

APPROVED: [Signature]  
DATE: 7/12/23

**MINUTES**

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

**June 13, 2023  
2:30 pm**

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

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- 1. **CALL TO ORDER** at 2:30 pm
- 2. **ROLL CALL** –

<b>WILLIAM SAUNDERS</b>	<b>Chairman</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>Absent</b>
<b>STEVE FRANK</b>	<b>Trustee</b>	<b>Present</b>

- 3. **AGENDA REVIEW – No Changes**
- 4. **Approval of Minutes – Regular Meeting – May 10, 2023**  
A motion was made to approve the Minutes  
Moved by Trustee Cammarata  
Seconded by Trustee Frank  
**VOTE: 4:0**

- 5. **Public Comments –**  
Mrs. Teresa Jordan, Mrs. Chelsie Kennedy

- 6. **Treasurer – Report and Presentation of current Financial Statement–**  
Trustee Cammarata updated the board on the following items:
  - We are working on moving the QuickBooks from Desktop to Online, therefore we do not have financial statements at this time but we are working on it
  - We transferred the \$60,000 to our reserve account
  - The new Bookkeeper was paid by check for \$398.75 Check #4070
  - The CMS was given 7 signed checks for emergencies series 4001- 4002 & 4445-4449
  - We met with the new Bookkeeper on Friday to go through a lot of things but there are still some things that need to be cleaned up
  - The Idea is that eventually the CMS will pay the bills and print out the checks and enter everything into QuickBooks, then the Bookkeeper will check the CMS's work and then the Board Treasurer will be checking the Bookkeeper's work

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- Trustee Frank asked if we know when we will be fully online; Trustee Cammarata stated Everything is fully online now and we are working through getting all of the accounts into one account, and getting access to all of our accounts

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

- We have 38 plots left for sale
- Chairman Saunders asked, what is the status of vacating the road between sections 3 and 4 to add more plots, Trustee Cammarata informed him that we are waiting for the results of the reserved and not paid plots in section 3 to see how many we find there that can be sold
- CMS gave an update on the Reserved and Not Paid research
- The CMS will contact CAPC to inquire how to move forward with the plots in section three that we have identified have no deed and no record of payment or any other record
- Chairman Saunders asked if there was an update on the Surveyor, the CMS gave an update

**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:

- The Wall is in and it is beautiful, and is very well done
- We are waiting for the 6 plaques from each branch of the Military and the Donor plaque to come
- And a special thank you to Vice-Chairman Honsinger, and Trustee Cammarata for donating their time and money to help complete the wall, Kyle Chelsie Kennedy's brother, and many others for the labor and time they put in
- Chelsie Kennedy will be drafting a letter from the Cemetery and signed by Chairman Saunders to thank all of those who helped build the wall

**b) Review of Possible Fee Increases -**

The CMS informed the board that she will need more time to review

**c) Removing the Dirt Pile -**

A motion was made to hire Manuel Salas to remove 5 truckloads of dirt

Moved by Trustee Cammarata

Seconded by Trustee Frank

VOTE: 4:0

**10. New Business –**

**a) Opening a Government Certificate of Deposit at Wells Fargo –**

A Motion was made to open a Government Certificate of Deposit at Wells Fargo with \$100,000

Moved by Vice-Chairman Honsinger

Seconded by Trustee Cammarata

VOTE: 4:0

**b) Opening a Spokeo Account for \$29.95 per month -**

Carried to the next meeting

**c) Reserved and not paid -**

The CMS gave an update on the progress made during the Manager's Report

**d) Annual Budget Draft Review –**

Carried to the next meeting

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**11. Warrants -**

A motion was made to blindly approve the Warrants for this month and have them ratified at next month's meeting  
Moved by Trustee Cammarata  
Seconded by Trustee Frank  
**VOTE: 4:0**

**12. Comments by Trustees**

**13. Closed Session –**  
• Personnel Review

**NO REPORT**

**14. ADJOURNMENT – at 3:19 pm**

**Next meeting:**  
July 12, 2023, at 2:00 pm

**Meeting Location:**  
Office of 4<sup>th</sup> District Supervisor Janice Parvin,  
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