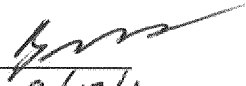


APPROVED: 
DATE: 9/13/17

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
EL RANCHO SIMI CEMETERY DISTRICT
1461 Thompson Lane
Simi Valley, California 93065
Office Telephone: (805) 526-8245

August 9, 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
Telephone: (805) 955-2300

1. CALL TO ORDER

The Meeting was called to order by Chairman Saunders at 2:00 PM; business was conducted

2. ROLL CALL

William Saunders	Trustee; Chairman	Present
	Trustee; Vice-Chairman	Vacant
Deborah Burdorf	Trustee; Treasurer	Present
Christine Kitchenmaster	Trustee	Present
Paula Ryan-Apuzzo	Trustee	Absent
Greg Stratton	Trustee	Present
QUORUM: Yes 4:0		

3. AGENDA REVIEW

No Comments

4. APPROVAL OF MINUTES – JUNE 14, 2017/JULY 12, 2017 Regular Meetings

MOTION: To approve the Minutes of **June 14, 2017 Meeting**
Moved by Trustee Burdorf; Seconded by Trustee Kitchenmaster
VOTE: 3 in Favor; 1 Abstain - APPROVED
MOTION: To approve the Minutes of **July 12, 2017 Meeting**
Moved by Trustee Burdorf Seconded by Chairman Saunders
VOTE: 2 in Favor; 2 Abstained - APPROVED

5. PUBLIC COMMENTS

Teresa Jordan

6. TREASURER – Report and Presentation of Current Financial Statement

Treasurer Burdorf reported that the cemetery's has a cash balance of \$14,000; Endowment fund has \$351,000.00; Liability Insurance paid \$11,801.81; Back hoe

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payment coming up on October 15, 2017; Water Bill even though very large actually came in under what was budgeted; Trustee Stratton asked what Returns and Allowances represents?; Treasurer Burdorf responded, represents a reissuance of funds Trustee Kitchenmaster asked if the board should request the Acorn print a retraction due to most current article where the financials of the cemetery were miss quoted. The board decided it was not necessary nor in the best interest of the Cemetery.

7. CEMETERY MANAGER - CMS Report for Prior Month

An oral report taken from a written report was given by Ms. Neal; the CMS written Report filed; Plot availability in section 5 is being researched for accuracy; Revenue up; update on letterhead and logo creation; CMS reported that LAFCO was impressed with Cemsites and would be making a recommendation that the Cemetery purchase the accounts payable module; CMS reported changing from Vision Landscaping to Alejo and O'connor Pest Control to Terminix which will both save money for the Cemetery; Trustee Stratton asked how are residency requirements being met?; CMS responded by Driver's License

8. CORRESPONDENCE - Distribution and Review

9. OLD BUSINESS

a) Update on Efforts to obtain New General Liability Policy

Fariba was not able to find any other insurance we will try again in three months – tabled for now

b) LAFCO – Upcoming Review

CMS Juanice Neal reported the review has been completed and went very well; LAFCO recommends the Cemetery purchase the Accounts Payable module from Cemsites

c) Election of the Board of Trustees – Vice Chair

Trustee Greg Stratton was nominated by Trustee Kitchenmaster; Seconded by Trustee Burdorf

VOTE: 4:0 unanimous

d) Backhoe Payment with Funding from The Ventura County Endowment Interest/Resolution

Resolution was accepted and signed by the Board of Directors

e) Continued Discussion by Trustees to Establish a Grant Committee

Motion: To make Trustee Kitchenmaster and Vice-Chairman Stratton the Grant Committee

Moved by Chairman Saunders; Seconded by Trustee Burdorf

VOTE: 4:0 unanimous

f) Cost of Cremation Plots - Discussion With Possible Vote to Raise Price

MOTION: To Raise Cremation Plots to \$700 Single \$1000 double

Moved by Trustee Burdorf Seconded by Vice Chair Stratton

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VOTE: 3 in Favor 1 Abstain – Passed

g) Continued Discussion by Trustees for Additions and/or Changes to the current 2003 Bylaws

Carried over to next meeting to research the addition of Residency Requirements

10. NEW BUSINESS

a) Wage and Hour Laws vs. Salaries

Carried over to next meeting to research what the minimum wage is for Part Time Salaried Employees/With the Residence being a part of it valued at \$1,550 per month

b) Josephine Garces/Burial in Pioneer Section/Two Family Members

MOTION: To offer Mrs. Garces to pay for the actual disinterment and re-interment of the remains of her loved one from Section 6 to the Pioneer section only; however all other costs, a licensed Mortician, and vault costs are her responsibility

Moved by Chairman Saunders; Seconded by Vice Chair Stratton

VOTE: 3 in Favor; 1 Abstain - APPROVED

c) 2017/18 Budget – Presentation-Discussion and Possible Vote to Accept

MOTION: To Approve the 2017/2018 Budget

Moved by Vice Chair Stratton; Seconded by Trustee Burdorf

VOTE: 4:0 Unanimous

d) Cherie Jackson/Payment Plan/Contract Validity Discussion and Possible Vote

MOTION: Cherie Jackson will pay \$90 today to finish paying off 4 of the 8 plots from the original agreement at the original agreement price from 1991; after payment is made she will own 4 plots and all others will go back into inventory

Moved by Chairman Saunders; Seconded by Vice Chair Stratton

VOTE: 4:0 unanimous

e) Review and Discussion Cemetery Filming Procedure with Possible Vote

MOTION: To give Chairman Saunders the authority to approve all requests for filming without a board meeting

Moved by Vice Chair Stratton; Seconded by Trustee Burdorf

VOTE: 4:0 unanimous

11. WARRANTS – Review and Vote for Approval

Checks were presented and reviewed;

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APPROVED: _____

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DATE: _____

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12. COMMENTS BY TRUSTEES

Trustee Kitchenmaster thanked the CMS for doing a wonderful job
Vice Chair Stratton requested to have Agenda Packets 3 days prior to the Board Meetings

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

Barrett et al v. El Rancho Simi Cemetery District; Leigh-Anne Harrison-Bigbie & Gavin Fisher v. El Rancho Simi Cemetery District
NOTHING TO REPORT

14. ADJOURNMENT

Meeting was adjourned at 5:02 PM.