APPROVED: [signature]
DATE: 3/11/2026

El Rancho Simi Cemetery District
Board of Trustees – Regular Meeting Minutes
Date: January 14, 2026
Time: 2:00 PM
Location: Office of the 4th District Supervisor Janice Parvin
980 Enchanted Way, Suite 203, Simi Valley, CA 93065
Phone: (805) 955-2000

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1. Call to Order
Chairperson William Saunders called the meeting to order at 2:05 PM.

2. Roll Call
- William Saunders (Chairperson) – Present
- Justin Honsinger (Vice-Chair) – Present
- Ron Cammarata (Treasurer) – Present
- Paula Ryan-Apuzzo (Trustee) – Absent
- Steve Frank (Trustee) – Absent

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3. Agenda Review – NO CHANGES

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4. Approval of Minutes – December 10, 2025
- Motion: Trustee Cammarata
- Second: Vice Chairperson Honsinger
- Vote: 3-0 (Motion Passed)

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5. Public Comments
- None

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6. Treasurer's Report
Presented by Treasurer Cammarata:
- Financials will be caught up by the next meeting
- $332,000 we have
- Remote Deposit is too expensive for the District

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7. Manager's Report
- This month's revenue is very close to the same as last year
- Tax Apportionment received
- A motion was made by Trustee Cammarata to approve the bid for $1,000 to clean up the yard
- Seconded by Vice Chairperson Honsinger
- Vote: 3.0 (Motion Passed)
- The CMS presented the board with the Certificate she received from the DAR for her hard work and assistance with Wreaths Across America

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8. Correspondence
All incoming correspondence was appropriately distributed.

9. Old Business
   - Updates to the 2018 Bylaws – Tabled for now
   - Employee Manual Review – Tabled for now

   - Move Funds to the County – Trustee Cammarata advised the Board that transferring the funds to the County would be administratively challenging and that there has been limited interest from the County in receiving the funds. Based on this assessment, Trustee Cammarata recommended that the District proceed with investing the funds through CLASS.
   - Motion: Trustee Cammarata
   - Second: Vice Chairperson Honsinger
   - Vote:3–0. (Motion passed.)

10. New Business
   - Dirt Removal – The CMS presented the board with a bid for $3,800 from Salas Excavating to have the dirt removed from the yard, a motion was made to approve the bid
   - Motion: Trustee Cammarata
   - Second: Vice Chairperson Honsinger
   - Vote:3–0. (Motion passed.)

11. Warrants
   - Motion to Approve: Trustee Cammarata
   - Second: Vice Chairperson Honsinger
   - Vote: 3-0 (Motion Passed)

12. Trustee Comments Trustee Cammarata asked the CMS about a check written for Twenty thousand plus dollars to what looked like a law firm and if she knew what it was for. The CMS responded that she will have to look it up and get back to him

13. Closed Session
Topics Discussed:
   - Personnel Review
   - Liability Claims (per Gov. Code §54954.5(d))
     - Claimant: Maria Juarez
     - Agency Claimed Against: El Rancho Simi [Pioneer] Cemetery District

Report Out of Closed Session:
   - No reportable action.

14. Adjournment
The meeting was adjourned at 2:23 PM.

Next Regular Meeting
   - Date: February 11, 2026
   - Time: 2:00 PM

- Location: Office of the 4th District Supervisor Janice Parvin
  980 Enchanted Way, Suite 203, Simi Valley, CA 93065