

APPROVED: RA AW  
DATE: 11/21/18

**MINUTES**

**SPECIAL MEETING OF THE BOARD OF TRUSTEES  
EL RANCHO SIMI CEMETERY DISTRICT  
1461 Thompson Lane  
Simi Valley, California 93065  
Office Telephone: (805) 526-8245**

**October 17, 2018  
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**

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**1. CALL TO ORDER at 2:00 pm**

**2. ROLL CALL –**

<b>William Saunders</b>	<b>Chairman</b>
<b>Gregory A. Stratton</b>	<b>Vice-Chairman</b>
<b>Deborah Burdorf</b>	<b>Treasurer</b>
<b>Paula Ryan-Apuzzo</b>	<b>Trustee</b>
<b>Ron Cammarata</b>	<b>Trustee</b>
<b><u>Present</u></b>	<b><u>Absent</u></b>
Trustee Saunders	Trustee Stratton
Trustee Burdorf	Trustee Cammarata
Trustee Ryan-Apuzzo	

**3. AGENDA REVIEW – No Changes**

**4. APPROVAL OF MINUTES: September 12, 2018**

Motion to approve the September 12, 2018 minutes  
Moved by Trustee Burdorf,  
Seconded by Trustee Ryan-Apuzzo  
VOTE: 3:0 Unanimous

**5. PUBLIC COMMENTS**

Teresa Jordan

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

Trustee Burdorf informed the board the cemetery has \$33,392.22 in the bank however the budget shows the cemetery is also running \$10,000 over budget for the first quarter, CMS submitted documentation of \$45,181.65 counting September's Revenue and an amount of

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\$32,179.35 between the two bank accounts, after all the bills and outstanding checks are deducted.

#### **7. CEMETERY MANAGER – CMS Report for prior Month and Presentation of New Issues**

CMS gave verbal report of revenue and informed the board that Cemsites is ready to be used fully and a report will be given detailing any changes, The CMS answered all questions from the previous meeting:

##### **Public Comments Questions**

1. Agenda Draft -in my haste an agenda draft was temporarily posted to the website in error and was up for maybe a half an hour before it was taken down and replaced with the final copy. I do so apologize for any inconvenience my mistake may have caused anyone, especially Mrs. Jordan
2. Website download issues - I have one way of uploading documents to the website and nothing in that procedure has changed. Therefore I cannot explain why this is happening to Mrs. Jordan's computer

##### **Treasurer's Report Questions:**

1. Water Bill for the Cemetery \$2860 - This is the normal amount for the water bill. It is for two months @\$1430 per month. The Budgeted amount is \$1500 per month, and \$3,000 per bill, so the bill is \$70 under budget.
2. Busy Hands Garden Club - This project was postponed by the board some months back. It was during the time when the watering was stopped at the cemetery. - I have reached out to the club to see if we can start the project
3. Boxes of Files - The one box still left over from Leigh Ann is complete.
4. All of the Agenda's and Minutes are up to date
5. Accounts receivable - This is for the \$2,850 owed by Rosa Jimenez - Lisa says it will updated on the next set of board reports
6. \$148,000 note to the City - I may have misread the email from Trustee Burdorf when I offered to reach out to Mr. Levitt. The request was for me to monitor the City Council meeting agendas to see if our item was added. I responded that they were not, attached both agenda's to the email and offered to contact Mr. Levitt. The response was OK thank you and I misunderstood that to mean OK thank you for letting me know the item was not on the agenda. And seeing that Mr. Levitt is the City Manager, and Trustee Burdorf was already in contact with him, I thought if she wanted me to call him she would have said it outright, I simply did not read it that way. I do so apologize. However, I contacted Mr. Levitt's office and spoke with Sue, she said Mr. Levitt was out but would call me next week.
7. Door Jamb - The door jamb that needs repairing is to the Laundry room and is not a part of the residence. Therefore it was not a part of the weatherization project.
8. The insulation has been installed and its completion reported at the July board meeting
9. Lizards - The lizards are still able to get under the back door of the residence. The weatherization project did not take care of that problem.
10. Residence Water Bill \$1080 - This is an old bill from the leak which has been paid we have not received a new bill yet
11. Gate Valve - I asked Saul about the gate valve and he said it could not be done
12. Vacation Day - The day of the board meeting will not be counted as a vacation day because I worked that morning until 12 noon, answering calls, setting up burial planning appointments, prepared the board meeting packets, worked on Cemsites and dropped off the packets to Trustee Saunders
13. Plots sold reconciling with the Cemsites numbers - These types of reports will be readily available once all of the information has been updated to the site, and all the plots have been physically verified. I look forward to hearing any and all ideas for putting more controls in place.
14. Revenue on the Manager's Report does not match the Revenue on the Reconciliation Summary - I am not sure which document was being reviewed at the meeting, but I have attached Lisa's report of the Bank Deposits and Credits and it is the exact same amount to the penny of what was reported on the Manager's report. (Please refer to the Deposits & Credits Line)

15. Alejo Landscaping is 1099 - The checks are made out to him personally because he requests they be made out to him personally. Please refer to the bottom of the attached invoice.
16. The name Alejo Landscaping is the name of his company because that is his wife's last name
17. Please see the attached copy of his proof of insurance which has always been on file from his first day of work
18. It was stated that Bill needed to sign off on all plot sales - He does, the Certificate of Burial Rights is the "Deed". Each plot sale is accompanied by a copy of the purchaser's driver's license, a copy of the check used to pay their name address and telephone number. Again I welcome any additional ideas for more controls

#### Manager's Report Questions:

1. \$70 monthly payment - David Grotewold's final payment on his Double Depth plot 7-25-A
2. Donation Amount \$1,003.81 - I apologize this should have read 2 donations - This was Pat Haven's donation of \$1,000 - the \$3.81 was from Mrs. Kalomiris - 7-13-A, She came in to pay for a vase placement with a money order in the amount of \$84.25 the cost of a vase placement is \$80.44. She did not want to go and get another money order and asked if she could just donate the funds.  $\$3.81 + \$1000 = \$1,003.81$
3. Access to Cemsites - To my knowledge there are two generic log ins for viewing only here are the credentials: Username: manager -Password: manager1234!, although the password may have been reset by someone - No one has the ability to make changes except for the Cemetery Manager
4. The Plan for the Website - I did not design the website or the way it is sectioned off. It was designed by Trustee Kitchenmaster; therefore I do not have a plan for it

#### Warrants Questions

1. **State Fund Invoice and why it is so high** - The State Fund Worker's Comp insurance is basically the last house on the block. You only go there when no one else will insure you. The Cemetery could not be insured by anyone else because of the claims made against the former insurance. Yes it is higher than most. The total premium for the year is \$6,519 which is billed quarterly. The bill for \$1,003.50 was for the last quarter, There was a \$1,667.63 credit applied to the account this year as well for Saul's payroll coming in last year \$4,000. Below the estimate
2. **The \$1,600 Given to Saul** was earmarked by the board as a Retainer. Saul was given the choice to either purchase insurance with the money or inform the board in writing that he would be working without insurance. He was not told he had to purchase insurance with these funds
3. **The insurance installment** - This is last premium for the year because of the insurance being lowered and a refund being issued for \$10, 371.60 Therefore all of the what was nearly \$50,000 in insurance cost has been paid.
4. **Pure Payments** - The (Minimum Discount) is an industry term for their fee. (I know I don't like it either just too confusing), The Cemetery will be charged a minimum of \$20.10 per month if the terminal is used or not.

**Comments by Trustees - Saul has not cashed his checks** - Saul was hesitant about cashing his checks because of the way in which he is being paid. He is being paid as a contractor; however the amount of his reimbursable expenses is being added to the total amount of his check. Therefore, he was concerned about being taxed on his reimbursable expenses when he files his taxes. I spoke with Lisa about this and she explained that because it is listed on his checks as reimbursable expenses he will not be taxed.

#### **8. CORRESPONDENCE – Distribution and Review**

Nothing to report

DATE: 11/21/18**9. OLD BUSINESS****a) Ossuary Costs**

Trustee Burdorf wanted to begin selling the Ossuary service without the wall being built that will display plaques of those laid to rest in the Ossuary, CMS informed the board there is now \$1,500 which has been donated to build a wall. Carried to the next meeting

**10. NEW BUSINESS****a) Grounds Keeper's Worker's Compensation Insurance**

Carried to next meeting for all members of the board to be present

**b) Three Year Audit**

Trustee Saunders informed the board that the county controller's office was compelling the cemetery District to go to a yearly audit cycle and to accept the Accounting office they suggested at a reduced cost from \$25,000 to \$20,000. Trustee Burdorf informed the board that she had several questions she had asked of Ms. Beatty which had not yet been answered so she was not comfortable with voting until her questions were answered. The CMS suggested contacting Ms. Beatty by phone. Trustee Burdorf and the board spoke directly to Ms. Beatty and as a result were given more time to search for a lower price. Carried to the next meeting

**c) Contractor Pay – Irrigation Repairs**

The CMS provided an estimate from Jeff Reese and Cory Meade of Water Wisemen Irrigation Technician and Sprinkler Repairs Are Us their estimate to repair or replace one brass valve is \$375 each and to go through the system to adjust, fix or replace a sprinkler head is \$65 for the Valves and Sprinkler heads alone which have already been repaired, the cost would have been, \$13,255. This Cemetery also would have to hire another company to perform the wire tracing. However the CMS did find and present to the board a copy of an old Capital improvement plan priority list from the cemetery which allowed up to \$1,000 for wire tracing. Motion to approve to pay the Current Grounds Keeper \$6,625 for the work completed Moved by Trustee Saunders, Seconded by Trustee Burdorf  
VOTE: 3:0 Unanimous

**d) Pat Havens – Fundraising Tour – Update and Discussion**

This item will be revisited in January of 2019

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

Motion to approve all the warrants


Moved by Trustee Saunders, Seconded by Trustee Ryan-Apuzzo

Vote: 3:0 unanimous

**12. COMMENTS BY TRUSTEES****13. CLOSED SESSION: Review of Current and Pending Litigation with Attorney.**

- Barrett et al v. El Rancho Simi Cemetery District – Vault Usage Costs/List of questions
- Sharon Wiest et al V. El Rancho Simi Cemetery District
- Employee Contract
- Grounds Keeper's Pay Scale – Discussion With a Possible Vote

CLOSED SESSION REPORT: The meeting was called back to order at 4:40 pm; The Board voted to approve the Ground Keeper's pay on all Double Depth burials from \$500 to \$650, and to change the Ground Keeper back from 1099 to W-2

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**14. ADJOURNMENT – at 4:45 pm**

**Next meeting: November 13, 2018 2:00 P.M.**

**Office of 4th District Supervisor Peter Foy County of Ventura  
980 Enchanted Way; Suite 203; Simi Valley, CA 93065**