

APPROVED 

DATE: 1/13/21

MINUTES

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

**January 13, 2021
2:00 pm**

MEETING LOCATION:

**The Meeting Was Held: Via Zoom.US
Please refer to our website:
Simipubliccemetery.com for Log-in Instructions**

1. CALL TO ORDER at 2:00 pm

2. ROLL CALL –

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

3. AGENDA REVIEW – NO CHANGES

4. Approval of Minutes – Regular Meeting December 9, 2020

A motion was made to approve
Moved by Vice-Chairman Cammarata
Seconded by Trustee Frank
VOTE: 5:0 Unanimous

5. Public Comments

Mrs. Teresa Jordan

6. Treasurer – Report and Presentation of current Financial Statement

Trustee/Treasurer Burdorf updated the board on the following topics:

- The District is in a good financial position right now
- The Water Bill remains in risk of going over budget
- The Grave diggers check was high due to the work done for the month
- The adjustment to the Landscaper's payment was adjusted properly due to the overpayment in December
- Former Audit company has asked for a reference from the District
- The caller ID for the new wireless phone does not show the District Name - CMS will look into having this corrected
- Vice-Chairman Cammarata asked if the bill was from December or January
- Vice –Chairman Cammarata asked about the difference in what the CMS reports reflect the amount of the Apportionment payment to be and what the District Bookkeepers report says

Chairman Saunders stated it is because the Apportionment payment takes a few days to post to the bank account— The CMS will research the bank statement ending December 31, 2020 and January 31, 2021 to confirm.

7. Manager's Report – CMS gave a verbal report on the following:

- The request to have an easily available accurate account of the overall amount of plots in the cemetery - Cemsites said there is not a way the data base can accomplish this, they also said the best way to track sales and counts is to purchase the Accounts Receivable Module
- The water meter Readings – The Cemetery is losing approximately \$142 per month in water leaks – 750 gallons of water a day – Vice-Chairman Cammarata asked if maybe we could get some assistance from an entity interested in conserving water. Trustee Frank volunteered to contact Calleguas Municipal Water district, who is under a state mandate to conserve water, to see if they have a program available that may assist and also to City Hall to see what he may find out there
- CMS also mentioned that Violet Cline the CMS assistant would like to return to live in the residence- the board asked that it be added to next month's agenda for a vote

8. Correspondence - Distribution and Review

- Chairman Saunders informed the board he received an email from Melody at Supervisor Huber's office stating that two of the board members are up for reappointment and that she would have the paperwork completed by the end of the month for the reinstatements of Vice-Chairman Cammarata and Trustee Ryan-Apuzzo. Both responded yes they would like to continue

9. Old Business

a) Property Tax Review

Property Tax – Trustee Frank stated he is working with the City Manager Brian Gabler on renegotiating the loan the District has with the City. Mr. Gabler is still looking at a compromised position to present to us from the City. Mr. Gabler is in the process of getting his budget processed so any negotiation would have to fit into his budget. Trustee Frank went on to state the second part is the Property Tax Review we are actually looking for is monies to be returned from previous years that hadn't been given to us and so far the County is just denied the claim saying we gave the money to the City and what the City gave you is between you and the City. Trustee Burdorf asked where we go from here? Trustee Frank stated he will continue to pressure the City for the funds missing approximately \$12,000 difference from what we believe we should get and what we are actually getting

b) Hiring a surveyor to Map the Cemetery

The CMS informed the board the surveying company is open to surveying specific areas only, however, they requested a map of the areas so they can quote the specific areas only. Vice-Chair Cammarata offered to assist the CMS in creating the maps and the CMS will give the board the price quotes at the next meeting

c) New Cemetery Sign

Trustee Frank informed the board he has spoken with the Park District who stated that as soon as the District has all of the specifics regarding the sign along with the exact location there is a member of the Park District Board who will raise the motion at the next meeting. Trustee Frank suggested that the sign example that the CMS sent to him be used and made into a V-Shape design using a computer. Chairman Saunders suggested going to a sign company and having them to create the examples for us. Vice-Chairman Cammarata raised the issue if the District has money to do this right now. CMS will attempt to get some quotes for a few sign companies in a few different sizes and report to the board, however this item is tabled until further notice

d) Contacting the County of Ventura to see if they will donate a Large Backhoe to the Cemetery

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Regular Meeting Minutes
January 13, 2021

DATE 2/11/21

Trustee Frank informed the board that the County has not been able to locate one yet but they are still looking

e) Cemetery Automatic Gate -

The CMS informed the Board that an Automatic gate will cost between \$7,000 to install item is tabled until further notice

10. New Business

a) Price Increase on Marker Settings from \$250 to \$300 -

A Motion was made to approve the increase
Moved by Vice-Chairman Cammarata
Seconded by Trustee Ryan-Apuzzo
Vote: 5:0 unanimous

b) Adding another deposit to the prudent reserve -

A motion was made to increase the District's prudent reserve by \$10,000
Moved by Trustee Frank
Seconded by Trustee Ryan-Apuzzo
Vote: 5:0 unanimous

11. Risk Management - Analysis of Monthly Expenditures and Plot Sales

A motion was made to approve the Risk Management Analysis
Moved by Vice-Chairman Cammarata
Seconded by Trustee Frank
VOTE: 5:0 unanimous

12. Comments by Trustees

13. Closed Session - No Closed Session Items to Discuss

- Personnel Review - (CMS Yearly Review)

Chairman Saunders stated he wanted to express on record that he is very pleased with the job the CMS is doing. The Board Treasurer Debbie Burdorf and Trustee Ryan-Apuzzo both thanked the CMS. Vice-Chairman Cammarata, stated he feels that the CMS "does a good job at keeping this all together."

14. ADJOURNMENT - at 3:22 pm

Next meeting: February 10, 2021 at 2:00 pm
Location TBD