

APPROVED:
DATE: 7/10/19

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**

**June 12, 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 2:04 pm
- 2. ROLL CALL –

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

- 3. **AGENDA REVIEW – A motion was made to amend the agenda to add item 10 F the Salvation Army requesting a discount for the Mazzella family to bury their dad.
Moved by Trustee Saunders, Seconded by Trustee Cammarata
VOTE: 3:0**
- 4. **APPROVAL OF REGULAR MEETING MINUTES: May 8, 2019**
Motion to approve
Moved by Trustee Cammarata
Seconded by Trustee Stratton
VOTE: 3:0
- 5. **PUBLIC COMMENTS**
Mrs. Teresa Jordan submitted a training manual for all trustees in Binder, USB and CD form
- 6. **TREASURER – Report and Presentation of Current Financial Statement – a verbal report was given to the board by the CMS via email – no new issues**

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

CMS gave a verbal report – Cemetery has exceeded the projected budget by over \$13,000 – Trustee Cammarata will put together a statement of reconciliation that easier to read for the board CMS presented a map of the Cota family plots and owners names of each plot as documentation of which plots were awarded to them

8. CORRESPONDENCE – Distribution and Review

9. OLD BUSINESS

a) Audit Update

The CMS took the board through her audit questions

b) Transferring to PayPal or Square for Credit Card Processing

A motion was made to use PayPal for credit card processing

Moved by: Trustee Saunders

Seconded by Trustee Cammarata

VOTE: 3:0

c) Tablet for CMS

A motion was made to approve the CMS to purchase a tablet from Verizon with monthly data service

Moved by Trustee Cammarata

Seconded by Trustee Stratton

VOTE: 3:0

10. NEW BUSINESS

a) Request to return \$12,000 to Endowment Care Fund and to Establish a Prudent Reserve Fund of \$70,000

Carried to next month's meeting

b) Charging \$50 to \$80 fee for Temporary Markers

A motion was made to begin to charge \$80 for temporary markers with a \$20 refund if the marker is returned to the Cemetery

Moved by Trustee Cammarata

Seconded by Trustee Stratton

VOTE: 3:0

c) 2019/20 Budget

Trustee Cammarata will have an update at the next meeting

d) Returned Check Fee

A motion was made to start to charge a \$30 returned check fee for all returned checks effective immediately

Moved by Trustee Saunders

Seconded by Trustee Cammarata

VOTE: 3:0

e) Mini Blinds for the Cemetery Residence

A motion was made to allow CMS to purchase mini blinds for the residence

Moved by Trustee Cammarata

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Seconded by Trustee Stratton
VOTE: 3:0

f) **Salvation army requesting a discount on the Burial of Luigi Mazzella**

After a lengthy discussion on the fact there is no policy in place for giving discounts no motion was presented for a vote. The CMS will inform the Salvation Army of the board's decision

11. WARRANTS

Motion to approve warrants with a correction made to the CMS paycheck in the month of July
Moved by Trustee Cammarata
Seconded by Trustee Stratton
VOTE: 3:0 unanimous

12. COMMENTS BY TRUSTEES

No Comments

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 3:35 pm by Trustee Saunders who stated there was nothing to report from the Closed Session

14. ADJOURNMENT – at 3:35 pm

Next meeting: July 10, 2019, at 2:00 P.M.

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980 Enchanted Way; Suite 203; Simi Valley, CA 93065**