

APPROVED: 
DATE: 12/14/22

MINUTES

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

**November 9, 2022
2:00 pm**

**MEETING LOCATION: Office of 4th District Supervisor Bob Huber
County of Ventura
980 Enchanted Way, Suite 203
Simi Valley, California 93065
(805) 955-2300**

- 1. CALL TO ORDER at 2:00 pm
- 2. ROLL CALL –

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

- 3. AGENDA REVIEW – No Changes

- 4. **Approval of Minutes – Regular Meeting – October 12, 2022**
A motion was made to approve the Minutes with one change. Change the name Ralph Mahad to Ralph Mahan
Moved by Trustee Burdorf
Seconded by Vice-Chairman Cammarata
VOTE: 3:0

- 5. **Public Comments –**
Mrs. Teresa Jordan

- 6. **Treasurer – Report and Presentation of current Financial Statement–**
 - Things have been going smoothly record keeping wise

- 7. **Manager’s Report – CMS gave a verbal report**
 - CMS informed the board that we had a good month at the cemetery
 - The marker glitch in the Cemsites Software has been resolved
 - Trustee Burdorf asked the CMS to contact Cemsites to inquire how we access our data if cemsites goes out of business or if there is a disaster, or if the company owners die. What happens to us?

- 8. **Correspondence - Distribution and Review**

APPROVED: *fm*
DATE: *12/11/22*

9. Old Business

- a) **Planning for the Future -**
The board asked the CMS to create two Excel Spreadsheets containing the following information:
1. A list of the names and plot numbers of any plots that are reserved and either partially and/or never been fully paid for
2. A list of the names and plot numbers of any reserved plots from 2013 forward that have been paid for and not used
Trustee Burdorf also asked the CMS what the lawsuit settlement for \$234.29 was for. The CMS informed the board it was for a roto-dialing class action lawsuit where the Cemetery Office was called one time.

- b) **Placing an ADU at the Cemetery Residence –**
The CMS informed the board that it would cost approximately three hundred thousand dollars to build an ADU out of the residence garage – Removed from the Agenda without a vote

- c) **Leadership Simi Valley/Cemetery Project -**
Katherine Ehret with Bob Huber's office informed the board that the Leadership group has decided to do another project, Chairman Saunders informed the board that there is another group called the Emerging Leaders, and also the Rotary Club who are interested in a project and maybe even a beautification day at the Cemetery, They are asking for an actual plan to be submitted to them, Chairman Saunders asked that the Agenda Item be kept but the name changed to read Rotary Simi Sunset/Emerging Leaders Project

10. New Business –

- a) **Add the Cost of a Temporary Marker to Burial Fees -**
A motion was made to add the cost of a Temporary Marker to the mandatory burial fees
Moved by Vice Chairman Cammarata
Seconded by Trustee Burdorf
VOTE: 3:0

- b) **Naming the new Cemetery Section**
A motion was made to name the new cemetery section, Section 9
Moved by Chairman Saunders
Seconded by Vice-Chairman Cammarata
VOTE: 3:0

- c) **Premium Cost of Plots in the New Cemetery Section –**
Carried to the January Meeting when costs are annually reviewed

- d) **Cancelling Zoom –**
A motion was made to cancel the Zoom Meeting Platform
Moved by Vice-Chairman Cammarata
Seconded by Trustee Burdorf
VOTE: 3:0

- e) **Hiring a Surveyor to Map the Cemetery -**
A motion was made not to move forward with the survey until the board has a chance to first speak with GeoModel, the CMS will contact GeoModel to attempt to set up a meeting
Moved by Chairman Saunders
Seconded by Vice-Chairman Cammarata
VOTE: 3:0

APPROVED: *[Signature]*
DATE: 11/9/22

f) Renewing the Chamber Membership –

A motion was made to pay the annual membership and to give the CMS permission to pay this online each year

Moved by Chairman Saunders

Seconded by Trustee Burdorf

VOTE: 3:0

11. Warrants -

A motion was made to approve the Warrants

Moved by Trustee Burdorf

Seconded by Vice-Chairman Cammarata

VOTE: 5:0

12. Comments by Trustees

None

13. Closed Session –

- Personnel Review

NOTHING TO REPORT

14. ADJOURNMENT – at 3:04 pm

Next meeting:

December 14, 2022, at 2:00 pm

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