

**NOTICE OF REGULAR MEETING
And
AGENDA**

EL RANCHO SIMI CEMETERY DISTRICT
Office Telephone: (805) 526-8245

MEETING OF THE BOARD OF TRUSTEES
December 13, 2017
2:00 PM

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

AMERICANS WITH DISABILITIES ACT: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please call 805-526-8245 for assistance. Notification at least 48 hours prior to the meeting or time when services are needed will assist staff in assuring reasonable arrangements can be made to provide accessibility to the meeting or service.

JUDICIAL REVIEW: Any legal action by an interested party seeking to obtain judicial review of any decision or action by the District may be subject to the 90-day filing period set forth in Code of Civil Procedure Section 1094.6 and may be limited to raising only those issues raised during the public hearing.

PUBLIC ACCESS to BOARD PACKETS: Board agenda and informational packets are available for review, prior to board meetings, in the Cemetery Office, 1461 Thompson Lane, Simi Valley, CA 93065, and at www.simipubliccemetery.com. Please call for assistance at 805-526-8245 before arriving. Board Meeting Minutes will be available immediately following their approval by the Board.

AGENDA

1. CALL TO ORDER

Members and visitors are requested to silence all cell phones and other personal communication devices while the meeting is in progress.

2. ROLL CALL

WILLIAM SAUNDERS	Chairman
GREGORY A. STRATTON	Vice-Chairman
DEBORAH BURDORF	Treasurer
CHRISTINE KITCHENMASTER	Trustee
PAULA RYAN-APUZZO	Trustee

**AGENDA
EL RANCHO SIMI CEMETERY DISTRICT
MEETING OF THE BOARD OF TRUSTEES
December 13, 2017 at 2:00 PM**

3. AGENDA REVIEW

4. APPROVAL OF MINUTES: November 8, 2017

5. PUBLIC COMMENTS

6. PUBLIC RECORDS RELEASE

7. TREASURER – Report and Presentation of Current Financial Statement

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

9. CORRESPONDENCE – Distribution and Review

10. OLD BUSINESS

- a) Continued Discussion by Trustees for Additions and/or Changes to the current 2003 Bylaws
- b) Audit Cycle - Annual or Five Year – Discussion With Possible Vote
- c) Marketing Strategies
- d) Ossuary costs
- e) Filming Procedure – Refundable Security Deposit and Other Costs – Discussion With a Possible Vote
- f) Grant Committee Update – Government Grants; Block Grant; 501C

11. NEW BUSINESS

- a) Insurance Renewal – Discussion and Vote
- b) Cost for Cement Boarder for Markers – Discussion and Vote
- c) Request to The Park District For a Joint Venture on the Use of the Property Behind the Park for additional Cemetery Space – Discussion and a Possible Vote
- d) Picture Frames for Historical Maps and other Documents – Discussion with a Possible Vote
- e) LAFCO Re-Districting Possibilities Into Moorpark and Possibly Beyond – Discussion With a Possible Vote
- f) Employee Contract (review by lawyer) – Discussion Update
- g) Employee Manual - Discussion Update

12. WARRANTS – Review and Vote for Approval

13. COMMENTS BY TRUSTEES

**AGENDA
EL RANCHO SIMI CEMETERY DISTRICT
MEETING OF THE BOARD OF TRUSTEES
December 13, 2017 at 2:00 PM**

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

- Barrett et al v. El Rancho Simi Cemetery District
- Leigh-Anne Harrison-Bigbie/Gavin Fisher v. El Rancho Simi Cemetery District
- Sharon Wiest et al V. El Rancho Simi Cemetery District
- Wage and Hour Laws vs. Salaries

15. ADJOURNMENT

Next meeting: January 10, 2018 2:00 P.M.

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