MINUTES REGULAR MEETING OF THE BOARD OF TRUSTEES EL RANCHO SIMI CEMETERY DISTRICT 1461 Thompson Lane

Simi Valley, California 93065 Office Telephone: (805) 526-8245

> January 10, 2018 2:00 PM

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

1. CALL TO ORDER

The Meeting was called to order by Chairman Saunders at 2:06 PM; business was conducted

2. ROLL CALL

William Saunders Trustee; Chairman Present
Greg Stratton Trustee; Vice-Chairman Present
Deborah Burdorf Trustee; Treasurer Present
Christine Kitchenmaster Trustee Present
Paula Ryan-Apuzzo Trustee Absent

QUORUM: Yes 4:5

3. AGENDA REVIEW

Accepted as submitted

4. PUBLIC COMMENTS

Theresa Jordan Submitted a letter

- 5. TREASURER The Current Financial Statement was distributed
- CEMETERY MANAGER The Cemetery Manager was not available. There was a general discussion on the emergency actions that were taken to keep the facility open.
- CORRESPONDENCE Distribution and Review There was no correspondence to review.
- 8. OLD BUSINESS
 - a) Continued Discussion by Trustees for Additions and/or Changes to the current 2003 Bylaws Deferred to next meeting

- b) Audit Cycle Annual or Five Year Discussion With Possible Vote Awaiting for response from County Auditor
- c) Marketing Strategies Trustee Kitchenmaster presented concepts on improving marketing to the Mortuary Businesses. She was encouraged to flush out the concepts and return to the board with a plan.
- d) Ossuary costs The best estimate was provided in the Cemetery Manager report several months ago where the Visalia Ossuary fees were reviewed. The manager may have additional data; further discussion will await her return.
- e) Grant Committee Update Government Grants; Block Grant; 501C The CBDG Grant has been drafted and will be discussed under new business.
- f) LAFCO Re-Districting Possibilities Into Moorpark and Possibly Beyond Trustee Kitchenmaster has contacted Moorpark and is working to get the Council to consider the issue
- g) Employee Contract (review by lawyer) Review by County has not been completed.
- h) Employee Manual Discussion Update Deferred.

9. NEW BUSINESS

a) CDBG application- Trustee Stratton noted that the application was distributed for review. He thanked all the individuals who provided support and specific pieces. Trustee Kitchenmaster requested that the number of participants be identified as by year. With that change, Approval of the Application was moved by Stratton, seconded by Kitchenmaster and approved 4-0.

Moved by Stratton, seconded by Kitchenmaster to authorize the Chair to sign the application letter. Approved 4-0. With the Manager not available, all four Trustees signed the certification of the authorization

- b) Meeting change next month- Due to the next meeting being scheduled for Valentine's Day, Board agreed to move the meeting to February 13th.
- WARRANTS The register of warrants was submitted.
 Moved by Kitchenmaster, seconded by Saunders Motion approved 4-0.

11. COMMENTS BY TRUSTEES

12. CLOSED SESSION: The board went into closed session at 3:38

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

The Board returned from Closed Session at 4:39. There was nothing to report

13. ADJOURNMENT 4:40

APPROVED BY: FM

DATE: V/4/18

Next meeting: February 13, 2018 2:00 P.M.
Office of 4th District Supervisor Peter Foy County of Ventura 980 Enchanted Way; Suite 203; Simi Valley, CA 93065