

SPECIAL MEETING OF THE BOARD OF TRUSTEES
February 21, 2017
2:00 PM

MEETING LOCATION: Office of 4th District Supervisor Peter Foy
County of Ventura
980 Enchanted Way, Suite 203
Simi Valley, California 93065
(805) 955-2300

AMERICANS WITH DISABILITIES ACT: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please call 805-526-8245 for assistance. Notification at least 48 hours prior to the meeting or time when services are needed will assist staff in assuring reasonable arrangements can be made to provide accessibility to the meeting or service.

JUDICIAL REVIEW: Any legal action by an interested party seeking to obtain judicial review of any decision or action by the District may be subject to the 90-day filing period set forth in Code of Civil Procedure Section 1094.6 and may be limited to raising only those issues raised during the public hearing.

PUBLIC ACCESS to BOARD PACKETS: Board agenda and informational packets are available for review, prior to board meetings, in the Cemetery Office, 1461 Thompson Lane, Simi Valley, CA 93065, and at www.simipubliccemetery.com. Please call for assistance at 805-526-8245 before arriving. Board Meeting Minutes will be available immediately following their approval by the Board.

AGENDA

1. CALL TO ORDER

Members and visitors are requested to silence all cell phones and other personal communication devices while the meeting is in progress.

2. ROLL CALL

WILLIAM SAUNDERS	Chairman
GREGORY A. STRATTON	Vice-Chairman
DEBORAH BURDORF	Treasurer
CHRISTINE KITCHENMASTER	Trustee
PAULA RYAN-APUZZO	Trustee

3. AGENDA REVIEW

4. APPROVAL OF MINUTES: December 13, 2017 & January 10, 2018

5. PUBLIC COMMENTS

6. TREASURER – Report and Presentation of Current Financial Statement

7. CEMETERY MANAGER – CMS Report for prior Month and Presentation of New Issues

**AGENDA
EL RANCHO SIMI CEMETERY DISTRICT
MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 13, 2018 at 2:00 PM**

8. CORRESPONDENCE – Distribution and Review

9. OLD BUSINESS

- a) **Continued Discussion by Trustees for Additions and/or Changes to the current 2003 Bylaws**
- b) **Audit Cycle - Annual or Five Year – Discussion With a Possible Vote**
- c) **Marketing Strategies**
- d) **Ossuary costs**
- e) **LAFCO Re-Districting Possibilities Into Moorpark and Possibly Beyond**
- f) **Employee Contract (review by lawyer)**
- g) **CDBG Status – Discussion Update**
- h) **Filing Procedure – Non-Refundable Security Deposit and Other Costs – Discussion With a Possible Vote**
- i) **Employee Manual – Discussion Update**
- j) **Cemetery Maps – Discussion to Pay \$276 to have the Historical Maps Framed**

10. NEW BUSINESS

- a) **Grant Committee Update – Government Grants; Block Grant; 501C**
- b) **Cost for Cement Boarder for Markers – Discussion and Vote**
- c) **Procedures of operation in the absence of CMS – Discussion With a Possible Vote**
- d) **Volunteer Agreement – Discussion With a Possible Vote**
- e) **Christmas Lock Out – Discussion, Follow Up, Resolutions**
- f) **Process to follow when Cemetery Manager is out**
- g) **Price List/Vault Price Only – Discussion With a Possible Vote**

11. WARRANTS – Review and Vote for Approval

12. COMMENTS BY TRUSTEES

13. CLOSED SESSION: Review of Current and Pending Litigation with Attorney.

- **Barrett et al v. El Rancho Simi Cemetery District – Vault Usage Costs/List of questions**
- **Leigh-Anne Harrison-Bigbie/Gavin Fisher v. El Rancho Simi Cemetery District**
- **Sharon Wiest et al V. El Rancho Simi Cemetery District**
- **Wage and Hour Laws vs. Salaries**

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14. ADJOURNMENT

Next meeting: March 14, 2018 2:00 P.M.

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