

APPROVED:
DATE: 4/10/24

MINUTES

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

**March 13, 2024
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	Chairperson	Present
JUSTIN HONSINGER	Vice-Chairman	Absent
RON CAMMARATA	Treasurer	Present
PAULA RYAN-APUZZO	Trustee	Absent
STEVE FRANK	Trustee	Present

3. AGENDA REVIEW – NO CHANGES

4. Approval of Minutes – Regular Meeting – February 14, 2024

A motion was made to approve the minutes

Moved by Trustee Cammarata

Seconded by Trustee Frank

VOTE: 3:0

5. Public Comments –

None

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

Trustee Cammarata updated the board on the following items:

- Revenue is down a little over last year
- Expenses were higher because we made a vault purchase
- Prepaid plots are down by \$14,000
- We had a disinterment for \$7,500
- We had additional plot sales, not prepaid plots of \$8,000

Trustee Cammarata expressed his confidence in the CMS' ability to learn the District bookkeeping responsibilities and he offered to take on the responsibility of managing the organization's finances himself. Chairperson Saunders responded by suggesting that if this responsibility were to be delegated to the CMS, a discussion about increasing compensation would be necessary. The topic of this proposal is expected to be discussed soon. probably need to discuss an increase in pay. The topic of this proposal is expected to be discussed soon

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- Cash on hand went down a lot but that was due to the construction of the new handicap ramp at \$27,000 and vault purchase at \$6700, on top of that the Worker's Comp Payment of \$7500
During the meeting, Trustee Frank inquired about the \$7,000 Worker's Comp Payment, whether it is paid monthly or quarterly. Chairperson Saunders clarified that this payment resulted from the last workers compensation audit.

Trustee Cammarata asked if there is a Cemetery Collective that allows pooling with other Cemeteries on Workers Comp insurance. Chairperson Saunders responded that he is currently in contact with a non-profit insurance company called NIAC and will check with them to see if they offer something for Cemeteries. The Endowment fund is almost at half a million dollars

- He has not been able to get the CLASS investment started but will have ready for Chairperson Saunder's signature at the next meeting

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

- The CMS provided details regarding the decrease in revenue, Trustee Cammarata stated that it is still close to what it was last year
- We have identified six available plots in section six and two have sold
- The front panel at the entrance of the cemetery was broken into again, Trustee Frank asked if the new security camera will be able to see that area to record who did this, the CMS stated yes it will
- There was a main line irrigation break in NE1, on a Saturday while I was off, Trustee Cammarata asked if anyone was able to turn the water off and the CMS stated that yes, she turned it off, but it was not until Sunday
- The CMS stated that she has been in contact with SDRMA and they will have a quote for us in April – The CMS also presented a quote from Gusto the Districts payroll service for Worker's Compensation Insurance as well,
- The CMS presented a survey to the board from the California Special Districts Association to take a five-question survey to attempt to stop initiative 1935 which they say would revise the state Constitution to significantly undermine local control and the ability of local government to provide services and infrastructure, the survey was taken at the meeting

8. Correspondence - Distribution and Review

- The current secured levy amount for the district was presented to the board, which was received from the County of Ventura's Auditor-Controller's office. Trustee Cammarata raised a question regarding the RDA Annual Tax Increment mentioned in the document, as it is a deduction from the district's total amount. The CMS has agreed to follow up with the Auditor-Controller's office and will provide a report of her findings to the board during the next meeting
- The board was presented with and completed a survey from CSDA regarding a proposed legislation that could limit a special districts ability to control its fee schedule

9. Old Business

a) Security Cameras for the Residence and Cemetery -

The board was presented with an updated estimate of \$8,991, with a \$1,000 discount to make the final quote Trustee Cammarata had a few questions that he wanted to iron out before moving forward with the installation

The CMS also asked the board to consider the bid from Vortec, Trustee Cammarata said he will look at both to make sure it is apples to apples before moving forward

b) Security Fencing Update –

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The CMS reminded the board of the Finest Fence quote of \$2600 to replace the 8 panels of fencing in the front of the residence that have rotted away, and that she has another quote from The GateKeeper for \$1,600, A motion was made to approve the quote from the GateKeeper for \$1,600

Moved by Trustee Cammarata

Seconded by Trustee Frank

VOTE: 3:0

10. New Business –

a) CSDA Training Opportunities for 2024 –

The CMS presented the board with training opportunities for both the board and the CMS, the board wanted the CMS to find out all the costs associated with the trainings and report back to the board at the next meeting, In addition contact CSDA and request more training manuals so each board member can have their own

11. Warrants -

A motion was made to approve the Warrants

Moved by Trustee Cammarata

Seconded by Trustee Frank

VOTE: 3:0

12. Comments by Trustees

NONE

13. Closed Session –

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

Chairperson Saunders stated that the Rachel Massey vs El Rancho Simi Pioneer Cemetery District case has been settled and will be removed from the Agenda

14. ADJOURNMENT – at 2:39 pm

Next meeting:

April 10, 2024, at 2:00 p.m.

Meeting Location:

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