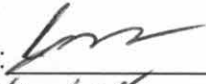


Approved: 
Date: 3/30/18

**Trustee MINUTES
of
SPECIAL MEETING OF THE BOARD OF TRUSTEES
February 21, 2018**

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

1. CALL TO ORDER

Meeting Called to Order at 2:03 by Chair Saunders

2. ROLL CALL

WILLIAM SAUNDERS	Present
GREGORY A. STRATTON	Present
DEBORAH BURDORF	Present
CHRISTINE KITCHENMASTER	Present
PAULA RYAN-APUZZO	Absent

3. AGENDA REVIEW - No changes

4. APPROVAL OF MINUTES: December 13, 2017 & January 10, 2018 - Minutes Approved Unanimously

5. PUBLIC COMMENTS - Teresa Jordan read a letter into the record

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

7. CEMETERY MANAGER – CMS Report for prior Month and Presentation of New Issues-No Report Due to CMS being on medical leave

EMERGENCY ACTION ITEM: due to CMS being out, discussion to reach out to other cemeteries to see if there is someone who can fill in on a temporary basis. Trustee Saunders called the emergency action item due to CMS being out on medical leave. Discussion to reach out to Bardsdale to see if they have someone to fill in was had. Brian Miller advised he'd be willing to reach out and see if someone is available to help. MOTION: (Saunders)To approve emergency hire on a temporary basis if someone is able to help while CMS is out. SECOND- Trustee Stratton. Motion Carries unanimously 4-0.

8. CORRESPONDENCE – Distribution and Review

9. OLD BUSINESS

- a) Continued Discussion by Trustees for Additions and/or Changes to the current 2003 Bylaws – Deferred to next meeting. Trustee Kitchenmaster requests that revision date and time update be added to bylaws so we know we are looking at the most recent revision.

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- b) Audit Cycle - Annual or Five Year – Discussion With a Possible Vote – Discussion with County Auditor scheduled for next month.
- c) Marketing Strategies – Trustee Kitchenmaster advised she had not updates for this moth
- d) Ossuary costs - Bids received for CBDG submittal.
- e) LAFCO Re-Districting Possibilities Into Moorpark and Possibly Beyond- Awaiting Response from City of Moorpark
- f) Employee Contract (review by lawyer) – No response from Attorney. Deferred to next meeting
- g) CDBG Status – Discussion Update
- h) Filming Procedure – Non-Refundable Security Deposit and Other Costs – Discussion With a Possible Vote --Moved to approved Non Refundable Security Deposit. Approved 4/0 Unanimous
- i) Employee Manual – Discussion Update - Deferred to next meeting
- j) Cemetery Maps – Discussion to Pay \$276 to have the Historical Maps Framed - Trustee Saunders advised that it is not in the cemetery's best interest at this time to be spending money on this. Motion (Saunders): Not pay \$276 for frames Second Trustee Stratton- Motion Carries 3:1 Trustee Kitchemaster Opposed

10. NEW BUSINESS

- a) Grant Committee Update – Government Grants; Block Grant; 501C - Updated Applications to be submitted Friday
- b) Cost for Cement Boarder for Markers – Discussion and Vote-Carried to next meeting
- c) Procedures of operation in the absence of CMS – Discussion With a Possible Vote- Trustee Saunders will check mail, Trustee Kitchenmaster will check phone messages, emails will be routed to new email address so that board has access to urgent needs. Brian Miller will reach out to Bardsdale to see if they can be of assistance.
- d) Volunteer Agreement – Discussion With a Possible Vote. Trustee Burdorf reached out to Former Trustee Cindy Pandolfi for a copy of the volunteer agreement, however, there has been no contact, will be carried over to next meeting
- e) Christmas Lock Out – Discussion, Follow Up, Resolutions-Trustee Saunders stated that he heard that the cemetery lost out on thousand of dollars due to calls not returned. Trustee Kitchemaster rached out to Maria Cady of Flowers by Maria to help smooth over patrons that were locked out on Christmas. Trustee Saunders stated 2nd set of keys should be left at Peter Foy's office.
- f) Process to follow when Cemetery Manager is out- Discussion with a Possible Vote-Redundant topic, already discussed in item 10c
- g) Price List/Vault Price Only – Discussion With a Possible Vote-Carry forward to next meeting

11. WARRANTS – Review and Vote for Approval- Warrants were reviewed

12. COMMENTS BY TRUSTEES

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13. CLOSED SESSION: Board recessed to Closed Session at

Review of Current and Pending Litigation with Attorney.

- Barrett et al v. El Rancho Simi Cemetery District – Vault Usage Costs/List of questions
- Leigh-Anne Harrison-Bigbie/Gavin Fisher v. El Rancho Simi Cemetery District
- Sharon Wiest et al V. El Rancho Simi Cemetery District
- Wage and Hour Laws vs. Salaries

Board Returned from Closed Session at 4 . There were no actions to report.

14. ADJOURNMENT Meeting adjourned at 4: Next meeting: March 14, 2018 2:00 P.M.