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7/27/21

MINUTES

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

**June 9, 2021
2:00 pm**

MEETING LOCATION:

**The Meeting Was Held: Via Zoom.US
Please refer to our website:
Simipubliccemetary.com for Log-in Instructions**

1. CALL TO ORDER at 2:02 pm

2. ROLL CALL –

| | | |
|--------------------------|----------------------|----------------|
| William Saunders | Chairman | Present |
| Ron Cammarata | Vice-Chairman | Present |
| Deborah Burdorf | Treasurer | Present |
| Paula Ryan-Apuzzo | Trustee | Present |
| Steve Frank | Trustee | Present |

3. AGENDA REVIEW – No Changes

4. Approval of Minutes – Regular Meeting – May 12, 2021

A motion was made to approve
Moved by Vice-Chairman Cammarata
Seconded by Trustee Frank
VOTE: 5:0

5. Public Comments

None

6. Treasurer – Report and Presentation of current Financial Statement

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

- As of the end of May we are about \$8,000 over budget due to house repairs
- Utilities are low
- CMS will be doing the budget this year
- Almost at \$400,000 in the endowment fund
- Vice-Chairman Cammarata commented that if you remove the tree trimming and the unforeseen house repairs we would be under budget

7. Manager’s Report – CMS gave a verbal report on the following:

- No updates

8. Correspondence - Distribution and Review

9. Old Business**a) Property Tax Review**

Trustee Stephen Frank informed the board that, Joel Angeles the Chief of Staff of Bob Huber's office, has asked Dan Goodwin the County Assessor, to have his staff put together a five year accounting of the property tax money that the County in conjunction with the Controller's office, sent to the City of Simi Valley with the purpose of the money being forwarded through the City to the District.

Once they have the amounts, the County will go to the City, show them the amounts they have sent, and ask the City to show them the amounts they have forwarded to the District. After the comparison is made they will determine what the next steps will be. The County is very concerned because they thought the monies they sent to the City would be forwarded to the District. Dan Goodwin is taking the lead on this.

b) New Cemetery Sign

CMS left three messages with Public Works with no response and will wait until the offices reopen on June 16, 2021 and go over and speak directly to someone. Trustee Frank offered to step in if the CMS has no luck with Public Works.

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

Trustee Frank informed the board that the County has not been able to locate one yet but they are looking nationwide – Chairman Saunders asked if we need to keep this item on the agenda – Trustee Frank stated he will keep an eye on this for the District and will let the CMS know when he hears anything and there is no need to keep on the agenda – This item is tabled until further notice.

d) Tree Trimming Needs –

CMS informed the board the \$15,000 was used to trim as many trees as possible, however there are many more that will need to be trimmed. Safe and Beautiful quoted \$39,000 to do the whole job, so there is still \$24,000 worth of trimming needed. Vice-Chairman Cammarata stated he would like to walk the property to see the need before we moved forward. Chairman Saunders asked the CMS to beef up the Tree Trimming Budget as much as we can and go from there. The board suggested that going forward the trimming be placed on a schedule 25% of the trees get cut each year.

10. New Business**a) Plumbing Issues at the Cemetery Residence –**

CMS informed the board that the gas line in the back yard of the residence is only 2" below the surface which is not up to code and is in danger of exploding, Olvera gave another estimate for \$4300 to install a new gas line and to replace the foundation for the water heater and the vent pipe for the water heater, a motion was made to make the requested repairs

Moved by Vice-Chairman Cammarata

Seconded by Trustee Ryan-Apuzzo

VOTE: 5:0

Chairman Saunders requested a 2 to 3 minute recess to make a phone call

b) Making a Deposit to the Reserve account –

A motion was made to transfer \$25,000 from the reserve account to the general fund, and transfer \$25,000 from the general fund back to the reserve account to comply with what was voted on in the last meeting

Moved by Vice-Chairman Cammarata

Seconded by Trustee Burdorf
VOTE: 5:0

c) Reviewing the Pricing on Plot Sales both Full and Cremation –

A motion was made to make the following changes to the current pricing effective July 1, 2021:

Single Depth Interment Right - \$1950 to \$2200
Double Depth Interment Right - \$2950 to \$3200
Infant Burial Interment Right - \$700 to \$1000
Cremation Burial Interment Right - \$700 to \$1000
Ossuary Interment Right - \$350 to \$500

Endowment Payments:

\$400 to \$500 Full
\$200 to \$250 Infant, Cremation and Ossuary

Opening and Closing Fees:

Single Depth - \$1550 to \$2000
Double Depth – \$2550 to \$3000
Infant Burial - \$750 to \$850
Cremation Burial - \$750 to \$900

Non-Resident Fee - \$1550 to \$2550
Disinterment Fee - \$5000 to \$7500
Moved by Vice-Chairman Cammarata
Seconded by Trustee Ryan-Apuzzo
VOTE: 5:0

d) 2020-2021 Annual Budget -

This will be on the next agenda – Chairman Saunders would like to add a new AC unit for the Residence, Vice-Chairman would like to purchase a home warranty for the residence – Trustee Ryan-Apuzzo will look into the cost of a home warranty for the Residence

11. Warrants -

A motion was made to approve the Warrants
Moved by Trustee Frank
Seconded by Trustee Ryan-Apuzzo
VOTE: 5:0

12. Comments by Trustees

Chairman Saunders asked the CMS if confirmation has been received from Supervisor Huber's office regarding returning to in person meetings. The CMS confirmed she has not yet received confirmation

13. Closed Session –

- Personnel Review – (CMS Yearly Review)
At 3:35 pm a motion was made to approve up to \$9,000 to have an automatic gate opener installed on the Cemetery gate
Moved by Chairman Saunders – Chairman Saunders lost reception here
Seconded by Vice-Chairman Cammarata
VOTE: 4:0

Chairman Saunders returned to the meeting, and added his in favor of vote to the vote for installing and automatic gate opener to the Cemetery gate. The CMS asked the board if they

APPROVED: 

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would consider the time that she has opened and closed the gate on her days off which according the State Labor Commissioner's office is in violation of minimum wage laws and she feels she may be owed \$7936. Chairman Saunders asked that this item be added to next month's Agenda for a vote. Vice-Chairman Cammarata stated that he will consult with an employment attorney as well for more information

14. ADJOURNMENT – at 3:51 pm

**Next meeting: July 14, 2021 at 2:00 pm
Location TBD**