn) | 128 (34 Urn) | 125 (31 Urn) |
| | Lot Sales | 14 | 98 | 102 |
| EL TORO | Interments | 51 (13 Urn) | 370 (132 Urn) | 373 (106 Urn) |
| | Lot Sales | 40 | 306 | 474 |
| SANTA ANA | Interments | 30 (8 Urn) | 226 (36 Urn) | 263 (41 Urn) |
| | Lot Sales | 28 | 210 | 232 |
| TOTAL | Interments | 99 (27 Urn) | 724 (202 Urn) | 761 (178 Urn) |
| | Lot Sales | 82 | 614 | 808 |


Chairman


Secretary

The Board reviewed the Financial Reports for April 30, 2009.

The Board reviewed the Capital Projects status report. GM Deutsch reported that the grass is growing in the new area at Santa Ana Cemetery and lot markers will be installed. The area will be open for sale next month. The Upper Los Alisos project at El Toro is close to completion and will be brought back to the board to accept the project at the July meeting. The hardscape is almost complete, the irrigation lines were installed and the landscaper is preparing for the sod, plants and trees. Photographs on the progress of the Upper Los Alisos project were presented.

Memorial Day programs were held at all three cemeteries. Anaheim Cemetery had approximately 100 in attendance with Trustee Brix attending. El Toro had approximately 400-500 in attendance with Trustee Rivers attending, and Darrell Rivers, in his Civil War uniform, read General Logan's Order. Santa Ana had approximately 250-300 in attendance with Trustee Owen attending. The Sons of the Union Veterans provided a cannon salute after the dedication of the newly marked Civil War Veteran monuments.

GM Deutsch reported on the County of Orange CAPS+ program that is a new financial system that will go into effect July 1, 2009, for agencies utilizing the Auditor-Controller's Office. County staff has provided installation and training on the new system and District staff has taken several training classes on the new system. The personnel component is expected to be implemented in 2011.

GM Deutsch reported that the Civil War marker restoration project at Santa Ana is complete. Approximately 198 markers were restored back to their natural stone since the project started in 2007. Photos were taken "before and after" for each marker. The District will remove the paint from the concrete base of the markers with a pressure washing system, without the use of chemicals, and will consider the restoration of the GAR Eagle statue.

The Board reviewed information from CSDA regarding the Board of Directors call for nominations. At this time the trustees indicated there was no interest in participating in the nomination process.

Per the Board's request, Attorney James Eggart, Woodruff, Spradlin & Smart, addressed the Board's question on whether a gift basket given at a CAPC conference constituted a gift of public funds. After discussion, he concluded that "a court would likely conclude that the District's provision of gift baskets to be randomly distributed to attendees at the CAPC annual conference does not constitute an impermissible gift of public funds provided that the District reasonably determines that providing such gift baskets will promote an authorized public purpose of the District." The Board will determine if gift baskets or sponsorships are an appropriate expenditure.

The Board reviewed the provision regarding health insurance in the General Manager's employment agreement to determine whether an amendment is appropriate. The Board will


Chairman


Secretary

reconsider line item in Section 4 “Health Insurance (100% paid to employee).” Attorney Eggart informed the board that by deleting the health insurance line item in Section 4.1, then Section 4.2 is operative with respect to the health insurance benefit (100% employee or 75% family). Also, Section 3 title is changed from “compensation” to “salary.”

MOTION of Trustee Nelson, seconded by Trustee Rivers and carried by a vote of 4-1 (Trustee Keane – opposed), approved the Second Amended Agreement for Employment – General Manager, effective June 2, 2009.

The Board had requested an information report on employee benefits. The Board reviewed the report provided by GM Deutsch showing benefits currently provided to represented and non-represented employees.

The Board reviewed the District agreement approval and management process. GM Deutsch provided information on the procedures used prior to execution, the review by counsel, execution and administration of agreement and amendments. GM will bring the Purchasing and Contracts policy to the Board at the July meeting for amendment, and any other policies that are ready for amendments.

The Board reviewed the California Special District Association Proposed Bylaws Amendments.

MOTION of Trustee Keane, seconded by Trustee Nelson and unanimously carried, approved the proposed amendments to the CSDA Bylaws and directs the General Manager to complete and mail the ballot.

The Investment Committee reported that FDIC extended its higher insurance coverage on corporate bonds to 2013. District will consider corporate bonds with a 4-year term.

The Budget Committee will meet on June 10 & 22, 2009, for a preliminary budget review. GM Deutsch will ask the analyst from Macias Gini & O’Connell to make a presentation at the Budget Committee meeting regarding an endowment study.

The Personnel Committee will meet later in the month.

The Public Relations Committee is waiting for quotes for binding of the Santa Ana Historical Walk booklet.

Trustee Keane asked about the District website development. GM Deutsch informed the Board that he received bids for website development and that after the CemSafe computer program is in use, website development will be the next step. Trustee Keane requested that the agenda packet and minutes be posted on the current website administered by the county.


Chairman

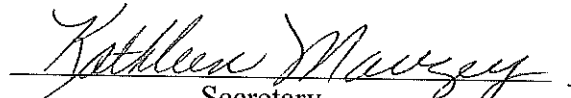

Secretary

Trustee Nelson informed the Board that the CAPC directors' planning meeting will be held in Ventura and asked for any comments or suggestions for future CAPC meetings. Trustee Owen requested that more CSDA training be included at CAPC meetings.

The next regular meeting will be held on **Tuesday, July 7, 2009**, at 10:00 a.m., at the Orange County Cemetery District.

There being no further business, the meeting was adjourned at 12:10 p.m.


Chairman


Secretary