

APPROVED: 

DATE: 12/14/17

**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

November 8, 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**

\*\*\*\*\*

**1. CALL TO ORDER**

The Meeting was called to order by Chairman Saunders at 2:02 PM; business was conducted

**2. ROLL CALL**

William Saunders	Trustee; Chairman	Present
Greg Stratton	Trustee; Vice-Chairman	Not-Present
Deborah Burdorf	Trustee; Treasurer	Present
Christine Kitchenmaster	Trustee	Present
Paula Ryan-Apuzzo	Trustee	Present

QUORUM: Yes 4 of 5 present

**3. AGENDA REVIEW**

Trustee Saunders made the comment that the meeting may have a break in proceedings to take a call from the District's Attorney at 3:30 pm

**4. APPROVAL OF MINUTES – Regular Meeting – October 11, 2017**

MOTION: To approve the Regular Meeting minutes from October 11, 2017, with an update to the date changing it from September 13, 2017 to October 11, 2017

Moved by Trustee Burdorf; Seconded by Trustee Ryan-Apuzzo

VOTE: 4:0 UNANIMOUS

**5. PUBLIC COMMENTS**

Theresa Jordan – (Trustee Stratton arrived during public comments)

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

APPROVED:       
DATE: 12/14/17

Trustee Burdorf reported the Bank Account is almost at zero balance. Trustee Stratton said the water bill is high at the residence; discussion was held on raising more revenue; Trustee Stratton requested a report of what the actual net profit is on each burial; CMS will draft the report;

**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

**8. CORRESPONDENCE - Distribution and Review**

**9. OLD BUSINESS**

**a) Continued Discussion for Additions and/or Changes to the 2003 Bylaws**

Continued to next meeting

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

Continued to next meeting

**c) Award Procedure for Board Members to Earn Plots – Discussion With a Possible Vote**

The Board took a straw vote to remove this item from the agenda

**d) Marketing Strategies – Discussion With a Possible Vote**

Are other Cemeteries doing Movie Night; Trustee Kitchenmaster ; Yes some others have but not Bardsdale or Plru; and you must have a license to show movies; Brian Miller expressed maybe not on older movies; Trustee Stratton suggested using the Studio Movie Grill; Trustee Burdorf asked if having a movie night at the Cemetery would affect our insurance coverage; Radio Station; \$700 to advertise on the radio; Historical Grants; granted to 501C3's; Block Grant; need to get more information from the upcoming meeting; Trustee Kitchenmaster will follow up on the process to gain 501C3 status; Federal Grants; Trustee Kitchenmaster has left messages and is waiting to hear back; Trustee Kitchenmaster spoke with Dale Debry from Lancaster Public Cemetery who attended a CAPC Conference. One of the speakers at the conference suggested a Go Fund Me page would be a good way to raise money for a Cemetery

**e) Ossuary Costs – Discussion With a Possible Vote**

Continued to the next meeting

**Trustee Saunders Made a motion to take a 5 minute bathroom break and then go into closed session; At 3:30 PM**

**Moved by Trustee Saunders; Seconded by Trustee Burdorf**

**VOTE: 5:0 UNANIMOUS**

APPROVED: 

DATE: 12/14/17

**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,
- Wage and Hour Laws vs. Salaries; Continued to November Meeting
- Sharon A. Wiest vs. El Rancho Simi Pioneer Cemetery District

**MEETING AGAIN CALLED TO ORDER AT 4:13 PM**

**CLOSED SESSION REPORT:** It was reported that the Board decided to deny the Sharon A. Wiest Claim

**10. NEW BUSINESS**

**a) Filming Procedure – Non-Refundable Security Deposit and Other Costs – Discussion With a Possible Vote**

Board decided to make some possible changes to the current procedure to include a non-refundable deposit and administration fee to process paperwork. CMS will make the preliminary changes and present to the board at next month's meeting for further discussion and a possible vote to accept

Trustee Burdorf suggested that the board approve a preliminary non-refundable deposit of \$195 administrative fee and \$1,000 deposit to be paid in advance of processing documents for a filming request to be approved today on a preliminary basis in case a filming request is made before the next board meeting.

MOTION: To approve a \$1,000 non-refundable deposit if the filming is cancelled prior to filming

Moved by Trustee Saunders, Seconded by Trustee Burdorf

VOTE: 5:0 UNANIMOUS


**b) Parliamentary Procedure for Meetings – Abstentions & Recusals – Discussion**

Discussion was held

**c) Grant Committee Update**

Trustee Kitchenmaster suggested expanding the Cemetery's territory and that she would confirm with LAFCO if this is possible;

Trustee Stratton stated the Block Grant Committee meeting should be coming up really soon and that the Ossuary, Signs for the Cemetery are good candidates; Will be working on having the loan with the City forgiven; Trustee Kitchenmaster will be looking into what it would take to become a 501C3; Brian Miller suggested first putting together a group of folks who want to help form the 501C3 and then begin the process; Trustee Stratton suggested to go to the folks who have not used their plots yet and see if they would want to get together and form the 501C3 along with Trustee Kitchenmaster

APPROVED:   
DATE: 12/14/17

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

MOTION: to approve the warrants

Moved by Trustee Stratton, seconded by Trustee Burdorf

VOTE: 5:0 UNANIMOUS

**12. COMMENTS BY TRUSTEES**

Trustee Saunders announced the Public Hearing in Ventura by LAFCO; suggested Trustee Kitchenmaster to go; Trustee Saunders reviewed the Cemetery Insurance; discussion was held

**14. ADJOURNMENT**

Meeting was adjourned at 5:16 pm