


APPROVED: 
DATE: 10/11/17

**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**

**October 11, 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 2:07 PM; business was conducted

2. ROLL CALL

William Saunders	Trustee; Chairman	Present
Greg Stratton	Trustee; Vice-Chairman	Present
Deborah Burdorf	Trustee; Treasurer	Present
Christine Kitchenmaster	Trustee	Present
Paula Ryan-Apuzzo	Trustee	Present

QUORUM: Yes 5

3. AGENDA REVIEW

No Comments – Trustee Saunders moved to have item 10 a Jeff Burgh & closed session items to be addressed after public comments, seconded by Trustee Bergdorf

VOTE: 4:0 UNANIMOUS – Trustee Apuzzo was tardy to meeting and was not present when this vote was taken; Trustee Apuzzo arrived right after this point and was present to vote to approve the minutes

4. APPROVAL OF MINUTES – Regular Meeting – September 13, 2017

MOTION: To approve the Regular Meeting minutes from September 13, 2017
Moved by Trustee Burdorf; Seconded by Trustee Stratton
VOTE: 5:0 UNANIMOUS

5. PUBLIC COMMENTS

Theresa Jordan

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10 A) (NEW BUSINESS OUT OF CYCLE) : Jeff Burgh Auditor Controller – Discussion audit Services offered by the County

Mr. Burgh said he is not in support of a 5 year audit cycle for the Cemetery at this time; He did say that his office may be able to assist the cemetery with the annual audits to in fact conduct the audit itself at a greatly reduced price; CMS Neal raised the question of the Health and Safety code section that states if a cemetery's revenue is less than \$500,000 a year then the cemetery must send all revenue to the county first pay its bills and send an accounting to the county of money spent and the county then sends the funds back to the cemetery to pay the bills for the next month and this eliminates the need for an audit entirely. Mr. Burgh requested CMS to forward the specific section of the Health and Safety code to him via email and he would have county council look into it.

6. TREASURER – Report and Presentation of Current Financial Statement

Adjustment will be made to the P&L due to endowment withdrawal being incorrectly recorded; bank balance is \$13,000 with \$1,000 available for cemetery operations; Backhoe payment paid; Trustee Saunders asked that all questions regarding the budget be directed to Trustee Burdorf and not the bookkeeper

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; The endowment funds received was for \$24,000 and not the requested \$12,000, board elected to pay the final backhoe payment with the remaining \$12,000. CMS reported it may take longer for Cemsites updates due to many last names that begin with the letter C; should definitely be completed within six months, CMS reported the Varble Tree blew down with the heavy wind storm and that CMS would contact the family to inform them; informed the board that Alejo Landscaping cleaned it all up for free; It was recommended the CMS send a letter to the editor of the Acorn to inform them of the amazing job they did; CMS also informed the board about the recent homeless activity in front of the residence

8. CORRESPONDENCE - Distribution and Review

The Cemetery Insurance Policy renewal is coming due on December 2, 2017; CMS will handle this

9. OLD BUSINESS

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

Trustee Stratton suggested 2/3 not majority be changed, updated

b) Letterhead Creation- Review/Discussion With A Possible Vote

MOTION: To approve the letterhead

Moved by Trustee Burdorf; seconded by Trustee Stratton

APPROVED: [Signature]
DATE: 11/8/17

VOTE: 3:0 with two abstentions from Trustee Apuzzo due to her being absent at the last meeting and Trustee Kitchen-master with no cause given
PASSED

- c) **Audit Cycle – Annual or Five Year – Discussion With Possible Vote**
Tabled to next month to hear back from Mr. Burgh at the auditor controller's office
- d) **Award Procedure for Board Members to Earn Plots – Discussion With a Possible Vote**
Continued to next meeting – To allow Trustee Apuzzo time to review

10. NEW BUSINESS

- b) **Marketing Strategies – Discussion With a Possible Vote**
Trustee Kitchenmaster suggested movie night; prayer days; Trustee Saunders wanted to know if there are any other public cemeteries like Piru having the movie nights if not why not; Trustee Saunders also suggested the focus be on informing the public about the cemetery and that it is here; Trustee Burdorf suggested an announcement via radio; Trustee Saunders suggested speaking at the local service clubs Rotary, Kiwanis etc.. and informing them of the cemetery and what it has to offer this community; Trustee Stratton offered to put together a presentation for reaching out to the local service clubs; It was suggested that a flyer, or card or small presentation be also sent to the local Funeral Homes; Trustee Burdorf suggested it may be faster looking into the Historical Grant as well; another suggestion was again the Ghost Tour; Trustee Kitchen master again suggested creating a Friends of the Cemetery group; Continued to next month
- c) **Ossuary Costs Discussion**
Suggested cost is \$350 – the board requested more information; Trustee Kitchen master suggested it be explained on the price list that the ashes will be commingled CMS will bring evidence of what other cemeteries are charging for this service
- d) **Water Bill**
Water Bill Balance was over \$17,000, section six will be watered 3 days a week for 6 minutes and the rest of the cemetery 3 days a week for 3 minutes

- 11. **WARRANTS – Review and Vote for Approval**
MOTION: to approve the warrants
Moved by Trustee Stratton, seconded by Trustee Bergdorf
VOTE: 5:0 UNANIMOUS

12. COMMENTS BY TRUSTEES

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Trustee Kitchen master asked why the street name is Thompson and not Thomson; Theresa Jordan a member of the public explained the City made a mistake many years ago and put a "P" in the name when the sign went up, board elected to let the issue rest with the City

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

14. ADJOURNMENT

Meeting was adjourned at 5:04 PM.