

APPROVED: 
DATE: 12/13/23

MINUTES

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

**November 8, 2023
2:30 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	Chairman	Present
JUSTIN HONSINGER	Vice-Chairman	Present
RON CAMMARATA	Treasurer	Present
PAULA RYAN-APUZZO	Trustee	Present
STEVE FRANK	Trustee	Present

- 3. **AGENDA REVIEW – No Changes**

- 4. **Approval of Minutes – Regular Meeting – October 11, 2023**
A motion was made to approve the Minutes
Moved by Trustee Cammarata
Seconded by Trustee Frank
VOTE: 5:0

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

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

Treasurer, Trustee Cammarata updated the board on the following items:

- We are slightly ahead of last year
- This year we lost about \$11,000 Last year we lost about \$32,000 so we are doing better than last year
- There was an \$8,000 Water Bill in October, and \$5,000 in Topping and Flowers
- The Cash Balance went down about \$15,000 due to a poor month in Revenue
- The revenues in the bookkeeper's reports are not matching with the CMS's report
- We may be looking at finding another bookkeeper

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

- We had a very slow month in Revenue

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- We were able to increase the total number of plots by 122 due to the Reserved and not Paid research of plots that were reserved from late 1880's to early 1900's with no record of payment, contact information or any contact with the cemetery
- The reserved and not paid review of section 4 will take a bit longer because there is a lot more information to review, and it will take time to send letters out to the families and wait for their response
- Survey Update – The CMS presented the board with a complete Draft of the current survey
- The CMS presented the board with an arial photo of the cemetery that the surveyor is asking if the board wants to purchase for \$2500 but could not get an explanation of what the photo does, The CMS will continue to attempt to contact the surveyor for an explanation and report back to the board at the next meeting
- Handicap Ramp Update – The plans are at the City Planning department waiting for approval trustee Honsinger stated that he will investigate the status of the plan's approval

8. Correspondence - Distribution and Review

9. Old Business

a) **Rotary Simi Sunset/Emerging Leaders Project – Final update –**

Chairman Saunders informed the board that the Wall has been installed, The Ribbon Cutting Ceremony happened, and it was an amazing event Chelsie and Kat did an amazing job, We had over 50 people in attendance, The food from Blue Fin and Urban Taco was delightful, and provided at a huge discount,

b) **Reserved and not Paid -**

CMS gave an update on the progress and number of Plots that have been restored, this item will be removed from the Agenda for now

c) **A New Handicap Ramp for the District Office – Update**

The plans have been drawn up by the architect and have been submitted to the City of Simi Valley for approval, still waiting

d) **Security Cameras for the Residence and Cemetery**

The CMS informed the board that she has not received a proposal from Mr. Perini carried

e) **Brown Act Training –**

Each member of the board completed the training except for Trustee Honsinger who will complete his tonight

f) **District Policies Focus on Investment –**

Trustee Cammarata proposed a new policy for District Investments and shared government codes that support the policies proposed. He acknowledged that some members of the public may be opposed to the District investing money but highlighted the importance of ensuring the financial health of the District. Trustee Frank raised a question about whether investing in the CLASS program would put the District in a joint powers authority and requested information on who the other joint powers are. Trustee Cammarata noted that this would be a good question to ask Mr. Wood at the next meeting. He also requested that the board members review the proposed policy in preparation for their upcoming meeting with Mr. Rick Wood

10. New Business –

a) **California Cooperative Liquid Assets Securities System (CLASS) Investments – Mr. Rick Wood – Presentation**

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Mr. Wood could not be physically present at today's meeting and sent an email requesting he be allowed to make his presentation at the next board meeting, Chairman Saunders asked that Agenda Items 10a, b & c all be moved under Agenda Item 10a for our next meeting

b) Register for CLASS Investment -

Carried

c) New Banking –

Carried

11. Warrants -

A motion was made to approve the Warrants

Trustee Cammarata informed the board that there was a problem with printing out the checks and asked the board to approve the warrants from the list put out by the Bookkeeper

Moved by Trustee Frank

Seconded by Vice-Chairman Honsinger

VOTE: 5:0

12. Comments by Trustees

Chairman Saunders and Trustee Frank shared a humorous story

13. Closed Session –

- Personnel Review
- Rachel Massey vs. El Rancho Simi Pioneer Cemetery District
- Cemetery Expansion Review and Discussion

CLOSED SESSION REPORT: NO REPORT

14. ADJOURNMENT – at 2:40 pm

Next meeting:

December 13, 2023, at 2:00 pm

Meeting Location:

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