APPROVED: DATE: 9/4/24)

#### **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

- 1. CALL TO ORDER at 2:01 pm
- 2. ROLL CALL -

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

- 3. AGENDA REVIEW- NO CHANGES
- 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

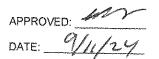
#### 5. PUBLIC COMMENTS -

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



Trustee Frank asked if the bottom line is affected by any of the issues that still need to be clean
up, Trustee Cammarata advised no he didn't think so, If there is any change, Trustee Cammarata
said it may be about \$2,000

## 7. MANAGER'S REPORT - CMS gave a verbal report on the following current issues

 We were able to remove the stump from the large Eucalyptus tree that was blocking two plots in section six

## 8. CORRESPONDENCE - Distribution and Review

• The CMS informed the board that the Pasadena Motorcycle Club would like to include the Cemetery in their motorcycle run scheduled for October this year. The CMS asked if the board wanted her to add this request to the agenda for next month's meeting. Chairperson Saunders stated that he didn't think it was necessary to put it on the agenda, as the board is in support of the idea. Trustee Frank suggested using this opportunity to engage with the community and promote the Pioneer Section of the Cemetery and the motorcycle run. He also suggested using it as a promotional marketing tool without incurring expenses. Trustee Frank asked the CMS to provide his contact information to the motorcycle club and requested them to contact him directly

#### 9. OLD BUSINESS

#### a) Annual Budget Review -

 A motion was made to approve the budget with a change to the final payment to State Fund for the worker's compensation insurance, and to the increase in the fee for Alejo Landscaping if approved today

Moved by Trustee Honsinger Seconded by Trustee Ryan-Apuzzo

VOTE: 5:0

#### 10. NEW BUSINESS -

## a) CalCard Statements Review - Discussion With a Possible Vote

Trustee Cammarata informed the board that he would like to add a review of the CalCard statement charges to the Agenda on a monthly basis

A motion was made to add a review of the CalCard statement charges to the Agenda on a monthly basis – Chairperson Saunders stated that no vote was necessary, just add the Cal Card statement and receipts to be read during the Warrants

## b) Alejo Landscaping Fee Increase - Discussion With a Possible Vote

The CMS informed the board that Alejo Landscaping would be raising their monthly fee from \$1400 to \$1700 beginning August 1, 2024

A motion was made to approve the fee increase for Alejo Landscaping from \$1400 per month to \$1700 per month

Moved by Trustee Honsinger

Seconded by Trustee Ryan-Apuzzo

VOTE: 5:0

#### 11. WARRANTS

A motion was made to approve the Warrants Moved by Trustee Cammarata Seconded by Trustee Ryan-Apuzzo

VOTE: 5:0

#### 12. COMMENTS BY TRUSTEES

Chairperson Saunders announced that their Beer Fest is in two weeks and asked if he could store the gators at the Cemetery Residence again as they did last year, the CMS responded of course

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#### 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