

APPROVED: [Signature]

DATE: 11/11/2019

MINUTES

**EL RANCHO SIMI CEMETERY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES**

**December 11, 2019
2:00 PM**

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

1. CALL TO ORDER at 2:06 pm

2. ROLL CALL –

William Saunders	Chairman	PRESENT
Gregory A. Stratton	Vice-Chairman	PRESENT
Deborah Burdorf	Treasurer	PRESENT
Paula Ryan-Apuzzo	Trustee	ABSENT
Ron Cammarata	Trustee	ABSENT

3. AGENDA REVIEW –

A motion was made to move New Business agenda item 10 C ahead of Public Comments,
Moved by Trustee Saunders, and Seconded by Trustee Stratton
VOTE: 3:0

4. Approval of Minutes – Regular Meeting November 13, 2019

A motion was made by Trustee Burdorf to approve the Regular Meeting Minutes of
November 13, 2019 with a change to note the meeting was held at the District Office. The motion
was seconded by Trustee Stratton
VOTE: 3:0

10. C. – Samantha Martin – Wedding Request –

A motion was made by trustee Saunders to approve the request for Samantha Martin to hold a
small wedding ceremony at her father's gravesite; the motion was seconded by Trustee Stratton
VOTE: 3:0

5. Public Comments

Teresa Jordan

6. Treasurer – Report and Presentation of current Financial Statement

Trustee Burdorf Discussed the following topics

- Made insurance payments
- \$52,000 in the bank

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7. Manager's Report – CMS gave verbal report

- Monthly Revenue - \$18,326.12

8. Correspondence - Distribution and Review

9. Old Business

a) Prudent Reserve – Update/Discussion

Carried to next meeting to give the committee time to get together and go open the account

b) Runkle Family Plots – Discussion With a Possible Vote

Carried to next meeting – the board would like to see specific plots and to have the CMS create a Certificate of Burial Rights for each plot and present them to the board for approval and signing

10. New Business

a) 3 Year Audit Request Draft Letter – Discussion With a Possible Vote

A motion was made by Trustee Saunders to approve the letter drafted by Trustee Stratton and was seconded by Trustee Burdorf

VOTE: 3:0

b) Jared Nice - Grave Digger New Hire – Discussion With a Possible Vote

Carried to the next meeting to allow CMS to draft an agreement letter and have it signed by Mr. Nice, to allow the District to conduct a background investigation on Mr. Nice before his hiring

c) Moved ahead of Public Comments

d) CMS – Vacation and Stand In's Pay –

A motion was made by Trustee Saunders and Seconded by Trustee Burdorf to amend this item to add discussions with possible votes

VOTE: 3:0

A motion was made by Trustee Saunders and Seconded by Trustee Burdorf to amend the agenda to add an additional agenda item 10 E to New Business to discuss the CMS's annual review and possible raise discussion with a possible vote

VOTE: 3:0

A motion was made by Trustee Burdorf and Seconded by Trustee Stratton to pay the CMS's stand in Violet Cline \$12.00 an hour one hour per day of the CMS's vacation for a total of 9 hours

VOTE: 3:0

e) CMS Annual Review and Possible Raise – Discussion With a Possible Vote –

A motion was made by Trustee Burdorf and Seconded by Trustee Saunders to increase the CMS's pay to \$12 per hour beginning January 2020 to be in accordance with the states minimum wage

VOTE: 3:0

11. Warrants

A motion was made to approve the warrants

Moved by Trustee Burdorf Seconded by Trustee Saunders

Vote: 3:0

12. Comments by Trustees

None

13. Closed Session – Nothing to Report

APPROVED: *[Signature]*

DATE: 1/8/2020

14. ADJOURNMENT – at 3:20 pm

**Next meeting: January 8, 2020 at 2:00 pm
Office of 4th District Supervisor Bob Huber County of Ventura
980 Enchanted Way Suite 203**