

APPROVED: [Signature]  
DATE: 1/22/24  
25

**MINUTES**

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

**December 11, 2024  
2:00 pm**

**MEETING LOCATION:** Office of The 4<sup>th</sup> District Supervisor Janice Parvin  
980 Enchanted Way, Suite 203, Simi Valley, CA 93065  
(805) 955-2000

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- 1. **CALL TO ORDER at 2:00 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>Absent</b>

3. **AGENDA REVIEW–**

A motion was made to amend the agenda to add a discussion with a possible vote to agenda item 10a  
Moved by Trustee Cammarata  
Seconded by Vice-Chairperson Honsinger  
**VOTE: 4:0**

A motion was made to amend the agenda by adding a new business agenda item 10.b - a discussion on the CSDA annual payment, with a possible vote  
Moved by Trustee Ryan-Apuzzo  
Seconded by Vice-Chairperson Honsinger  
**VOTE: 4:0**

4. **APPROVAL OF MINUTES – Regular Meeting – November 13, 2024**

A motion was made to approve the minutes  
Moved by Vice-Chairperson Honsinger  
Seconded by Trustee Ryan-Apuzzo  
**VOTE: 4:0**

5. **PUBLIC COMMENTS –**

Mrs. Teresa Jordan

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

Trustee Cammarata reported that the cemetery is losing a lot of money and will need to find ways to cut costs.

7. **MANAGER’S REPORT – CMS gave a verbal report on the following current issues**

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- The CMS requested the board to consider merging the roles of landscaper and gravedigger, which could save approximately \$30,000 to \$40,000 annually. The board agreed and gave the CMS permission to start interviewing candidates for the position
- **Landscaping:** Everything is going well with the landscaping. There are a few dry areas, but that is to be expected this time of year as the grass goes dormant during the winter months
- **Irrigation:** No new issues to report

**8. CORRESPONDENCE - Distribution and Review**

**9. OLD BUSINESS**

**a) Pioneer Fence Repair—**

The CMS informed the board that the estimate for the fence repair is \$1300

A motion was made to approve the repair

Moved by Trustee Cammarata

Seconded by Vice-Chairperson Honsinger

**VOTE: 4:0**

**10. NEW BUSINESS –**

**a) Approving a \$1,000 Spending Limit for the CMS –**

A motion was made to approve the CMS spending limit of \$1,000

Moved by Trustee Cammarata

Seconded by Trustee Ryann-Apuzzo

**VOTE: 4:0**

**b) CSDA Annual Fee –**

Following some discussion a motion was made to approve the payment of \$200 To CSDA

Moved by Trustee Cammarata

Seconded by Vice-Chairperson Honsinger

**VOTE: 4:0**

**11. WARRANTS/CALCARD- Review and Vote**

A motion was made to approve the Warrants and CalCard Statement and Receipts

Moved by Trustee Cammarata

Seconded by Trustee Ryan-Apuzzo

**VOTE: 4:0**

**12. COMMENTS BY TRUSTEES**

**13. CLOSED SESSION –**

- Personnel Review
- Cemetery Expansion Review and Discussion

NO REPORT

**14. ADJOURNMENT – at 2:36 pm**

**Next meeting:**

January 8, 2025, at 2:00 p.m.

Office of The 4<sup>th</sup> District Supervisor Janice Parvin

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