

APPROVED: 
DATE: 7-10-2024

MINUTES

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

**June 12, 2024
2:00 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	Chairperson	Present
JUSTIN HONSINGER	Vice-Chairman	Absent
RON CAMMARATA	Treasurer	Present
PAULA RYAN-APUZZO	Trustee	Absent
STEVE FRANK	Trustee	Present

- 3. **AGENDA REVIEW** –
A motion was made amend the agenda to add 10b Work Comp Review Discussion With a Possible Vote
Moved by: Chairperson Saunders
Seconded by Trustee Frank
VOTE: 3:0
A motion was made to amend the amend the agenda to add 10c a box to the outside of the cemetery gate that will give emergency personnel access to the cemetery after hours
Moved by Trustee Cammarata
Seconded by Trustee Frank
VOTE: 3:0
- 4. **Approval of Minutes – Regular Meeting – May 8, 2024**
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–**
Trustee Cammarata updated the board on the following items:
 - No report was given but there will be one at the next meeting
- 7. **Manager’s Report** – CMS gave a verbal report on the following current issues

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- The CMS informed the board that a comparison table outlining the revenue from this year compared to last year

8. Correspondence - Distribution and Review

9. Old Business

a) Secured Levy – RDA Annual Tax Increment –

Trustee Cammarata informed the board that he has the following answer:

On an annual basis they take out for the RDA which is no longer there but there is still expenses for administration and things for the RDA that is left over, they take out the money from us and everyone else that was apart of this agreement and they pool it and pay off all of these expenses, then at the end of the calendar year, you get what the remainder is, we've been getting that, we all thought it was everyone writing their checks late for their property taxes, because I remember asking the question two years ago, why did we get this extra payment, and we all just, nobody really knew, we all just thought it was because people pay their property taxes late and we thought that was our share, Last time they took out I think it was \$15,000 we go the remainder of \$6,000 and it did get deposited into our account, so whatever we were signing over to the city, The city would end up whatever was net I guess the city would end up applying it to the loan, we are now getting that money it's going to us, so we haven't been short anything over time, the person at the county did a really good job explaining all of this in a long email, that I was able to figure out, Chairperson Saunders asked, Is this something that we should consider sending over to the city to pay towards the loan? Trustee Cammarata responded no because the loan has been written off, the city has it listed as uncollectable, according to the research and report from Teresa Jordan, Trustee Frank stated that the real question is has the city been requesting payment, Chairperson Saunders stated no, Trustee Cammarata stated that when he went to the council years ago they tabled it for a year and never came back and said anything, Trustee Frank stated that the city just put through a new budget and he went through the line items, and stated that there is no line item on assets of our loan, Trustee Cammarata stated that is because they have put our loan as uncollectable, and probably have a corresponding bad debt against it, and have written it off, Chairperson Saunders stated that the last thing he was supposed to do was get a repayment plan from Mr. Gabler and that has never been done, Mrs. Jordan stated that in January of 2019 the city council stopped collecting interest on the loan and wrote off the interest already owed, Chelsie Kennedy stated, that she watched the board meeting mentioned above, **(the phone was ringing while recording and I could not make out what Chelsie said)** Trustee Cammarata stated that I also think that after that at some point they deemed it uncollectable, Chairperson Saunders stated Because it is not in their budget, Mrs. Jordan then said that it is in what used to be called the PAFER and is now the AFER is where they talk about that the loan is uncollectable this is a 12 to 16 page document, Mrs. Kennedy asked Trustee Cammarata as an accountant is there a certain timeframe that a debt becomes uncollectable?, Trustee Cammarata stated no but what people usually do is that after awhile they will deem it uncollectable and write it off,

b) Annual Budget

CMS informed the board that the budget had been prepared and she is waiting on the actuals from the bookkeeper to move forward, Chairperson Saunders stated as an FYI that he will not be at the next meeting he will be in Hawaii, The CMS will call to make sure we will have a quorum

10. New Business –

a) Replacing the Cemetery Gate Track –

The CMS informed the board that the track for the Cemetery Gate needs replacement. It has been broken and welded back together several times and now it wobbles so violently that the chain to the automatic gate opener came off. The CMS informed the board that the cost of replacement is \$1499

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A motion was made to replace the Cemetery Gate Track for \$1499
Moved by Trustee Cammarata
Seconded by Trustee Frank
VOTE: 3:0

b) Worker's Comp Review --

Trustee Cammarata informed the board that there is a breakage fee for our current workers comp policy based on number of days, so we want to take that breakage fee plus this amount and if that is less than the state fund its something we should do, Trustee Frank asked how much will we be saving by switching, Trustee Cammarata stated \$7,500 this year instead of \$20,000 for state fund and next year the savings will be 17,441, Trustee Frank asked why is SDRMA able to offer such a low amount? Trustee Cammarata stated it's because we are not going to be pooled with a lot of other districts

A motion was made to cancel the worker com insurance with State Fund and move to SDRMA
Moved by Trustee Cammarata
Seconded by Trustee Frank

VOTE: 3:0

The CMS informed the board that they must vote on a resolution to enter into a joint power's agreement with SDRMA

Chairperson Saunders made a motion to approve a resolution to enter into a joint powers' agreement with SDRMA

Moved by Trustee Frank

Seconded by Trustee Cammarata

VOTE: 3:0

c) Installing a Know Box at the Cemetery Gate

The CMS presented the board with two quotes one for \$915 from Westcoast Gate and one from AS&T for \$750

A motion was made to accept the bid from AS&T for \$750

Moved by Trustee Cammarata

Seconded by Trustee Frank

VOTE: 3:0

11. Warrants -

A motion was made to approve the Warrants, with one change that the check to cemsites be corrected

Moved by Trustee Cammarata

Seconded by Trustee Frank

VOTE: 3:0

12. Comments by Trustees

Trustee Cammarata stated that the CMS has been great with working with Quickbooks and trying to understand it, She did a great job putting together the warrants, She is really willing to learn and really trying at this, and she's got a lot of it down so I think this is going to be a good thing as we move forward we just need to iron out a few wrinkles but I think Juanice is going to be very good at this

13. Closed Session --

- Personnel Review
- Cemetery Expansion Review and Discussion

14. ADJOURNMENT -- at 2:47 pm

Next meeting:

July 10, 2024, at 2:00 p.m.

APPROVED: _____



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Regular Meeting Minutes
June 12, 2024

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