

APPROVED: [Signature]
DATE: 8/11/2021

MINUTES

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

**July 14, 2021
2:00 pm**

MEETING LOCATION:

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

1. CALL TO ORDER at 2:01 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 – June 9, 2021

A motion was made to approve
Moved by Trustee Burdorf
Seconded by Trustee Ryan-Apuzzo
VOTE: 5:0

5. Public Comments

None

6. Treasurer – Report and Presentation of current Financial Statement

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

- The District Bookkeeper's fee is going up by \$5 an hour beginning July 1, 2021
- Utilities look good
- The Endowment fund is up by \$7,000 from last year and we now have \$400,000 in the Endowment Trust
- We had \$17,000 in non-residency fee income
- The Gardening fee went up from \$1300 to \$1400 per month
- The Water Bill was \$3,595.92
- Lisa reclassified the house repairs to capitalization, it will show as a negative house repair \$12,469 in her reports
- The City loan is at \$148,000

APPROVED: 
DATE: 8/14/21

- Revenue over budget for year end is \$21,000
- We are ahead \$11,000 more than expected for year end

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

- We had an amazing month in revenue
- CMS worked 2 hours overtime

8. Correspondence - Distribution and Review

9. Old Business

a) Property Tax Review -

Trustee Frank Stated that Joel Angeles has obtained information from Dan Goodwin's office showing all of the property taxes that the County gave to the City, now they will review the two documents and make a determination whether the City gave the District the money, Trustee Frank will forward the documents to the CMS to distribute to the board

b) New Cemetery Sign -

CMS Spoke with Ashraf Rostom the Superintendent of Public Works Simi Valley and was informed to send the sample to his email and he would then send it to the proper contact in the Traffic department for approval, Vice-Chairman Cammarata asked to make sure there is an arrow on the sign pointing out the direction of the Cemetery, Chairman Saunders asked that a separate arrow be added to the pole and not on the actual sign

c) Tree Trimming Needs-

The CMS along with Vice-Chairman Cammarata informed the board of the Tree Trimming needs and the Quote from Safe and Beautiful Tree Co. for \$8,850 to Trim 18 Trees, Chairman Saunders requested the CMS make sure that there is a Certificate of Insurance on File for Safe and Beautiful, and to also wait until July, when the new budget begins and make sure the \$8,850 is in the budget

A Motion was made to approve the Quote and have 18 Trees Trimmed

Moved by Trustee Frank

Seconded by – Vice-Chairman Cammarata

VOTE: 5:0

d) 2021-22 – Annual Budget

CMS informed the board the Budget will be ready to be voted on at the next board meeting

10. New Business

a) Preneed –

Treasurer Burdorf and the CMS informed the board that after much research they have discovered that the accounting of plot sales (interment rights), should not be listed as a liability but as revenue,

A motion was made to take the dollars we previously felt were preneed, which are not, for Plot sales and have those dollars reclassified for 2021 for income purposes, and have our auditors give us guidance on pre 2020-2021 budget

Moved by Vice-Chairman Cammarata

Seconded by Treasurer Burdorf

VOTE: 5:0

b) Ossuary Wall Dedication Ceremony Date and Guest List –

The CMS reminded the board of their decision last year to have a dedication ceremony for former Vice-Chairman Stratton on the anniversary of his passing which is August 17, 2021

APPROVED: 
DATE: 8/4/21

Chairman Saunders stated he would like to invite the Stratton Family, The current City Council, Supervisor Huber and his staff, Vice-Chairman Cammarata suggested reaching out to his wife to see who she would want to invite, Chelsie Smith of Supervisor's Huber's office also said she would see if there are any county officials who want to attend, Mike Garcia was mentioned, Suzette Valladares, Trustee Frank stated there are others who served on the council while he was Mayor, Glen Becerra, and Barbara Williamson, and Mike Sedell, Steve Sojka and Mike Smith, Chelsie Smith will make the list and give it to Chairman Saunders, The CMS will reach out to the Stratton Family for their input as well, Trustee Frank stated that we will need to put together a program as well, and to have a press release going out to the Acorn and the Simi Valley Star to announce it a week before the event so that the general public is aware of what has been done, Vice Chairman Cammarata stated catering refreshments and that he would pay for them, and placing flowers in the area, Try to have this finalized to approve by the next board meeting

- c) **Budget to Beautify the Ground in Front of the Cemetery Entrance –**
The CMS asked the board to consider replacing the drought resistant Agave plants in front of the Cemetery sign with flowers that have more color and to add some flowers to the area in front of and alongside of the Ossuary Wall, The CMS suggested putting in the same as the Sign at Big Sky in Simi Valley. Chairman Saunders Asked that Vice-Chairman Cammarata look into the cost the CMS will send him the picture

- d) **CMS Possible Back Pay for Show-Up –**
Motion was made to move this discussion to closed session
Moved by Vice-Chairman Cammarata
Seconded by Trustee Burdorf
VOTE: 5:0

- e) **Cemetery Gate Opener Rollers & Track Repair –**
The CMS informed the board that the Cemetery gate is in need of new rollers and the track is either too short and needs to be extended or the end is buried in the ground and will need to be repaired, Westcoast Gate gave a quote of \$990, The board Treasurer, Debbie Burdorf, informed the board that a vote is not necessary because there are enough funds left over from the automatic gate installation to cover this amount. Therefore they are a part of the original approval.

11. **Warrants -**
A motion was made to approve the Warrants
Moved by Trustee Frank
Seconded by Trustee Ryan-Apuzzo
VOTE: 5:0

12. **Comments by Trustees**
Chairman Saunders asked if there is anyone who is not comfortable with returning to in person meetings as of August 11, 2021, since no one objected Chairman Saunders announced the next meeting will return to Supervisor Huber's office, provided everything stays the same regarding COVID - 19

13. **Closed Session –**
- Personnel Review – (CMS Yearly Review)
 - James Omori and Diana Omori –vs- Simi Valley Public Cemetery District DBA: El Rancho Simi Pioneer Cemetery District, Juanice Neal, Barbara Scroggins, Leigh-Ann Harrison Bigbie, Bill Saunders and Does 1 through 100 Inclusive

14. **ADJOURNMENT – at 3:51 pm**

APPROVED: bn

DATE: 8/4/21

Next meeting: August 11, 2021, at 2:00 pm

Location: 980 Enchanted Way, Unit 203, Simi Valley, CA 93065