

APPROVED: [Signature]  
DATE: 3/18/23

**MINUTES**

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

**January 11, 2023  
2:00 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 2:00 pm**

**2. ROLL CALL –**

<b>William Saunders</b>	<b>Chairman</b>	<b>Present</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>Present</b>
<b>Steve Frank</b>	<b>Trustee</b>	<b>Absent</b>

**3. AGENDA REVIEW – No Changes**

**4. Approval of Minutes – Regular Meeting – December 14, 2022**

A motion was made to approve the Minutes  
Moved by Trustee Burdorf  
Seconded by Chairman Saunders  
**VOTE: 3:0**

**5. Public Comments –**

Mrs. Teresa Jordan – Following Public Comments Supervisor Janice Parvin joined the meeting to introduce herself to everyone and thank everyone for their participation on the Cemetery board – Chairman Saunders also informed the board that Bruce Rokos is the new Chief of Staff for the Supervisor

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

- The bookkeeper raised her pay to \$65 per hour
- \$10,000 of the recent apportionment payment was moved from the regular account to the reserve account
- Trustee Burdorf donated some government related, and some accounting, and secretarial books to the cemetery from her MPPA program,
- Trustee Burdorf did some research of the original spreadsheets that were created by Tammy to assist with trying to find plots that were either reserved and not paid for or reserved for a very long time and the owners may want to sell them back to the Cemetery, the spreadsheets researched have a field for deed # and deed year, the ones with a deed # were most likely paid

DATE: 3/16/23

for but the ones listed as reserved without a deed # may have not been paid for, the data also showed that most of the reserved plots that have not been used were reserved back in the 60's and 70's, Trustee Burdorf stated that using the document she created may save the CMS time by researching what she has in cemsites first before pulling the file, she concluded that the total of possible plots that are reserved but not paid are, according to the spreadsheet she researched, which was created in 2011, is 296

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

- The CMS informed the board That Elegant Garden Nursery donated 15 5 gallon roses to the cemetery
- The CMS gave an update on the Reserved/Not paid project – At this time Chairman Saunders addressed the comment made by Mrs. Jordan during public comments to assure her that the District will follow every regulation before declaring a plot abandoned
- Chairman Saunders wanted to inform the board that gas prices are soaring just so we are all aware that if the residence, or any other bill doubles, then you are probably using the same amount of gas as last year

#### 8. Correspondence - Distribution and Review

#### 9. Old Business

##### a) Rotary Simi Sunset/Emerging Leaders Project –

Chairman Saunders will have an update at the next meeting

#### 10. New Business –

##### a) Rachael Massey -

The CMS informed the board that when she and the grave digger probed this space for burial the probe consistently hit at the same level each probe which indicates that there may be a burial here, The CMS informed that board that Mrs. Massey has been notified and the cremation burial has been postponed until a later date to have time for the Ground Radar scan to be completed. The CMS also notified the board that we had the same results in section NE1 for a different burial but when the site was opened it was discovered that the ground was heavily compacted at around 6 feet or so deep and that this may be the case also with the Massey grave. The ground radar will determine for sure either way- Chairman Saunders decided to table this item until after the Ground Radar is completed

##### b) Laura Giberson Disinterment Request –

The CMS informed the board that the Giberson family would like to disinter a cremation burial and add it to a full burial on the same day and at the same time, after discussion on the matter a motion was made to approve the disinterment and reinterment provided that there is not a will stating otherwise and the permit issued will state the two parties, the cremation and the full burial are buried together,

Moved by Chairman Saunders

Seconded by Trustee Ryan Apuzzo

**VOTE: 3:0**

##### c) New Lawnmower –

The CMS informed the board that we are in need of a new lawnmower, after discussion a motion was made to approve a new lawnmower with a cap cost of \$10,000

Moved by Trustee Ryan-Apuzzo

Seconded by Trustee Burdorf

**VOTE: 3:0**

APPROVED: [Signature]  
DATE: 3/15/23

- d) Allowing Families to Set Up Their Own Canopy and Chairs –**  
The CMS informed the board that in the past families have been given the choice to set up their own canopy and chairs if they wanted to, however it can be a safety hazard because the Cemetery Staff has no control on the type of equipment used to make sure that it is safe, after discussion was held a motion was made that only the Cemetery Staff is allowed to set up a canopy and chairs for the burials,  
Moved by Trustee Ryan-Apuzzo  
Seconded by Trustee Burdorf  
**VOTE: 3:0**
  
- e) Signature Cards Update –**  
Carried to the next meeting
  
- f) American Leak Detection -**  
Carried to the Next Meeting the CMS will follow up with Chelsie with the Supervisor's office
  
- g) Minimum Plot Repurchase \$500 –**  
The CMS informed the board that she spoke with Carol with CAPC and was informed that at her Cemetery they have a minimum repurchase amount of \$500, meaning that if a plot was purchased so long ago that the cost was under \$500 that the Cemetery would offer \$500 to repurchase the plot, after discussion a motion was made to approve the \$500 minimum to repurchase a plot  
Moved by Chairman Saunders  
Seconded by Trustee Ryan-Apuzzo  
**VOTE: 3:0**

**11. Warrants -**  
Trustee Burdorf mentioned the bill being paid for the park district and Chelsie with Supervisor Parvin's office asked what for and asked that the CMS forward to her the letter from the Park District that explains what the assessment is for,  
A motion was made to approve the Warrants  
Moved by Trustee Burdorf  
Seconded by Trustee Ryan-Apuzzo  
**VOTE: 3:0**

**12. Comments by Trustees**  
Trustee Ryan-Apuzzo stated that it is really nice to see everyone

**13. Closed Session –**

- Personnel Review  
Chairman Saunders stated that a motion was made and unanimously approved to increase the CMS's pay to \$15.50 per hour as of January 1, 2023

**14. ADJOURNMENT – at 3:07 pm**

**Next meeting:**  
February 8, 2023, at 2:00 pm

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