

APPROVED: JS  
DATE: 5/13/18

**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**

**May 9, 2018  
2:00 PM**

**MEETING LOCATION: Office of 4<sup>th</sup> District Supervisor Peter Foy  
County of Ventura  
980 Enchanted Way, Suite 203  
Simi Valley, California 93065  
Telephone: (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](http://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.**  
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**1. CALL TO ORDER at 2:pm**

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

**2. ROLL CALL**

<b>WILLIAM SAUNDERS</b>	<b>Chairman</b>
<b>GREGORY A. STRATTON</b>	<b>Vice-Chairman</b>
<b>DEBORAH BURDORF</b>	<b>Treasurer</b>
<b>PAULA RYAN-APUZZO</b>	<b>Trustee</b>

**All Present**

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**3. AGENDA REVIEW**

**4. APPROVAL OF MINUTES: April 11, 2018**  
**4:0 unanimous**

**5. PUBLIC COMMENTS**  
Theresa Jordan

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

Current balance is \$51,000 – The City of Simi Valley is still considering removing the Cemetery's loan, Mr. Levitt at the City will look into donating a Big Back Hoe to the Cemetery, The Board will ask Jeffrey Burgh for an increase in the Cemetery's current apportionment amount, CMS will contact Cindy Fernandez for volunteer help from the students at Santa Susana High School, Revenue over expenses is \$43.00 positive, CMS will research and report to the board how much is owed on the payment plans for David Grotewold and Rosa Jimenez,

**7. CEMETERY MANAGER – CMS Report for prior Month and Presentation of New Issues**  
CMS gave verbal report

**8. CORRESPONDENCE – Distribution and Review**  
The Worker's Compensation insurance notice and the Home Depot Bill was discussed

**9. OLD BUSINESS**

**a) Audit Cycle**

Motion to approve a letter from the board to the county requesting to stay on a 5 year cycle  
Moved by Trustee Burdorf, Seconded by Trustee Ryan-Apuzzo  
VOTE: 4:0 UNANIMOUS

**b) Marketing Strategies**

Tabled until further notice

**c) Ossuary Costs**

Continued to next meeting

**d) Employee Manual - Discussion**

Trustee Burdorf suggested the following:

- Delete the maximum accrual for vacation.
  - Under holidays, delete the second sentence that says "tenants".
  - Change the sick day's paragraph to say sick time carries over year to year.
  - Remove the employee benefits paragraph.
  - In the confidential paragraph replace the word "tenants" with customers.
- The board requested more time to review Continued to the next meeting

**e) Burials on Mondays – Discussion with a Possible Vote**

Discussion was held to exclude burials on Mondays due to the extra costs involved with bringing the Grounds Keeper in a Saturday or Sunday to open grave sites and to allow the CMS a day off.  
Motion to not have burials on Mondays  
Moved by Trustee Burdorf, Seconded by Trustee Ryan-Apuzzo  
VOTE: 4:0 unanimous

**f) Diane Hebert Refund of Vase Charge – Discussion with a Possible Vote**

The CMS was able to locate proof that the Cemetery promised to provide a vase to all graves 3 months after burial so a motion was put forth to refund the \$80.44 that Edward Korta, Diane Hebert's father later paid to have a vase put in. Diane is the only living child of Edward Korta.

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Moved by Trustee Ryan-Apuzzo, Seconded by Trustee Burdorf  
VOTE: 4:0 Unanimous

- g) Charlene Appleton Interment – Discussion with a Possible Vote**  
Discussion was held about the Cemetery burying Charlene Appleton without her family paying for the cremation plot. It was decided not to take any action at this time and the CMS will continue to request payment and will update the board regarding this issue during the Manager's Report
- h) Rosa Jimenez Installment Agreement – Update**  
The CMS informed the board of the discussion with Rosa Jimenez and that she requested to cancel the agreement. A letter will be sent to Ms. Jimenez to confirm
- i) Interments in the Pioneer Section – Discussion with a Possible Vote**  
Trustee Burdorf was concerned about using the Back Hoe due to several of the burials were done without the use of a vault, so using the back hoe could disturb a resting place  
It was decided by the board that research be done by the CMS to find out what the Grounds Keeper would charge to hand dig a grave – Continued to next meeting
- j) Pioneer Fence Repair - Discussion with a Possible Vote**  
CMS informed the board that there is no need to repair the fence at this time
- k) Cemetery Office Railing Repair – Update**  
Trustee Burdorf reached out Habitat for Humanities and they have agreed to repair the handicap ramp at no cost to the Cemetery
- l) Cost of Double Depth Plots – Discussion with a Possible Vote**  
Discussion was held and the price will stay the same

#### 10. NEW BUSINESS

- a) Grounds Keeper Pay Increase – Discussion with a Possible Vote**  
In lieu of a pay increase the board put forth the motion to pay the Grounds Keeper a retainer to cover the amount of his carrying his own worker's comp insurance, thus making him a fully operational 1099 employee.  
Moved by Trustee Saunders, Seconded by Trustee Burdorf  
VOTE: 4:0 unanimous
- b) Sally Custer – Disinterment Request – Discussion with a Possible Vote**  
Trustee Saunders moved that a Disinterment be done right away – After further discussion the motion was amended to approve the Disinterment of Mrs. Custer's sister Becky Atchinson but not until the grave is needed to inter Mrs. Custer; in addition the Cemetery will pay the fees associated with the Disinterment of Mrs. Atchinson and the opening and closing for the interment of Mrs. Custer. With Mrs. Custer's approval the motion was Moved by Trustee Saunders and Seconded by Trustee Burdorf  
VOTE: 4:0 unanimous
- c) Watering - Discussion With a Possible Vote**  
Carried to the next meeting to allow CMS time to research how much watering is absolutely necessary to keep the grass from dying
- d) Expanding the use of NW & NE1**  
Motion to fully map out NW1 & NE1 to present to the board at the next meeting for review and vote was moved by Trustee Saunders, Seconded by Trustee Ryan-Apuzzo  
VOTE 4:0

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- e) **National Trust for Historic Preservation Grant – Discussion with a Possible Vote**  
The CMS will contact the Federal Grant office at (202) 588-6277 EXT. 2 for further research – Carried to next meeting for update
- f) **Accepting Credit Cards - Discussion With a Possible Vote**  
The CMS suggested the Cemetery take on a credit card procession company and suggested Flagship Merchant Services, Trustee Saunders suggested CMS contact Pure Payment Services at (805) 807-4321 for price comparisons – Carried to next meeting
- g) **Offering Cemetery Back Yard for Receptions - Discussion With a Possible Vote**  
Tabled until further notice
- h) **Cost of Vase Dig Ups and Replacements – Discussion With a Possible Vote**  
Motion to charge a fee of \$40 for this service was moved by Trustee Stratton, Seconded by Trustee Ryan-Apuzzo  
VOTE: 4:0 unanimous
- i) **Cost of Customer Initiated Probe - Discussion With a Possible Vote**  
Motion to charge a fee of \$40 for this service was moved by Trustee Saunders, Seconded by Trustee Ryan-Apuzzo  
VOTE: 4:0 unanimous
- j) **Rules and Regulation Review - Discussion With a Possible Vote**  
Update the Rules to reflect No Burials on Mondays, Carried to next meeting

**11. WARRANTS – Review and Vote for Approval**

**12. COMMENTS BY TRUSTEES**

Change general manager to cemetery manager on all correspondence

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

- Barrett et al v. El Rancho Simi Cemetery District – Vault Usage Costs/List of questions
- 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
- Employee Contract

Meeting was called back to order at 5:02 PM – Nothing to report

**14. ADJOURNMENT – at 5:05**

**Next meeting: June 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**