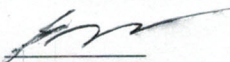


APPROVED:   
DATE: 5/27/2022

**MINUTES**

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

**May 11, 2022  
2:00 pm**

**MEETING LOCATION:**

**Zoom USA**

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**1. CALL TO ORDER at 2:02 pm**

**2. ROLL CALL –**

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

**3. AGENDA REVIEW – No Changes**

**4. Approval of Minutes – Regular Meeting – April 13, 2022**

A motion was made to approve  
Moved by Trustee Burdorf  
Seconded by Trustee Frank  
**VOTE: 3:0**

**5. Public Comments –**

Mrs. Teresa Jordan

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

Trustee Ryan-Apuzzo Arrived during the Treasurer's Report  
Trustee Burdorf the Board Treasurer updated the board on the following topics:

- It has been a good financial year so far
- Will transfer \$10,000 to the Reserve account

**7. Manager's Report – CMS gave a verbal report**

- The New Cemetery Website is up and running
- The website will be able to take payments soon
- Section Seven has only one plot left
- CMS will look at section 3 for more plots

**8. Correspondence - Distribution and Review**



**9. Old Business****a) Property Tax Review**

Trustee Frank informed the board that no one at the County or the City has any documentation that shows the District is not receiving the correct amount of Property Tax Apportionment, Trustee Burdorf asked how should we proceed, Trustee Frank stated he has asked Supervisor Huber's office to send a letter to the County of Ventura's acting CFO and to the CAO to see if they can get more information for us

**b) Planning for the Future -**

Trustee Frank stated he is planning to have a meeting on June 21, 2022, hopefully at Supervisor Huber's office, or at the parks and rec office, he also stated that he has a list of all those who will be invited except for a representative of the County section and the State Cemetery Board, Chairman Saunders stated he will be out of town that day so a spot will be open if someone else from the district would like to attend, Trustee Burdorf asked what do you think will be discussed at this first meeting? Trustee Frank responded:

- The need to either expand the cemetery
- The possibility of simply maintaining the cemetery without any full burial plots to sell
- Expanding to the land next to the cemetery (the cost here would be great)
- Other land in Simi Valley that would be conducive to a cemetery
- Studies that would have to take place to deem the land okay for a cemetery
- The permitting involved
- The zoning involved
- How to finance the expansion

**10. New Business –****a) Hiring a Surveyor to Map Sections NE1 & NW1**

The CMS informed the board that GEO Model does not make maps for recording She also informed the board that Jensen Design out of Ventura informed her that sections 1,2 and 3 of the cemetery have maps recorded with the County but none of the rest of the sections 4,5,6,7, NW1 or NE1 have maps recorded with the County, also per health and safety codes all cemetery maps are supposed to be recorded with the County before the plots are sold, Jensen said they can do the work, Trustee Burdorf stated that section 4 went in in the 70's or 60's and the county didn't require us to do anything then, section 6 went in about 30 years ago and they didn't require us to do anything then, remember when Brian Miller used to sit in and attend all of our meetings? What would Brian Miller have said to this, what would Brian Miller do?, I think he would probably say well if the County wasn't requiring you to do that at that time I don't think we need to go back and spend cemetery money to do that now, Trustee Frank stated, since it's that far back my two questions would be, while Juanice just gave us the current codes on this that doesn't mean that when we opened up those sections, those codes even existed, and therefore we may not be covered, second we may be grandfathered because of the time element that says nobody took any action over such a period of time that it's already common law if you will, I'll use that phrase, I'm not sure we need to do anything at this point because those sections go back so far, and no one seems to have any concern over that, but it does mean going forward of course we would have to do that for the new expansion, I don't think this is a major issue for us at this point because of the years involved, lack of concern and the grandfathering of it, The County has known that we have had those sections open for years, the City has known we have had those sections opened for years, and no one has said hey you're in violation of code XYZ, Trustee Burdorf stated, right, our meetings are held at the Supervisor's office and we used to have a representative every meeting from the County right there with us when we were doing all this up through section 7, Brian Miller was still sitting at the table so if it was required at that point, somebody would have told us that we need to do that, but going forward I agree that if we know about it we should inquire with the County to see if they expect us to do, Chairman Saunders asked who is calling this into question, the CMS stated the survey company, CMS asked the



APPROVED:         

*BRV*

DATE:         

6/27/22

board what would you like to do going forward because she cannot sell any plots in sections NW1 or NE1 because she knows for sure that they are not correct, Trustee Frank stated that he thinks the maps need to be corrected but just not go through the codes to have them recorded, so we can use those areas but not go through the codes just continue doing what we have been doing, Chairman Saunders asked if we can do that will the surveying team create maps for the areas that we want to have maps made for without having them recorded with the County per the Health and Safety codes? CMS said yes they will make the maps for NW1 and NE1 and then let the board decide if you want to go back, Also supervisor Huber's office is checking to see if there is a department at the County that can do it, Chairman Saunders stated that there is no decision to be made right now until we find out of the County has a department that can do the mapping for us and to carry this item to old business for the next meeting

**b) Current Audit**

The audit is not complete, The audit firm has come back with 11 issues with the audit that the CMS has just been informed about, and she requested the District try to find another firm for the next audit, Trustee Burdorf agreed, Chairman Saunders stated it is about time to change auditors anyway because we have been with them for 3 years

**c) Annual Budget**

The CMS suggested the Winter Tree Trimming be added to the budget \$18,500 for 33 Trees The Board agreed, Chairman Saunders stated if the board has any items they would like added to the budget to please forward them to the CMS before the next meeting

**11. Warrants -**

A motion was made to approve the Warrants  
Moved by Trustee Burdorf  
Seconded by Trustee Ryan-Apuzzo  
**VOTE: 4:0**

**12. Comments by Trustees**

**13. Closed Session –**

- James Omori and Diana Omori –vs- Simi Valley Public Cemetery District DBA: El Rancho Simi Pioneer Cemetery District
- Personnel Review

NOTHING TO REPORT

**14. ADJOURNMENT – at 2:44 pm**

**Next meeting:**

June 8, 2022, at 2:00 pm

**Meeting Location:**

Office of 4<sup>th</sup> District Supervisor Bob Huber,  
980 Enchanted Way, Suite 203, Simi Valley, California 93065  
Zoom option still available