

APPROVED: 

DATE: 10/23/19

MINUTES

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

1461 Thompson Lane
Simi Valley, California 93065
Office Telephone: (805) 526-8245

September 11, 2019
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 2:00 pm --

Trustee Saunders called for a moment of silence in remembrance of those who lost their lives in the 9/11 Terrorists attacks

2. ROLL CALL --

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

2. AGENDA REVIEW -- A motion was made to move Old business Item #9. F to just after Public Comments

Moved by Trustee Saunders
Seconded by Trustee -- Ryan-Apuzzo
VOTE: 4-0

Trustee Stratton arrived during the Agenda Review but after the vote to amend was made

4. APPROVAL OF REGULAR MEETING MINUTES: August 14, 2019

Motion to approve
Moved by Trustee Stratton
Seconded by Trustee Burdorf
VOTE: 5-0

5. PUBLIC COMMENTS

Mrs. Teresa Jordan read a letter into the record

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9. F – Virgil Stites Request from Family to waive the Non-Residency Fee –
Carried to next meeting to allow for further research

6. **TREASURER – Report, and Presentation of Current Financial Statement –**
Trustee Burdorf reported & discussed:

- The Water Bill Increase – CMS Due to grass dying and the need for more water
- PayPal Set up – CMS Complete
- Status of the Current Audit – CMS Complete
- The bookkeeper will be out October 20th – November 15th
- How the \$12,000 return of the Endowment funds will be accounted for – Trustee Burdorf will contact the bookkeeper for an explanation
- Why the Board Reports reflect an expectation of \$31,900 in tax revenue - Trustee Burdorf will contact the bookkeeper for an explanation

7. **CEMETERY MANAGER – CMS Report for prior Month and Presentation of New Issues**
CMS reported:

- The Homeless are sleeping in the shed area on the property and gas has been stolen from the Toro Lawnmower
- Asked the board to review the Runkle Paperwork
- During the Manager Report Supervisor Huber entered the meeting to thank the board of directors and the Cemetery Manager for all of their hard work.

8. **CORRESPONDENCE – Distribution and Review**

9. **OLD BUSINESS**

a) **Audit Update**

Trustee Burdorf would like a picture for the cover

b) **2019/20 Budget – Update/Review -**

A motion was made to accept and approve the 2019/20 Budget with the change made to the depreciation line item

Moved by Trustee Burdorf

Seconded by Trustee Ryan-Apuzzo

VOTE: 5:0

c) **Prudent Reserve Fund- Update and Discussion**

Carried to next meeting

d) **Tree Trimming Needs -**

Complete

e) **Asphalt Crumbling -**

Carried to next meeting

10. **NEW BUSINESS**

a) **Replace the Torst Marker - \$952.65 -**

A motion was made to approve the replacement of the marker at \$952.65 or Refund the family the cost of what they paid for the 28" x 32" Marker whichever is less

Moved by Trustee Cammarata

Seconded by Trustee Ryan-Apuzzo

VOTE: 5:0

11. **WARRANTS**

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Regular Meeting Minutes
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Motion to approve warrants
Moved by Trustee Burdorf
Seconded by Trustee Cammarata
VOTE: 5:0

12. COMMENTS BY TRUSTEES

Trustee Stratton informed the board the Simi Valley Park District is reconsidering allowing the vacant portion of El Rancho Simi Park to be used by the Cemetery for expansion

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

- Sharon Wiest et al. V. El Rancho Simi Cemetery District
- Personnel Review

The meeting was called back to order at 3:48 pm by Trustee Saunders who stated there was nothing to report from the Closed Session

14. ADJOURNMENT – at 3:49 pm

Next meeting: October 9, 2019, at 2:00 P.M.

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980 Enchanted Way, Suite 203; Simi Valley, CA 93065