

APPROVED
DATE

8/19/17

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

June 14, 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 Pandolfi at 2:05 PM; business was conducted

2. ROLL CALL

Cynthia Pandolfi	Trustee; Chairman	Present
William Saunders	Trustee; Vice-Chairman	Vacant
Deborah Burdorf	Trustee; Treasurer	Present
Christine Kitchenmaster	Trustee	Present
Paula Ryan-Apuzzo	Trustee	Present

QUORUM: Yes 4:4

3. AGENDA REVIEW

No Comments

4. APPROVAL OF MINUTES - MAY 10, 2017

MOTION: To approve the Minutes of May 10, 2017 Meeting.
Moved by Trustee Ryan-Apuzzo, Seconded by Trustee Burdorf
VOTE: 4:0 Unanimous

5. PUBLIC COMMENTS

Teresa Jordan

6. TREASURER – Report and Presentation of Current Financial Statement

Treasurer Burdorf reported that the cemetery has a low cash flow due to a number of non-reoccurring expenses. Suggestions were made to lower monthly costs and the suggestion was made to withdraw from the nearly \$80,000 in the cemetery endowment fund to pay off the Kubota lease; Chairman Pandolfi voiced then need for large reoccurring upcoming payments to be listed on a simplistic cover page; and asked why

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the Cemetery has a second checking account; Trustee Burdorf replied so prior data can be accessed; Chairman Pandolfi questioned the two large checks for State Compensation Funds. Trustee Burdorf responded we should ask Lisa the Cemetery bookkeeper; there was no further discussion on the matter; The 2011- 2015 Audit is completed and hard copies will be available at the July meeting; Suggestion to allow Trustees mileage to be applied to the purchase of a plot; there was no further discussion on the matter;

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; a question regarding the posting of meeting minutes was resolved; the Brown Act nor the Cemetery Bylaws specify a specific time requirement for posting or making meeting minutes available to the public therefore meeting minutes will be made available to the public once they have been approved by the board; Boy Scouts repainted the letters in Section 6, Letter head examples were presented and reviewed but not accepted; the work will continue; an update on Cemsites data base was given; Update on Section 7 progress was given;

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

Article III Section #2 MOTION: To accept one signature; moved by Trustee Burdorf, seconded by Trustee Kitchenmaster
VOTE: 4:0 UNANIMOUS;

c) **Employee Manual - Continued Discussion of Final Version**

Continued;

d) **Current Status Report on Implementation of Cemsite Software**

CMS Juanice Neal gave demonstration;

e) **Update and Discussion of Progress of Implementation of Website**

Trustee Kitchenmaster and CMS Juanice Neal gave demonstration of website;

f) **Update 5-Year Audit**

Audit is Complete and bound Copies will be distributed at July meeting;

10. **NEW BUSINESS**

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- a) **Workers Compensation Policy Renewal**
Purchased and up to date;
 - b) **Election of the Board of Trustees - Office of the Chairman**
Continued to next meeting due to the absence of Trustee Saunders;
 - c) **LAFCO – Upcoming Review**
CMS Juanice Neal reported the review was rescheduled until July 13, 2017
 - d) **Resumption of Plot Sales with Possible Vote**
Will need to draw up a new map and then call a special meeting for a vote
 - e) **CAL Card Review and Possible Vote**
MOTION: For the Cemetery to obtain a CAL Credit Card for Small Cemetery Expenses (under \$500.00); Moved by Trustee Burdorf, Seconded by Trustee Ryan-Apuzzo;
VOTE: 3:1 Passed by Majority
 - f) **Proposal to Upgrade Garage Area for Business Office**
Tabled to be reviewed at a later date
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: 4:0 Unanimous
12. **COMMENTS BY TRUSTEES**
13. **CLOSED SESSION: Review of Current and Pending Litigation with Attorney**
Jimenez et al v. El Rancho Simi Cemetery District; Barrett et al v. El Rancho Simi Cemetery District; Zamora et al v. El Rancho Simi Cemetery District
14. **ADJOURNMENT**
Meeting was adjourned at 6:07 PM.