

APPROVED: 

DATE: 11/18/2020

MINUTES

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

**November 18, 2020
2:00 pm**

MEETING LOCATION:

The Meeting Will Be Held at:

**The El Rancho Simi Cemetery District Office
1461 Thompson Lane, Simi Valley, CA 93065**

And Via Zoom.US

Please refer to our website:

Simipubliccemetery.com for Log-in Instructions

1. CALL TO ORDER at 2:06 pm

2. ROLL CALL –

William Saunders	Chairman	PRESENT
Ron Cammarata	Vice-Chairman	PRESENT
Dorah Burdorf	Treasurer	PRESENT
Paula Ryan-Apuzzo	Trustee	ABSENT
Steve Frank	Trustee	PRESENT

3. AGENDA REVIEW – NO CHANGES

4. Approval of Minutes – Regular Meeting October 14, 2020

A motion was made to approve
Moved by Trustee Cammarata
Seconded by Trustee Burdorf
VOTE: 4:0 Unanimous

5. Public Comments

Mrs. Teresa Jordan

6. Treasurer – Report and Presentation of current Financial Statement

Trustee/Treasurer Burdorf updated the board on the following topics:

- The Water Bill was \$6800 – CMS informed of the adjustments made for the fall and winter months will lower the bill, in addition there was a very large leak again in the rear west portion of section six that has been repaired
- Trustee Burdorf asked if anyone had questions regarding the current audit – no questions

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

The CMS informed the board that her vacation this year will be from December 23, 2020 thru January 5, 2021 and that Violet Cline will be checking the phone messages again this year in her absence

8. Correspondence - Distribution and Review

9. Old Business

a) Property Tax Review

Property Tax – Trustee Frank informed the board that he spoke again with the City Manager Brian Gable. Mr. Gable advised him he will speak with The City Attorney and ask him to look into the District's concerns, find out where the City stands first and then get back to Trustee Frank. If nothing comes of this action by December's meeting then Trustee Frank will consider speaking to the County Attorney

b) Hiring a surveyor to Map the Cemetery

The CMS will speak with GeoModel to see if a lower price can be negotiated
Carried to the next meeting

c) New Cemetery Sign

CMS will research to see if there is a commonly state used, or a specific state used sign for recognized historical sites – Carried to the next meeting

d) Ossuary Wall Memorial Plates

The CMS presented samples to the board the board chose a plaque sample for the Ossuary Wall Dedication to Trustee Stratton – The CMS will send out proofs to the board for final approval
Carried to the next meeting

e) Contacting the County of Ventura to see if they will donate a Large Backhoe to the Cemetery

Trustee Frank informed the board the District is on the list to get a backhoe as soon as one is available from a nationwide pool

10. New Business

a) Grave Digger - Request to increase his pay on marker installations

A motion was made to increase the pay for marker installations from \$35 to \$75 effective immediately

Moved by Vice-Chairman Cammarata

Seconded by Trustee Frank

Vote: 4:0 –

b) Central Heating System Servicing

A motion was made to approve the quote from Integrity Comfort Systems to service the Cemetery

Residence Heating system for \$825

Moved by Vice-Chairman Cammarata

Seconded by Chairman Saunders

Votes in favor – 3 – Vice-Chairman Cammarata, Chairman Saunders, Trustee Frank

Opposed – 1 - Trustee Burdorf

Motion Passes 3 to 1

11. Warrants

A motion was made to approve the warrants

Moved by Trustee Burdorf

Seconded by Trustee Cammarata

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12. Comments by Trustees

13. Closed Session – No Closed Session Items to Discuss

- James Omori vs. Simi Valley Public Cemetery district dba El Rancho Simi Pioneer Cemetery District
- Personnel Review – (CMS Yearly Review)

A motion was made to increase the CMS wage by \$1 per hour beginning January 1, 2021

Moved by Trustee Frank

Seconded by Chairman Saunders

Vote 4:0

The board also reported that Vice-Chairman Cammarata will conduct a formal review on the CMS

14. ADJOURNMENT – at 3:48 pm

Next meeting: December 9, 2020 at 2:00 pm

Location TBD