

APPROVED: 

DATE: 5/4/2021

MINUTES

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

**April 14, 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 2:01 pm

2. ROLL CALL –

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

**3. AGENDA REVIEW – Chairman Saunders requested that the Agenda be amended to add item 10.D for the discussion of returning to in-person board meetings
Moved by Trustee Saunders
Seconded by Trustee Frank
VOTE: 4:0**

**4. Approval of Minutes – Regular Meeting – March 10, 2021
A motion was made to approve
Moved by Trustee Frank
Seconded by Trustee Burdorf
VOTE: 4:0**

**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 Budget is in good shape overall
- The Water bill was \$3838
- Trustee Burdorf asked if anyone knew of any State or Federal subsidies which would help with the water bill, Trustee Frank said he would check and see what he could find

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

- Cemsites has only one numbering system for all Ossuaries
- Harshwal and Associates has promised to be more responsive
- Important points learned in the budgeting class taken at CSDA, the most important was regarding reserves, all of the maintenance items on the budget are supposed to come out of reserve accounts and kept separate from the monthly budget items and services – Trustee Frank suggested we adopt the practices of his Homeowners association which is to determine the items that we know are going to have to be repaired, determine an amount to put away for these items and begin to use our reserve account to pay for the items and then to pay back the reserve account
- The sections of what was once a part of the Pioneer section (NE1 & NW1) were never sold to pioneer families

8. Correspondence - Distribution and Review

9. Old Business

a) Property Tax Review

Property Tax – Trustee Frank stated that Bob Huber is working on getting the money that was paid to the City from the County paid back to the Cemetery District, also they are working on a permanent fix by potentially changing the way the County handles the Property Tax transfers entirely where any transfer of \$50,000 a year or less be paid directly to the receiving District. County Counsel is looking at the language to provide to the appropriate committee of the board of supervisors to have it changed. The County will provide a total of Property taxes that was paid to the city that was allocated for the District and then The County can ask when these funds were paid to the District? When the City answers they haven't paid them to the District they will then decide how to repay the district all of these funds. Trustee Frank will have a Simi-complete report by next month regarding both issues

b) Hiring a surveyor to Map the Cemetery

The CMS informed the board that the only area which may need to be surveyed is section 5 this item will be removed until further notice

c) New Cemetery Sign

CMS will have a report on this at the next meeting

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

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

10. New Business

a) Tree Trimming Needs –

CMS informed the board of how the trees are overgrown and are in need of trimming – There are 85 very large trees and 51 medium trees – Discussion was held to put the tree trimming in the next budget for approval – CMS suggested the funds for Tree trimming come from the Reserve account not try to fit into the budget because it won't fit into the budget – CMS will research to find out how to use the reserve account for the Tree Trimming to insure we are following the Law

b) Plumbing Issues at the Cemetery Residence –

CMS informed the board on the plumbing issues currently at the residence, Tony with Alvera Plumbing has determined the main line from the street all the way to the front of the residence needs to be replaced, and gave an estimate of \$3,500 to make the repair, the water lines are corroded and the hot water is down to a drizzle, eventually this will cause much worse problems. A motion was made to approve the amount of \$4,000 to make the necessary repairs

Moved by Chairman Saunders
Seconded by Trustee Ryan-Apuzzo
VOTE: 4:0

c) Victoria Menchaca Double Depth Request -

The CMS informed the board that Ms. Menchaca purchased a plot via a private sale and wants to know how much she would have to pay to go from single depth to double depth after some discussion the board all decided without a vote needed that the cost would be \$1,950

d) Returning to In-person Board Meetings -

Chairman stated he would really like to go back to meeting in person as soon as possible. Trustee Burdorf stated she is not in favor yet, the room is not big enough to social distance with the board members, the CMS and if anyone from the public comes. Chairman Saunders stated that by next month everyone who wants to be vaccinated can be vaccinated and everyone who is vaccinated can meet together, or maybe we can begin to have hybrid meetings of some sort. Trustee Frank stated he is not going to take the vaccine, but does not mind meeting in person. Trustee Ryan-Apuzzo stated she cannot have the vaccine right now and would like to stay on Zoom for now. A motion was made pending approval from Supervisor Huber Office allowing the meetings to return to in person, starting with our next scheduled board meeting, with the option for public and board members to be able to call in to the zoom link as is currently done

Moved by Chairman Saunders

Seconded by Trustee Frank

Vote: Chairman Saunders, Trustee Ryan-Apuzzo and Trustee Frank – aye
Trustee Burdorf – nay

Motion Carries: 3:1, The CMS will contact Supervisor Huber's office for approval

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

A motion was made to approve the Risk Management Analysis

Moved by Trustee Frank

Seconded by Chairman Saunders, the CMS requested the Risk Management item be changed back to Warrants – Chairman Saunders asked that it be added as an agenda item for next month's meeting

VOTE: 4:0

12. Comments by Trustees

13. Closed Session –

- Personnel Review – (CMS Yearly Review)
Nothing to report

14. ADJOURNMENT – at 3:29 pm

Next meeting: May 12, 2021 at 2:00 pm
Location TBD