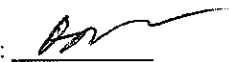


APPROVED: 
DATE: 8/14/19

MINUTES

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

**1461 Thompson Lane
Simi Valley, California 93065
Office Telephone: (805) 526-8245**

**July 10, 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 2:00 pm
- 2. ROLL CALL –

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

- 3. AGENDA REVIEW –
A motion was made to amend the agenda to move two new business items 10a & b up on the Agenda to follow Public Comments
Moved by Trustee Saunders, Seconded by Trustee Ryan-Apuzzo
VOTE: 5:0 - Unanimous

- 4. APPROVAL OF REGULAR MEETING MINUTES: June 12, 2019
Motion to approve
Moved by Trustee Cammarata
Seconded by Trustee Stratton
VOTE: 5:0 - Unanimous

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

10. a) **Tree Trimming Needs** – Mr. Terry Petto the manager of the strip mall that shares a wall with the Cemetery and Cemetery Residence requested that the very large pepper trees be trimmed all the way

APPROVED: [Signature]

DATE: 8/14/19

back away from the wall because the limbs are impeding the cable and electrical wires. The board carried this item to the next meeting to allow CMS to check and see if SCE would come out and trim the trees.

10. b) **Bench for Robbins Family** - The Robbins family purchased 14 plots in the NE1 area of the Cemetery and requested they be permitted to place a memorial bench on top of one of the graves they purchased. – The board decided to carry this item to the next meeting to allow CMS to provide more information on what the process of making and installing a memorial bench will entail and how much the gravedigger would charge to install it.

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

Trustee Burdorf reported & discussed:

- The District is in good financial health
- The RPTTF what it is and how it works/the auditors may ask that these funds be sent to the City to pay down the loan
- Trustee Stratton will research the agreement between the City and the District
- Asked CMS to make sure the cemetery is not paying for two internet companies

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

CMS reported:

- The Cemetery has exceeded the projected budget by over \$21,000 for the fiscal year

8. CORRESPONDENCE – Distribution and Review

9. OLD BUSINESS

a) Audit Update

The CMS gave a verbal update

b) Request to Return \$12,000 to Endowment Care Fund/Establish a Prudent Reserve Fund -

Motion to return \$12,000 to Endowment Care Fund made by Trustee Burdorf

Seconded by Trustee Cammarata

VOTE: 5:0 Unanimous

Motion to set up a Prudent Reserve Fund with a goal of 50% of one year of budgeted expenditures

Moved by Trustee Burdorf

Seconded by Trustee Ryan Apuzzo

VOTE: Yay – Trustee Saunders, Burdorf and Ryan-Apuzzo

Nay – Trustee Cammarata and Stratton

PASSED: 3:2

c) 2019/20 Budget -

Carried to the next meeting

10. NEW BUSINESS

a) Asphalt Crumbling -

Trustee Stratton will see if he can get the funds from the City to pay for the repaving of the Cemetery roads – Carried to next meeting

11. WARRANTS

Motion to approve warrants

Moved by Trustee Cammarata

Seconded by Trustee Stratton

APPROVED: 

DATE: 8/14/19

VOTE: 5:0 unanimous

12. COMMENTS BY TRUSTEES

The Board Treasurer Trustee Burdorf wanted to thank Trustee Cammarata for doing an excellent job on the Budget

13. CLOSED SESSION: Review of Current and Pending Litigation with Attorney.

- Sharon Wiest et al. V. El Rancho Simi Cemetery District
- Personnel Review

The meeting was called back to order at 4:30 pm by Trustee Saunders who stated there was nothing to report from the Closed Session

14. ADJOURNMENT – at 4:30 pm

Next meeting: August 14, 2019, at 2:00 P.M.

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