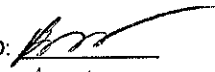


APPROVED: 
DATE: 2/12/2020

MINUTES

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

**January 8, 2020
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 2:02 pm**
- 2. **ROLL CALL –**


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

- 3. **AGENDA REVIEW – No Changes**
Trustee Stratton arrived during the Agenda Review

- 4. **Approval of Minutes – Regular Meeting December 11, 2019**
A motion was made by Trustee Burdorf, and was seconded by Trustee Cammarata to approve the Regular Meeting Minutes of December 11, 2019
VOTE: 4:0

- 5. **Public Comments**
Teresa Jordan

- 6. **Treasurer – Report and Presentation of current Financial Statement**
Trustee Burdorf Discussed the following topics
 - The approved prudent reserve funds will be deposited into the second bank account the cemetery already has
 - Trustee Burdorf requested the CMS research to find out how to get a monthly statement of the District's Endowment fund mailed out on a monthly basis
 - Trustee Burdorf requested the CMS research to find out how the District can take part in LAIF (Local Agencies Investment Fund)
 - Trustee Burdorf requested the CMS research to find out why the Cemetery was charged for fuel from the last rental of the Large Back Hoe
 - Trustee Burdorf requested the CMS research to find out what happened to the large backhoe the Cemetery had on loan from the City of Simi.

APPROVED: 

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7. Manager's Report – CMS gave verbal report

- December's Revenue - \$56,252.15
- Cemetery Mapping – Will be complete with section 5 by next meeting

8. Correspondence - Distribution and Review

9. Old Business

a) Prudent Reserve – Update/Discussion

The board decided that opening a new account is not necessary when the District has a second account that is not currently being used. The approved prudent reserve funds of \$10,000 will be deposited into this account.

b) Runkle Family Plots – Discussion With a Possible Vote

Carried to next meeting – The CMS did not get a response from any of the Runkle family

c) Jared Nice – Grave Digger Assistant New Hire –Discussion With a Possible Vote

Carried to the next meeting to allow CMS to do a background check

10. New Business

a) Property Tax Review – Discussion With a Possible Vote

Trustee Stratton is doing research to find out why the District is not getting 80% Pass through and requested the CMS to research to find out if there are any Secured Levy statements beginning with the year 2000 to present in the old Cemetery Records

11. Warrants

A motion was made to approve the warrants

Moved by Trustee Burdorf Seconded by Trustee Cammarata

Vote: 4:0

12. Comments by Trustees

Trustee Saunders Informed the board that the County Controller Jeffrey Burgh stated that because of the problems the Cemetery has had in the past, and because District's have to be on a one or five year audit cycle the District must be put on a yearly audit cycle. Trustee Stratton said he would speak with the County Supervisor Bob Huber to see if this can be changed

13. Closed Session – Nothing to Report

14. ADJOURNMENT – at 3:20 pm

Next meeting: February 12, 2020 at 2:00 pm

**Office of 4th District Supervisor Bob Huber County of Ventura
980 Enchanted Way Suite 203**