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
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 -

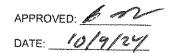
Mrs. Teresa Jordan

## 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



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 4<sup>th</sup> District Supervisor Janice Parvin, 980 Enchanted Way, Suite 203, Simi Valley, California 93065