

APPROVED: 

DATE: 8/8/23

**MINUTES**

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

**July 12, 2023  
2:30 pm**

**MEETING LOCATION: Office of 4<sup>th</sup> District Supervisor Janice Parvin  
County of Ventura  
980 Enchanted Way, Suite 203  
Simi Valley, California 93065  
(805) 955-2300**

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**1. CALL TO ORDER at 2:00 pm**

**2. ROLL CALL –**

<b>WILLIAM SAUNDERS</b>	<b>Chairman</b>	<b>Present</b>
<b>JUSTIN HONSINGER</b>	<b>Vice-Chairman</b>	<b>Absent</b>
<b>RON CAMMARATA</b>	<b>Treasurer</b>	<b>Absent</b>
<b>PAULA RYAN-APUZZO</b>	<b>Trustee</b>	<b>Present</b>
<b>STEVE FRANK</b>	<b>Trustee</b>	<b>Present</b>

**3. AGENDA REVIEW – No Changes**

**4. Approval of Minutes – Regular Meeting – June 13, 2023**

A motion was made to approve the Minutes  
Moved by Trustee Frank  
Seconded by Trustee Ryan-Apuzzo  
**VOTE: 3:0**

**5. Public Comments –**  
Mrs. Teresa Jordan

**6. Treasurer – Report and Presentation of current Financial Statement–**  
Treasurer, Trustee Cammarata was absent – A report will be given and next month’s meeting

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

- The Handicap ramp is broken in two places, pictures provided
- The CMS asked the board to consider purchasing a Dump Trailer – This Item will be added to next month’s agenda
- The CMS informed the board that she was contacted by Melody Rafelson regarding a grant opportunity through the Daughters of the Revolution to restore the Pioneer Section of the Cemetery – updates to follow

**8. Correspondence - Distribution and Review**

DATE: 8/8/23**9. Old Business****a) Rotary Simi Sunset/Emerging Leaders Project – Update**

Chairman Saunders updated the board on the following items:

- The Rotary Club received the thank you letter from Supervisor Parvin's office for assisting with this project,
- Chelsie Kennedy informed the board of when the shields will be received and installed on the wall
- Chairman Saunders stated he would like to have the Cemetery Cater the ribbon cutting event
- Chairman Saunders stated it would be a good Idea for the CMS to attend the Chamber Breakfast to Promote the Ribbon Cutting event provided the date has been set

**b) Review of Possible Fee Increases -**

Carried to the next meeting

**c) Removing the Dirt Pile -**Carrying the purchase of a Dump Trailer to the next meeting for further discussion  
And removing the rest of the dirt is already included in this year's budget**ITEM REVISITED**

A motion was made to have Salas Excavating to remove the rest of the dirt

Moved by Trustee Frank

Seconded by Trustee Ryan-Apuzzo

**VOTE: 3:0****d) Opening a Spokeo Account for \$29.95 per month -**

A motion was made to open a Spokeo Account for \$29.95 per month

Moved by Chairman Saunders

Seconded by Trustee Ryan-Apuzzo

**VOTE: 3:0****e) Reserved and not Paid –**

The CMS presented a completed Excel spreadsheet of all of the plots in Section 3 that show in Cemsites to be reserved but do not show any proof of payment, no deed issued and no contact information available, she went on to inform the board that she contacted CAPC regarding the status of these plots, approximately 123 of them, CAPC informed the CMS that seeing that the Ground Radar has been completed and show that these plots are indeed empty and all of the available files have been researched and nothing found that the Cemetery has done its due diligence and can move forward with selling the plots, Chairman Saunders stated that in light of all the information let's get those plots that have been identified in this research put back into the available stage, making sure that each plot is still probed before sold

**f) Annual Budget Draft Review –**

The CMS presented the Budget Draft to the board for their review and discussion,

Carried to next meeting, with the adjustments made, because the budget could not be approved the board elected to revisit Agenda Item 9c to vote on removing the rest of the dirt

**10. New Business –****a) Computer Upgrade –**

The CMS informed the board that Trustee Cammarata recommended the CMS have a second monitor and a laptop computer that will make it easier for her to work with the QuickBooks online

APPROVED:     *BS*    

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The CMS informed the board that \$1000 is designated for this item in the current budget draft, Chairman Saunders suggested the amount be changed to \$3000 – Item carried to the next meeting – The CMS informed the board that since the budget will not be voted on until next meeting we will need to amend the Agenda to add the tree trimming for consideration and vote  
A motion was made by Chairman Saunders to amend the Agenda to add Item 10c Tree Trimming  
– Discussion With a Possible Vote,  
Seconded by Trustee Frank  
**VOTE: 3:0**

**b) A New Ramp for the District Office Entrance –**

The CMS will present the board with 3 bids for this item at next month's meeting

**c) Tree Trimming - Discussion With a Possible Vote –**

A motion was made to approve the bid from Vero's Tree Service to trim the trees designated on the proposal, to grind down the stumps and to remove all of the overhanging tree limbs above the shed area for \$5,800

Moved by Trustee Frank

Seconded by Trustee Ryan-Apuzzo

**VOTE: 3:0**

**11. Warrants -**

A motion was made to ratify the Warrants from May

Moved by Trustee Ryan-Apuzzo

Seconded by Trustee Frank

**VOTE: 3:0**

A motion was made to approve the current Warrants

Moved by Trustee Frank

Seconded by Trustee Ryan-Apuzzo

**VOTE: 3:0**

**12. Comments by Trustees**

**13. Closed Session –**

- Personnel Review

**NO REPORT**

**14. ADJOURNMENT – at 2:58 pm**

**Next meeting:**

August 9, 2023, at 2:00 pm

**Meeting Location:**

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