

APPROVED  
DATE

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8/16/17

# 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

July 12, 2017  
2:00 PM

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

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### 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	Absent
Paula Ryan-Apuzzo	Trustee	Present

QUORUM: Yes 3:4

### 3. AGENDA REVIEW

No Comments

### 4. APPROVAL OF MINUTES – JUNE 14, 2017/JUNE 21, 2017 SPECIAL MEETING

June 14, 2017 Minutes were continued to next meeting because Chairman Saunders was not present and Trustee Kitchenmaster was not present at this meeting so no quorum to approve

MOTION: To approve the Minutes of June 21, 2017 Meeting.

Moved by Trustee Burdorf Seconded by Trustee Ryan-Apuzzo

VOTE: 3:0 Unanimous

### 5. PUBLIC COMMENTS

Teresa Jordan  
Brian Miller  
Gregory Stratton

**6. TREASURER – Report and Presentation of Current Financial Statement**

Treasurer Burdorf reported that the cemetery's has a cash balance of \$22,000;  
Cemetery was charged a \$40.00 fee by Wells Fargo for the first time due to low balance  
Water Bill- Treasurer Burdorf suggested paying the lower bill right away and maybe half  
of the larger bill  
Big Bills Coming up/ two \$2500 unexpected liability insurance bills, not paying right now  
on hold  
\$11,800 insurance bill due August 2, 2017 signed but not mailed until further notice  
Landscaping Gas bill for lawn mower seems high at \$25.71 and needs to be researched  
No draft budget due to the Bookkeeper being on Vacation  
Cemetery manager will be trained to do the budget

**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; Instructions were given for making a withdrawal from the County  
Endowment fund. Formal resolution will be drafted and added to the August meeting for  
a Possible Vote to move forward. By-Law updates were presented and will be added to  
the August meeting for a Possible Vote to Accept. Cross Referencing has started in  
Cemsites. Josephine Garces requesting to have mom disinterred from section 6,  
transferred to the Pioneer section to be interred in family plot; Item will be added to  
August meeting. Plot sales are up and going very well.

**8. CORRESPONDENCE - Distribution and Review**

**9. OLD BUSINESS**

**a) Update on Efforts to obtain New General Liability Policy**

In progress with Farmers Insurance, Fariba Alikhani;

**b) Update 5-Year Audit**

Audit is Complete and bound Copies were distributed

**c) LAFCO – Upcoming Review**

CMS Juanice Neal reported the review was rescheduled until July 13, 2017;  
the City of Simi Valley is still reviewing the Cemetery's request to have its  
loan forgiven. The request was continued to the next board meeting of the  
City.

**10. NEW BUSINESS**

**a) Election of the Board of Trustees - Office of the Chairman**

Election of Chairman-

MOTION: To Elect Bill Saunders Chairman

Moved by Trustee Burdorf, Seconded by Trustee Ryan-Apuzzo

VOTE: 3:0 Unanimous

Election of Vice-Chair –

MOTION: Move Discussion and Possible Vote to the next board meeting

Moved by Chairman Saunders, Seconded by Trustee Burdorf

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VOTE: 3:0 Unanimous

**b) Addition of Second Signer on the Ventura County Pool Account**

MOTION: To add Trustee Paula Ryan-Apuzzo to be the second signer

Moved by Trustee Burdorf, Seconded by Chairman Saunders

VOTE: 3:0 Unanimous

**c) Backhoe Payoff with Funding from The V.C. Endowment Interest Fund**

MOTION: Draft a Resolution to request the actual dollar amount to the penny for what is owed for this year's backhoe payment to be withdrawn from the Endowment Interest Fund.

Moved by Chairman Saunders, Seconded by Trustee Burdorf

VOTE: 3:0 Unanimous

**d) Grant Committee**

Discussion was held on forming a grant committee to find funding for the Cemetery. Tabled until the next meeting

**e) Cost of Cremation Plots**

Discussion was held on the possibility of increasing the price-more research will be done – Continued to the next meeting

**11. WARRANTS – Review and Vote for Approval**

Checks were presented and reviewed;

MOTION: To approve the Warrants

Moved by Trustee Burdorf, seconded by Trustee Ryan-Apuzzo;

VOTE: 3:0 Unanimous

**12. COMMENTS BY TRUSTEES**

Chairman Saunders

**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

**14. ADJOURNMENT**

Meeting was adjourned at 4:08 PM.