

APPROVED: SP
DATE: 10/9/24

MINUTES

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

**September 11, 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	Present
RON CAMMARATA	Treasurer	Absent
PAULA RYAN-APUZZO	Trustee	Present
STEVE FRANK	Trustee	Present

3. AGENDA REVIEW– NO CHANGES

- 4. **APPROVAL OF MINUTES – Regular Meeting – August 14, 2024**
A motion was made to approve the minutes
Moved by Vice-Chairperson Honsinger
Seconded by Trustee Ryan-Apuzzo
VOTE: 4:0

5. PUBLIC COMMENTS –
Mrs. Teresa Jordan

6. Treasurer – Report and Presentation of current Financial Statement– NO REPORT

- In Trustee Cammarata's absence, Chairperson Saunders informed the board that the former bookkeeper did not pay Saul for January, February, or March of 2024. Additionally, it was noted that Saul has now been paid for all the months and is currently up to date

7. MANAGER'S REPORT – CMS gave a verbal report on the following current issues

- **Landscaping:** During my daily walks, I purchased red, green, and blue flags. I have assigned a color for each landscaping (blue flag), irrigation issues (red flag), and pest control issues (green flag). I have notified the pest control company, the landscaping company, and Saul of the color assignments. While walking in the cemetery, I will place a flag to signal each person where there is a problem. They will then fix the problem, remove the flags, and return them to the mailbox. I will only place flags for that day's or the next day's service to avoid cluttering the cemetery with flags.
- **Irrigation:** I have instituted a bi-monthly irrigation schedule for the cemetery. Every other week, Saul and I will conduct thorough inspections of the cemetery sections to identify and address any

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potential issues. The findings from these inspections will be documented and included in the manager's report.

August 15, 2024 – Pioneer & NE & NW1 – All of the sprinklers were inspected – Please see Saul's work orders for repairs

4 Sprinkler heads replaced

2 others had the arc adjusted to keep some of the water from running on to the walkways

2 very large holes that were made as the result of blow off from the sprinkler head being broken were backfilled and leveled

8. CORRESPONDENCE - Distribution and Review

9. OLD BUSINESS

a)

10. NEW BUSINESS –

a) **Pioneer Fence Repair – Presentation, Discussion With a Possible Vote**

Mrs. Simona Ghinghis was not present in today's meeting to present her proposal for repairing the Pioneer Fence, and Chairperson Saunders asked that the Agenda Item be carried to the next meeting

11. WARRANTS/CALCARD- Review and Vote

A motion was made to approve the Warrants and CalCard Statement and Receipts

Moved by Trustee Frank

Seconded by Vice-Chairperson Honsinger

VOTE: 4:0

12. COMMENTS BY TRUSTEES

13. CLOSED SESSION –

- Personnel Review
- Cemetery Expansion Review and Discussion

NO REPORT

14. ADJOURNMENT – at 2:16 pm

Next meeting:

October 9, 2024, at 2:00 p.m.

Office of 4th District Supervisor Janice Parvin,

980 Enchanted Way, Suite 203, Simi Valley, California 93065