


APPROVED: 

DATE: 11/8/23

MINUTES

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

October 11, 2023
2:30 pm

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

1. CALL TO ORDER at 2:00 pm

2. ROLL CALL –

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

3. AGENDA REVIEW – No Changes

4. Approval of Minutes – Regular Meeting – September 13, 2023

A motion was made to approve the Minutes
Moved by Trustee Cammarata
Seconded by Trustee Frank
VOTE: 3:0

5. Public Comments –

Mrs. Teresa Jordan

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

Treasurer, Trustee Cammarata updated the board on the following items:

- Revenue is up compared to last year
- All expenses are flat with last year's
- The Treasurer gave the balances of the Endowment fund and the Operating Fund
- It is time to get the audits up to date

7. Manager’s Report – CMS gave a verbal report on the following new issues

- The CMS gave an update on the survey
- The CMS has an appointment with surveyor to go over the discrepancies
- Discussion regarding a possible order of service was held
- The Acorn will be invited to attend

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8. Correspondence - Distribution and Review

9. Old Business

a) Rotary Simi Sunset/Emerging Leaders Project – Update

- Chairman Saunders The ribbon cutting ceremony for the new Veteran's Wall is on October 19, 2023, at 12 noon
- The funds approved will go to providing food catered by Urban Taco
- Discussion was held regarding the details of the set up

b) Reserved and not Paid -

CMS gave an update on the progress and number of Plots that have been restored

c) A New Handicap Ramp for the District Office – Update

The plans have been drawn up by the architect and have been submitted to the City of Simi Valley for approval

d) Additional Fees Review –

A motion was made to update the following fees:

- Dig up and Reset an in-ground flower vase - \$40 to \$100
- Overtime during the week - \$150 to \$500
- Remove and Replace a Headstone at time of burial - \$0 to \$300
- Cost to have a headstone raised for aesthetic preference only - \$150 paid to Saul Directly will stay the same

Moved by Chairman Saunders

Seconded by Trustee Frank

VOTE: 3.0

e) Security Cameras for the Residence and Cemetery

The board was informed by the CMS that she had a meeting with Richard Perini, who is in the process of creating a proposal. During the meeting, Mr. Perini suggested that the cemetery should have a way for emergency services to enter after hours and recommended having a video doorbell installed outside the residence gate as well as at the front door. Chairman Saunders requested the CMS to obtain a quote for installing cameras at the rear of the cemetery next to the arroyo. The CMS also informed the board that the cost of having the cameras monitored would be \$16 per month for each camera. Trustee Cammarata suggested that a ring system would be more straightforward, but the board decided to wait for Mr. Perini's proposal before making a decision

10. New Business –

a) Ratify Computer Upgrade – Exceeded the approved amount by \$275.42–

A motion was made to ratify the charge of \$275

Moved by Trustee Cammarata

Seconded by Trustee Frank

VOTE: 3.0

b) Ratify the Handicap Ramp Budget to include the cost of Designing and Pulling the Necessary Permits from the City - \$3800

A motion was made to ratify the charge of \$3800

Moved by Chairman Saunders

Seconded by Trustee Cammarata

VOTE: 3.0

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c) Brown Act Training –

The CMS gave the board two options for Brown Act Training: an on-demand option or a class with an instructor. Chairman Saunders made a motion that the on-demand training be made mandatory, and that it should be completed by Tuesday, November 7, 2023. The board members must bring their certificates to the next board meeting to confirm that they have completed the training, seconded by Trustee Frank

VOTE: 3.0

d) Silent Auction Donation –

The board declined to participate in the Auction at this time, The CMS will inform the Chamber

e) District Policies

Trustee Cammarata updated the board on the roundtable discussion meeting organized by Brian Miller. The meeting highlighted the need for our Special District to have an investment policy for effective funds management. CMS will obtain a copy of the best practices policies developed by Tim Unruh, who made the presentation, so the board can use it as a guide to create our own policies

f) Investments –

Trustee Cammarata presented the board with an investment tool called California Class. This program invests in government bonds and currently offers a 5.5% return. Trustee Cammarata also mentioned that, if necessary, you can get your money from the investment in just one day. He shared that other districts have already invested over \$300 million in the program and requested the board's permission to meet with Rick Wood, the CFO of CSDA, to discuss the possibility of investing in government bonds through the CLASS program

Trustee Frank raised some valid concerns about the investment history of the program and its independence. Trustee Cammarata replied that although the program has not been around for long, many cities and special districts have invested in it because of its focus on government bonds. When Trustee Frank asked about the cost of investing with them, Trustee Cammarata assured him that all the questions would be answered in the meeting with Mr. Wood

After the discussion, a motion was made to approve the proposal by Trustee Cammarata and Chairman Saunders to meet with Rick Wood to discuss the possibility of investing through the CLASS program

Moved by Trustee Cammarata

Seconded by Trustee Frank

VOTE:3.0

g) CSDA Training and Development for the CMS –

During the board meeting, Chairman Saunders brought up the topic of leadership training for General Managers and Board Secretaries offered by CSDA. He suggested that the board should consider sending the CMS for this training. He also mentioned that he would like to have this item agendaized for a vote as soon as the pricing for 2024 is out. The CMS will be provided with paid attendance for the training, as well as all travel expenses, hotel stays, and per diem for meals. Trustee Cammarata expressed his belief that it is a worthwhile investment to send the CMS for this training

Trustee Frank suggested that the board could organize a festival for children at the cemetery, similar to what some other districts are doing. Chairman Saunders proposed that the board should first take a tour of the cemetery with Pat Havens, the City Historian, to learn about its history. After that, they could consider having Mrs. Havens offer tours to the rest of the community. The CMS will reach out to Mrs. Havens and report back to the board at the next meeting

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h) CSDA Training for Trustees –

Trustee Cammarata suggested checking out the CSDA website for all the training available for board members. Chairman Saunders also mentioned that there could be training events that one or all of the board members can attend. It's always a good idea to stay informed and up to date with the latest laws and best practices governing Special Districts

i) Section Six Tree Removal –

Trustee Cammarata reported that he personally visited the cemetery to assess the issue with the tree. According to him, the tree is obstructing an area where it shouldn't be and therefore needs to be taken down. Furthermore, the CMS informed the board that the tree is covering two plots and removing it could potentially generate a revenue of about \$29,000 for the cemetery
A Motion was made to have the tree and 4 tree stumps removed by Vero's Tree Service for \$3500

Moved by Chairman Saunders
Seconded by Trustee Cammarata
VOTE:3.0

11. Warrants -

A motion was made to approve the Warrants
Moved by Chairman Saunders
Seconded by Trustee Frank
VOTE: 3:0

12. Comments by Trustees

13. Closed Session –

- Personnel Review
- Rachel Massey vs. El Rancho Simi Pioneer Cemetery District
- Cemetery Expansion Review and Discussion

CLOSED SESSION REPORT:

At 3:34 PM Chairman Saunders announced a decision was made to allow Trustee Cammarata and Trustee Frank to speak with the developers of the Lost Canyon housing development about the District potentially obtaining land from them for an expansion

14. ADJOURNMENT – at 3:35 pm

Next meeting:
November 8, 2023, at 2:00 pm

Meeting Location:
Office of 4th District Supervisor Janice Parvin,
980 Enchanted Way, Suite 203, Simi Valley, California 93065