


APPROVED: 

DATE: 12/1/23

• MINUTES

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

September 13, 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	Present
RON CAMMARATA	Treasurer	Present
PAULA RYAN-APUZZO	Trustee	Absent
STEVE FRANK	Trustee	Present

3. AGENDA REVIEW – No Changes

4. Approval of Minutes – Regular Meeting – August 8, 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

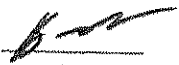
6. Treasurer – Report and Presentation of current Financial Statement–

Treasurer, Trustee Cammarata updated the board on the following items:

- Trustee Cammarata distributed a current profit and loss statement, list of checks paid, and the endowment fund balance comparative to August of 2022
- The amount that the District books show for the Endowment Fund does not match the County records the County shows more funds than we do
- Lastly Trustee Cammarata stated that the CMS has been an extreme pleasure to work with, she gets information quicker than anyone he has seen before, and that she is very on top of things

7. Manager's Report – CMS gave a verbal report on the following new issues

- Trustee Cammarata gave an update on the work being done for the Reserved and Not paid

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- There is a large tree in section six that may need to be removed, we have sodded and seeded that area at least 4 times and the grass will not grow back there, this is the only tree of that size that is not in the perimeter of section six and it looks like it may be a volunteer tree, Trustee Cammarata and Vice-Chairman Honsinger volunteered to come to the cemetery to take a look at the tree to see if indeed it needs to be removed, in addition the item will be added to next months agenda per Chairman Saunders
- The CMS informed the board that Mr. Alejo would like to do work around the cemetery in exchange for the Toro Lawnmower. The board agreed to accept the offer
- The CMS informed the board of the schedule she plans to follow to be available from 9 am to 6 pm and work 6 hours per day. Some days will be 9 am to 3 pm and others will be 12 pm to 6 pm

8. Correspondence - Distribution and Review

9. Old Business

a) Rotary Simi Sunset/Emerging Leaders Project – Update

- The Supervisor's office is trying to settle on a day for the ribbon cutting, Chelsie Kennedy will update the CMS on the dates when she finds out

b) Reserved and not Paid -

CMS is beginning her research on section 4

c) Computer Upgrade –

Trustee Cammarata will speak with the technician to set up a time with the CMS to implement the upgrade

d) A New Handicap Ramp for the District Office –

Vice Chairman Honsinger stated he will contact the city planning department to find out what needs to be done to complete a new ADA compliant Handicap ramp, Trustee Cammarata also stated he will send the CMS the information for a contact of his named Dave to check with as well

e) Potential Site for Expansion –

Per the Brown Act and the nature of this discussion the board has moved this item to Closed Session

10. New Business –

a) Additional Fees Review –

The CMS requested the board to review the following fee,

- Vase locate, dig up and reset – Currently \$40.00 The board elected not to adjust this fee
- Overtime fees - \$150 – the board requested the CMS present a cost of goods sold excel spreadsheet to review this item.
- Cost for a family to have a headstone adjusted for aesthetics alone the board elected the cost be only what the district has to pay to have this completed – the board asked that all three items be carried over to the next meeting to address them all together

b) Security Camera's for the Residence and Cemetery

- Vice-Chairman Honsinger advised the board that he has a contact with AST that he would like to come to the cemetery and see what needs to be done and then go from there – The CMS will send a reminder email to the Vice-Chairman

c) CMS Request to Cash out 42 hours of Vacation Time –

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The CMS advised the board that on October 16, 2023, she will have again reached her cut off limit for vacation accrual if 42 hours are not cashed out
A motion was made to approve the 42-hour cash out and to review how the CMS's vacation time will accrue at the next meeting under personnel review in Closed Session
Moved by Chairman Saunders
Seconded by Vice-Chairman Honsinger
VOTE: 4.0

11. Warrants -

A motion was made to approve the Warrants
Moved by Vice-Chairman Honsinger
Seconded by Trustee Frank
VOTE: 4:0

12. Comments by Trustees

13. Closed Session –

- Personnel Review
- Rachel Massey vs. El Rancho Simi Pioneer Cemetery District

NO REPORT

14. ADJOURNMENT – at 2:55 pm

Next meeting:

October 11, 2023, at 2:00 pm

Meeting Location:

Office of 4th District Supervisor Janice Parvin,
980 Enchanted Way, Suite 203, Simi Valley, California 93065