

APPROVED: [Signature]  
DATE: 8/14/24

**MINUTES**

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

**August 14, 2024  
2:00 pm**

**MEETING LOCATION: Office of 4<sup>th</sup> District Supervisor Janice Parvin  
County of Ventura  
980 Enchanted Way, Suite 203  
Simi Valley, California 93065  
(805) 955-2300**

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**1. CALL TO ORDER at 2:01 pm**

**2. ROLL CALL –**

<b>WILLIAM SAUNDERS</b>	<b>Chairperson</b>	<b>Present</b>
<b>JUSTIN HONSINGER</b>	<b>Vice-Chairman</b>	<b>Present</b>
<b>RON CAMMARATA</b>	<b>Treasurer</b>	<b>Present</b>
<b>PAULA RYAN-APUZZO</b>	<b>Trustee</b>	<b>Present</b>
<b>STEVE FRANK</b>	<b>Trustee</b>	<b>Present</b>

**3. AGENDA REVIEW– NO CHANGES**

**4. APPROVAL OF MINUTES – Regular Meeting – July 10, 2024**

A motion was made to approve the minutes

Moved by Trustee Frank

Seconded by Trustee Cammarata

**VOTE: 5:0**

**5. PUBLIC COMMENTS –**

Mrs. Teresa Jordan and Mrs. Simona Ghinghis – Out of Public Comments an Agenda Item regarding repairing the Pioneer Section Fence will be placed on next months Agenda to be discussed at the meeting

**6. Treasurer – Report and Presentation of current Financial Statement–**

Trustee Cammarata updated the board on the following items:

- This is the report for the end of fiscal year 2024
- In looking at the balance sheet there are still some things that need to be cleaned up like Property Tax Receivable I'm not sure why that is there
- There is an account with the County with \$1500 in it that he is not sure what it is
- Trustee Cammarata will find out
- On the liability side I still need to clean up the US Bankcard because it was not reconciled by the old bookkeeper
- Will have to go back and do research to make sure the Sales Tax was coded correctly
- Endowment Liability is okay
- Payroll Liability – It is possible that Saul's taxes were not properly taken out of his pay
- Did better than we thought as far as the P & L
- I filed the 2023 Financial Transaction Report with the State



APPROVED: 

DATE: 9/11/24

**13. CLOSED SESSION –**

- Personnel Review
- Cemetery Expansion Review and Discussion

Out of Closed Session: The board requested the CMS to provide a report on how the gopher/ground squirrel problem is being addressed, and to walk the cemetery every day at the beginning and end of her shift to look for vandalism, sprinkler issues, irrigation leaks, holes, and any other problems that may arise. The board decided to have the November 2024 meeting at the cemetery.

**14. ADJOURNMENT – at 3:15 pm**

**Next meeting:**

September 11, 2024, at 2:00 p.m.

Office of 4<sup>th</sup> District Supervisor Janice Parvin,  
980 Enchanted Way, Suite 203, Simi Valley, California 93065