

APPROVED: [Signature]  
DATE: 3/11/2020

**MINUTES**

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

**February 12, 2020  
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**

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- 1. CALL TO ORDER at 2:02 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	PRESENT

3. AGENDA REVIEW

- 4. Approval of Minutes – Regular Meeting February 12, 2020  
A motion was made to approve the minutes:  
Moved by Trustee Cammarata  
Seconded by Trustee Burdorf  
VOTE: 4:0

- 5. Public Comments  
Teresa Jordan

6. Treasurer – Report and Presentation of current Financial Statement


Trustee Burdorf Discussed the following topics

- There are funds above \$11,000 in the Cemetery's PayPal account that will be transferred to the bank account now that the Bookkeeper has access to the account.
- Discussion was held regarding the handling of the funds currently in the bank account
- Discussion was held regarding the need for the roads at the cemetery to be repaved
- CMS will research and report on how long the bid at \$35000 to repave the roads will last and amendize this item

7. Manager's Report – CMS gave a verbal report

- January's Revenue - \$34,550

8. Correspondence - Distribution and Review

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**9. Old Business**

- a) **Prudent Reserve – Update/Discussion**  
The District has established a prudent reserve fund that currently has \$10,000
- b) **Runkle Family Plots – Discussion With a Possible Vote**  
Carried to next meeting – The CMS did not get a response from any of the Runkle family
- c) **Jared Nice – Grave Digger Assistant New Hire –Discussion With a Possible Vote**  
Carried to the next meeting to allow CMS to do a background check
- d) **Property Tax Review - Discussion With a Possible Vote**  
Carried to the next meeting to allow Trustee Stratton time to further research

**10. New Business**

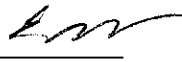
- a) **Audit Cycle Update/Discussion -**  
The Cemetery will do an annual audit
- b) **Maria Lemus – 4-N-41 & 42 –**  
Mrs. Lemus informed the CMS that she paid for her plots to be modified from single to double depth and had no back up to support. She wanted the board to vote to approve her plots to go from single to double depth. No motion to approve was brought for a vote this item will be removed from the agenda the CMS will inform the family
- c) **Cemsites Split Plot Function – Discussion With a Possible Vote –**  
The CMS informed the board of the need to have subplot numbers to show up separately in the automated online database as they are in the physical cemetery. The cost of this function is \$750.00.  
A motion was made to approve the request to add the function for \$750.00  
Moved by Trustee Burdorf  
Seconded by Trustee Cammarata  
**VOTE: 4:0**
- d) **CMS Roommate Request – Discussion With a Possible Vote –**  
The CMS requested to have Violet Cline to share the residence with her – Violet will be the automatic stand-in for the CMS for all vacations and will also be responsible for opening and closing the gate at the cemetery on the CMS's days off  
A motion was made to approve the CMS's request to have Ms. Cline as a roommate  
Moved by Trustee Stratton  
Seconded by Trustee Cammarata  
**VOTE 4:0**
- e) **Election of District Officers –**  
All officers agreed to keep their same positions

**11. Warrants**

A motion was made to approve the warrants  
Moved by Trustee Cammarata Seconded by Trustee Burdorf  
**Vote: 4:0**

**12. Comments by Trustees**

In response to the public comments made earlier, Trustee Stratton wanted to make it very clear that the District Treasurer does not share duties

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Trustee Saunders also responded to public comments by stating, The County of Ventura is accountable for the staggering of terms for the District's board members and not the Cemetery District itself

**13. Closed Session – Nothing to Report**

**14. ADJOURNMENT – at 3:54 pm**

**Next meeting: March 11, 2020, at 2:00 pm  
Office of 4th District Supervisor Bob Huber County of Ventura  
980 Enchanted Way Suite 203**