APPROVED: _____
DATE: 10/4/17

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

September 13, 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

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1. CALL TO ORDER

The Meeting was called to order by Chairman Saunders at 2:03 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	Absent

QUORUM: Yes 4:0

3. AGENDA REVIEW

No Comments

4. APPROVAL OF MINUTES – Regular Meeting - AUGUST 9, 2017

MOTION: To approve the Regular Meeting minutes from August 9, 2017 with changes
Moved by Trustee Burdorf; Seconded by Trustee Stratton
VOTE: 3 approved votes: Saunders, Stratton and Burdorf; one abstain, Trustee Kitchenmaster abstained

5. PUBLIC COMMENTS

Cherie Jackson requested to have her Item addressed first during new business
Trustee Saunders moved to address item 10C right after public comments
Seconded by Trustee Burdorf
VOTE: 4:0 unanimous
Teresa Jordan

6. **TREASURER – Report and Presentation of Current Financial Statement**
   Trustee Burdorf Reported that there was not much to report due to a slow month; about $7,000 in the account;

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; Cemsites phase 1 should be completed in 23 weeks; Section Seven is ready to have Ossuary's Installed; irrigation has been repaired but we have not received the bill from Saul as of yet, He wants to complete all of Section Seven and give one bill for both; Trustee Burdorf asked if we could use the CDBG Grant to pay for the installation of the Ossuary; Trustee Stratton replied The funds would not be available for at least a year; All Plot Plugs in Section Six have been Located and exposed; The Board Sets price of Endowment Care; Residency Requirements are listed in the Health and Safety Code; Trustee Stratton asked "What is the marketing strategy of the Cemetery"; The Acorn Newspaper mainly and local Morticians; Trustee Saunders suggested adding Marketing Strategy to the Agenda for October's meeting;

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) **Letterhead Creation- Review/Discussion With A Possible Vote**
      Continued to next meeting

10. **NEW BUSINESS**

   a) **Audit Findings & Recommendations – Discussion**
      Findings have been distributed – Response Filed

   b) **Audit Cycle – Annual or Five Year – Discussion With Possible Vote**
      Tabled to next month

   c) **Cherie Jackson/Payment Plan/Contract Validity/Plot Assignments – Discussion with Possible Vote**
      MOTION: To Assign Ms. Jackson 4 plots in the Cemetery that are together and put the last two of the original eight plots she owned back into Cemetery Inventory:
      MOVED by Chairman Saunders, Seconded by Trustee Burdorf
      VOTE: 4:0 UNANIMOUS

d) **Award Procedure for Board Members to Earn Plots – Discussion With a Possible Vote**
Continued to next meeting

e) **Halloween Ghost Tour – Discussion With a Possible Vote**
Can't do it this year due to company not available – Trustee Saunders wants to know the names of other Cemeteries doing this and the details surrounding it; and what other events that may come up so we can be proactive in having processes in place to accommodate them

11. WARRANTS – Review and Vote for Approval

Checks were presented and reviewed; Trustee Stratton requested a list of the warrants be added to the agenda for the public to see everything that is being paid by the District; Trustee Burdorf advised the list comes in the Board Reports sent to all trustees; Board requested this list be sent before the meeting; an attachment with a list of warrants will be added to the agenda packet each month

12. COMMENTS BY TRUSTEES

Trustee Stratton looked into the Block Grant; The Cemetery is eligible for the grant; the cemetery is on the list for notifications; will follow up by attending meetings held by the City to discuss; has to be a standalone project; maybe a sign;
Trustee Kitchenmaster; requested the closed session Items be listed in bullet points; also mentioned Teresa's Jordan's statement of the public being treated with aggression by past board members be addressed; Trustee Saunders stated we must treat everyone with respect

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;
- ACTION TAKEN: Board approved a raise for the Cemetery Manager Trustee Saunders will discuss the details with the CMS

14. ADJOURNMENT

Meeting was adjourned at 5:14 PM.