

APPROVED: 

DATE: 10/12/22

MINUTES

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

**September 14, 2022
2:00 pm**

MEETING LOCATION:

Zoom USA

1. CALL TO ORDER at 2:00 pm

2. ROLL CALL –

William Saunders	Chairman	Present
Ron Cammarata	Vice-Chairman	Present
Deborah Burdorf	Treasurer	Absent
Paula Ryan-Apuzzo	Trustee	Absent
Steve Frank	Trustee	Present

3. AGENDA REVIEW – No Changes

4. Approval of Minutes – Regular Meeting – August 10, 2022

A motion was made to approve the Minutes
Moved by Vice-Chairman Cammarata
Seconded by Trustee Frank
VOTE: 3:0

5. Public Comments –
Mrs. Teresa Jordan

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

Chairman Saunders informed the board that we are having a problem with the Grave Digger not depositing his checks in time, The CMS promised to make sure he is signed up for direct deposit by the next meeting

7. Manager’s Report – CMS gave a verbal report

- Chairman Saunders asked about the total amount of plots available and why they did not add up with the Individual sections amounts of available plots the CMS said she would fix it
- The CMS informed the board that while trying to update the grave records to reflect the information on the headstones in the Cemsites software she discovered that it cannot be done and this may warrant a partial refund from Cemsites because the software was supposed to have this capability, Cemsites is working on the issue but has not come up with a fix for it yet, The CMS will notify the board of the result

8. Correspondence - Distribution and Review**9. Old Business**

a) **Planning for the Future** - Trustee Frank informed the board that he has spoken with a number of Realtor's who thought they had properties for the location of the Cemetery expansion and at this moment there is still just one that is out there, but the problem is that the property is outside of the City of Simi Valley, and there would have to be an annexation and the problems that go with that, as well as a SOAR problem, so at this moment we just don't have a location, but he is continuing to work with a series of people to see if we can get a donation and or buy it, in regards to the financing, we will need an extremely large amount of money for roadways, and improvements just to prepare the land for a Cemetery, the next step is to look at grants, so he just began looking at grants both nationally and here in California, Chairman Saunders stated it is best to first have the funding in place to purchase and develop the land before looking for land, The CMS suggested that the board consider vacating the road between sections 3 and 4 to create more plots, Chairman Saunders asked that the CMS put that item on the next agenda for a vote, The CMS will attempt to find out from the board treasurer how much it cost to vacate the road, the CMS also asked the board to consider adding an ADU to the property and turning the 800 square foot garage into an apartment to build revenue, Chairman Saunders asked the CMS to add these items to the next month's agenda for discussion

b) **Hiring a Surveyor to Map Sections NE1 & NW1 –**

A motion was made to Hire GP Salmen & Associates Land Surveying Company to map the Cemetery for \$20,000 or less

Moved by Vice-Chairman Cammarata

Seconded by Trustee Frank

VOTE: 3:0

10. New Business –

a) **Cemetery Manager temporary Roommate Request –**

A motion was moved to allow Atreyu Legend to be a temporary roommate with the CMS for the next six months

Moved by Chairman Saunders

Seconded by Vice-Chairman Cammarata

VOTE: 3:0

11. Warrants -

A motion was made to approve the Warrants

Moved by Vice-Chairman Cammarata

Seconded by Trustee Frank

VOTE: 3:0

12. Comments by Trustees

Chairman Saunders stated that he would like to go back to meeting in person, beginning next month it will be highly encouraged that we all meet in person for the October meeting and if you can't make in person to let the CMS and Chairman know and the reason behind it, for the November meeting it is back to in person without the Zoom option

13. Closed Session –

- Personnel Review
NOTHING TO REPORT

14. ADJOURNMENT – at 2:39 pm

Next meeting:

APPROVED: [Signature]

DATE: 10/12/2022

October 12, 2022, at 2:00 pm

Meeting Location:

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