

ORANGE COUNTY CEMETERY DISTRICT
Board of Trustees
September 1, 2009

MINUTES

The monthly meeting of the Orange County Cemetery District Board of Trustees was called to order by Chairman Vivien Owen at 10:02 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: Barbara Raileanu, General Counsel

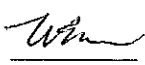
MOTION of Trustee Nelson, seconded by Trustee Rivers and carried by a vote of 4-0 (Trustee Keane absent) approved the meeting minutes of August 4, 2009, without correction.

Trustee Keane joined the meeting at 10:04 a.m.

MOTION of Trustee Rivers, seconded by Trustee Nelson, and unanimously carried, approved the payment of September 2009, Check Registers (Claims) Nos. 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 and 49.

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

			<u>2008-09</u>	<u>2007-08</u>
ANAHEIM	Interment	14 (2 Urn)	14 (2 Urn)	16 (2 Urn)
	Lot Sales	14	14	11
EL TORO	Interments	37 (16 Urn)	37 (16 Urn)	47 (20 Urn)
	Lot Sales	30	30	36
SANTA ANA	Interments	21 (2 Urn)	21 (2 Urn)	25 (3 Urn)
	Lot Sales	14	14	21


Vice-Chairman


Secretary

TOTAL	Interments	72 (20 Urn)	72 (20 Urn)	88 (25 Urn)
	Lot Sales	58	58	68

The Board reviewed the Financial Reports for July 2009.

The Board reviewed the Capital Projects status report. The Board accepted the El Toro Upper Los Alisos project at the August meeting and a Notice of Completion was filed with the county. Final payment will be made for the project. The Board discussed using the completion of this project as an opportunity to promote the District. Agenda item for October meeting will discuss using public service announcements and other opportunities to promote the District.

The Board reviewed the land acquisition and public affairs project update. The Budget Committee met with representatives from Curt Pringle & Associates to discuss the status of the parcel at the Brea site and preliminary cost information, including acquisition and development. There has been discussion with City of Irvine and the Great Park Committee regarding the possibility of a public cemetery in the Great park development boundaries.

The Board reviewed the District web development project. The Budget Committee supported GM Deutsch’s decision to select Commpro to perform the District’s web development project.

The Board reviewed the Mortuary Survey for the District.

The CAPC Local Area Meeting will be held on September 17, 2009 in Murrieta. Trustee Brix will attend with GM Deutsch.

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

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

The Board reviewed the Safety Manual update.

MOTION of Trustee Keane, seconded by Trustee Nelson and unanimously carried, adopted the revisions made to the Injury Prevention Program and Code of Safe Practices Manual.

The Board reviewed the recommendations from the Personnel Committee regarding a salary adjustment for the non-represented employees and the possibility of deferring merit increases for a period of one year.

Board discussion ensued with General Counsel Raileanu presenting a legal opinion regarding the suspension of merit increases.


Vice- Chairman


Secretary

MOTION of Trustee Keane, seconded by Trustee Nelson and unanimously carried, that the District suspend merit increases, effective September 1, 2009, and move into meet and confer with the union. After the General Manager meets with the union representative he will report back to the Personnel Committee and Board.

The Board reviewed the salary adjustment for non-represented employees.

MOTION of Trustee Keane, seconded by Trustee Nelson and unanimously carried, approved a cost of living adjustment of 3% for non-represented employees, effective July 3, 2009.

The Board reviewed the Endowment Fund Analysis Proposal.

MOTION of Trustee Keane, seconded by Trustee Rivers and unanimously carried, approve proposal and increase the budget from \$20,000 to \$30,000, and authorize the General Manager to execute an agreement with HB Actuarial Services to perform an analysis of the endowment fund, subject to review by legal counsel as to form, in an amount not to exceed \$30,000 from the Endowment Income Fund 756 – Professional Services Account (1900).

The Investment Committee will meet to review the Investment Policy with regard to changes in the law and bring the policy into compliance.

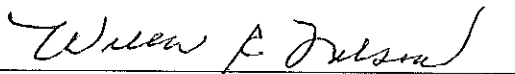
The Budget Committee met regarding proposals from web design companies.

The Personnel Committee met regarding the salary adjustment and merit increases.

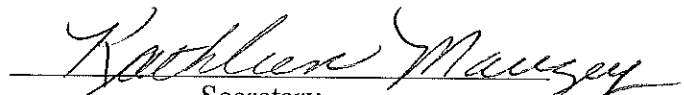
The Public Relations Committee will meet to review the Santa Ana Historical Walk booklet and the public service announcement for El Toro Memorial Park.

The next regular meeting will be held on **Tuesday, October 6, 2009**, at 10:00 a.m., at the Orange County Cemetery District.

There being no further business, the meeting was adjourned at 11:47 a.m.



Vice-Chairman



Secretary