

APPROVED: bmw
DATE: 5/9/18

**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**

**April 11, 2018
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**

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.

1. CALL TO ORDER at 2:pm

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
PAULA RYAN-APUZZO	Trustee

All Present

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3. AGENDA REVIEW

4. APPROVAL OF MINUTES: March 14, 2018
4:0 unanimous

5. PUBLIC COMMENTS

Sally Custer – Requesting disinterment to make her single depth plot into a double depth Trustee Saunders asked to put on next month's agenda

6. TREASURER – Report and Presentation of Current Financial Statement

After this month the balance will be \$3000 requested to have any funds be deposited right away to avoid over drafts. City Loan has not been forgiven the budget is looking really bad did not take in as much in plot sales as projected. Need to cut \$20,000 off of the budget \$31,051 dollars expenses over the revenue, would like to have a large back hoe donated to the cemetery;

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

CMS reported the Cemetery Revenue for the month of March was \$12,227.57

8. CORRESPONDENCE – Distribution and Review

9. OLD BUSINESS

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

Motion to approve the Current 2003 Bylaws with the change of the word internment to interment and changing the date to 2018

Moved by Trustee Burdorf, seconded by trustee Ryan-Apuzzo

VOTE: 4:0 Unanimous

b) Audit Cycle - Annual or Five Year – Discussion With a Possible Vote

County offered to retain an accounting firm to do the audit for the cemetery. The Board wants to audit for 3 years and wants the county to make proposals as to how the cemetery can pay.

Motion made by Trustee Stratton to write a letter to the County to make the request, seconded by trustee Saunders

Motion to put a cap of \$8000 for the 3 year audit, seconded by Trustee Saunders

Vote 1: 4:0 unanimous

Vote 2: 4:0 Unanimous

Carried to next meeting

c) Marketing Strategies - Discussion With a Possible Vote

Trustee Stratton spoke with Rose funeral home who spoke to the Rotary Club – Carried over to the next meeting

d) Ossuary costs - Discussion With a Possible Vote

Trustee Stratton will make approach to the rotary club to see if they will donate the funds to pay for the Ossuary

Carried to next meeting for an update

e) LAFCO Re-Districting Possibilities Into Moorpark and Possibly Beyond - Discussion With a Possible Vote

Removed from agenda the board did not see this as a possibility

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f) CDBG Status – Discussion Update.

The cemetery could not qualify because cannot prove it is a non-profit – Trustee Stratton will have to apply to the IRS and the IRS has to declare the Cemetery a non-profit. Trustee Stratton will try again next year for a general grant – This Item will be tabled to a later date.

g) Employee Manual – Discussion Update

Carried to next meeting – no action taken – No discussion

h) Christmas Lock out and Flowers - Discussion With a Possible Vote

Removed no action taken

i) 1099 Status for Grounds Keeper- Discussion With a Possible Vote

Board wants to move forward – Employee will need to get his own workers comp insurance – A letter will need to be sent to reflect as of May 1, 2018 the status will change to a 1099. Discussion was also held to increase the cost of pay for individual services

Motion to approve the transition of the Grounds Keeper from a W-2 employee to independent contractor –

Moved by Trustee Saunders, Seconded by trustee Ryan-Apuzzo

Vote: 4:0 Unanimous

Will add the pay increase discussion to new business on next agenda

j) Price List/ Vault Price Only - Discussion With a Possible Vote

Motion to adjust the price of the vaults by \$100 to cover the increase in cost by Whited vault company

Moved by Trustee Stratton, seconded by Trustee Burdorf

Vote: 4:0 Unanimous

k) Park District Expansion – Status Update

The Park District voted against this this proposal 3:2,

The Cemetery was contacted by KVTA radio news requesting to speak with someone regarding the proposal. Trustee Stratton agreed to respond

10. NEW BUSINESS

a) Gas line protection Insurance – Discussion With a Possible Vote

Board decided not to purchase gas line insurance

b) Burials on Monday – Discussion With a Possible Vote

Tabled to next month's meeting

c) Hilda Burton/Peggy Cornish Refund of Plot - Discussion With a Possible Vote

Motion to issue refund moved by Trustee Stratton, Seconded by Trustee Appuzzo

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Vote 4:0 unanimous

d) Diane Hebert Refund of vase Charges/Request to pay for marker engraving –

Carried over to next meeting to attempt to find more information to support the request to refund purchase of a vase. – The board did not approve to pay for the engraving without proof that the engraving was included in the cost of the burial

e) Charlene Appleton Interment - Discussion With a Possible Vote

Motion to request payment or issue a refund
Moved by Trustee Saunders, seconded by Trustee Stratton
Vote: 4:0 unanimous
CMS will make the attempt to contact Mr. Appleton to discuss

f) Rosa Jimenez – Installment Agreement - Discussion With a Possible Vote

CMS will contact Ms. Jimenez and request payment and if not received to inform her the contract has been breached. Payment is requested in full

g) Interments in the Pioneer Section - Discussion With a Possible Vote

Carried to next meeting to review interments in the pioneer section

h) Eagle Scout Projects – Discussion With a Possible Vote

Discussed having the maps made by the Eagle Scouts, Trustees suggested to focus on other projects, will only add to the agenda for next month if contact is made with the Eagle Scouts

i) Pioneer Fence Repair - Discussion With a Possible Vote

Carried to the next meeting

j) Cemetery Office Railing Repair - Discussion With a Possible Vote

CMS informed the board that the railing on the handicapped ramp is crumbling, loose and is in danger of falling. CMS provided an estimate from the Home Depot for \$3300; the CMS also informed the board that the railing is not up to ADA code.

The board decided that it could not afford to repair the ramp at this time. CMS will look for a lower cost.

k) Cost of Double Depth Plots and Interment Services - Discussion With a Possible Vote

Carried to next meeting

11. WARRANTS – Review and Vote for Approval

12. COMMENTS BY TRUSTEES

Change general manager to cemetery manager on all correspondence

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

APPROVED: 

DATE: 5/8/18

- Sharon Wiest et al V. El Rancho Simi Cemetery District
- Wage and Hour Laws vs. Salaries
- Employee Contract

Meeting was called back to order at 5:07 motion made to pay the CMS \$1441.44 for back pay
Trustee Stratton, seconded by Trustee Burdorf
Vote: 4:0

14. ADJOURNMENT – at 5:15

**Next meeting: May 9, 2018 2:00 P.M.
Office of 4th District Supervisor Peter Foy County of Ventura
980 Enchanted Way; Suite 203; Simi Valley, CA 93065**