

APPROVED: 
DATE: 9/13/23

MINUTES

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

**August 8, 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 – July 12, 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 was down compared to recent months, however compared to last year it was just slightly down
 - Cost of Goods Sold was \$8,900 higher than last year, due to the Tree Trimming and the Dirt Removal which totaled \$14,250 which is in our P&L for the month
 - Other expenses were also higher because of Irrigation Leak Repairs

- 7. **Manager’s Report – CMS gave a verbal report on the following new issues**
 - Would like to have a different type of grave status for those that are available from Reserved and not paid
 - Also will need to wait until the survey is complete for clarity and accuracy of the numbering
 - Historical Grant opportunity – the estimate to replace the Pioneer Fence came in at between 40 and 50 thousand dollars and this grant is for 10 thousand dollars

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- Chairman Saunders asked the CMS to find out if we can repair the fence over a period of 4 to 5 years – the CMS will find out and report back to the board
- Irrigation items in the back of the cemetery are being stolen, also the water is being turned off from the valves during the night, Trustee Cammarata asked the CMS to see if there is some type of locking device that can go over the valve boxes to keep them safe
- Chairman Saunders stated that he had received a call from the Landscaping company informing him that the CMS was requesting the grass be cut too short and he was concerned the grass will die, Trustee Cammarata stated the grass should be left longer in the summer or during hot months and shorter when it is cool
- Several irrigation breaks

8. Correspondence - Distribution and Review

9. Old Business

a) Rotary Simi Sunset/Emerging Leaders Project – Update

Chairman Saunders updated the board on the following items:

- All of the plaques are in and they are working on a date to have them put in and then after that will settle on a date for the ribbon cutting ceremony
- Trustee Cammarata asked the CMS to obtain a list of all those who donated to the building of the new Veteran's wall so that the district can send out thank you letters to them all

b) Review of Possible Fee Increases -

A motion was made to approve the following Fee Increases effective September 1, 2023:

Single Depth Interment Rights - \$2200 to \$2400

Double Depth - \$3200 to \$3400

Endowment Care Fee for Single and Double Full burials - \$500 to \$600

Infant Interments Rights - \$1000 to \$1100

Infant Endowment Care Fee - \$250 to \$350

Cremation Interment Rights - \$1000 to \$1100

Cremation Endowment Care Fee - \$250 to \$350

Second right of Inurnment Interment Rights - \$450 to \$500

Second right Endowment Care Fee - \$250 to \$350

Ossuary Burial Placement - \$550 to \$600

Ossuary Endowment Care Fee - \$250 to \$350

Single Depth Full burial Open/Closing Fee - \$2000 to \$2200

Double Depth Full burial Open/Closing Fee - \$3000 to \$3300

Infant Burial Open/Closing Fee - \$850 to \$950

Cremation & Second right of Inurnment Open/Closing Fee - \$900 to \$1000

Saturday Burial Fee- 850 to \$1000

Canopy and Chairs Set Up Fee - \$150 to \$200

Moved by Chairman Saunders

Seconded by Trustee Cammarata

VOTE: 3:0

c) Reserved and Not Paid –

Please refer to the Manager's Report

d) Annual Budget Draft Review –

A motion was made to approve the District 2023-24 Budget

Moved by Trustee Frank

Seconded by Chairman Saunders

VOTE: 3:0

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e) Computer Upgrade –

Trustee Cammarata informed the board that the District Office is in need of a total IT upgrade, including the office desk, and cyber security monitoring he further suggested that he call the IT person he uses, Sergio with Digital Serge and the board agreed, carried to the next meeting

f) A New Ramp for the District Office Entrance –

The CMS informed the board that the current handicap ramp at the District office is not ADA complaint and must be replaced, she contacted at least 8 different handicap ramp contractors and the all said they could not help because the residence is considered a business and they only build ramps for residential properties. All Construction said they could build it for us for \$23,830.00; A motion was made to approve the estimate from All Construction to build a new handicap ramp with the following updates to the proposal, 1. Have it stated in the proposal that the permit fees are included, 2. Have the proposal to specifically state that the ramp will be ADA compliant

Moved by Trustee Cammarata

Seconded by Trustee Frank

VOTE: 3:0

10. New Business –

a) A Potential Site for Cemetery Expansion –

Trustee Frank informed the board of the following

- Long Canyon is being sold to put up housing
- 70 to 140 acres that can't be used for housing
- Possible options are, we can go and say we would like to buy it, we could have them sell the land to a non-profit, and have the non-profit lease the land to us at one dollar a year for 99 years, or go with a public private company that will help finance the whole thing and help manage it
- A friend of Trustee Frank who is a well-known developer here in town has offered his services to assist us through the whole process, and he is willing to set up a meeting with the District and the new owners of the property to begin the process
- Chairman Saunders asked what is our upfront costs because we do not have the funds right now to become fully operational any time soon
- Trustee Cammarata added the costs we would have for irrigation, trees, survey, mapping, sodding etc.
- Trustee Frank stated that may be why we would want to go to a private investor who is investing in California Cemeteries and has the funds to develop the land
- Chairman Saunders stated that his biggest concern is that we get into this and then can't pull it off on our end because we don't have a lot of money available
- Trustee Cammarata stated that if we were to go with the private investor then the prices will have to go up higher than our community is able to pay
- The board agreed that at this point it is definitely worth having a conversation, and meeting with them to just see what comes of it, Trustee Frank will have a meeting set up The Item is carried to the next meeting for an update

b) IT Implementations –

See Old business Agenda item 9e

c) Purchasing a Dump Trailer –

The CMS presented an analysis of the cost of dumping the dirt through a service and the cost of dumping the dirt ourselves along with the cost of purchasing a dump trailer and informed the board that purchasing a dump trailer is not cost effective

11. Warrants -

