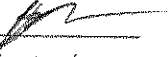


APPROVED: 
DATE: 3/16/23

MINUTES

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

**February 8, 2023
2:00 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
Ron Cammarata	Vice-Chairman	Present
VACANT	Treasurer	N/A
Paula Ryan-Apuzzo	Trustee	Present
Steve Frank	Trustee	Absent
Justin Honsinger	Trustee	Present

3. AGENDA REVIEW – No Changes
4. Approval of Minutes – Regular Meeting – January 11, 2023
A motion was made to approve the Minutes
Moved by Vice-Chairman Cammarata
Seconded by Trustee Ryan-Apuzzo
VOTE: 3:0
Trustee Honsinger abstained as he was not a board member at the January 11, 2023 meeting

5. Public Comments – Trustee Frank Arrived here
Mr. Alfred Partington asked the board to review his claim that he purchased two plots in section six from then Cemetery manager Barbara Scroggins and does not have proof of said purchase. Chairman Saunders asked the CMS to add an Agenda Item to the next meeting so that the board can discuss his claims, & Teresa Jordan read a letter into record, Supervisor Janice Parvin

6. Treasurer – Report and Presentation of current Financial Statement–
Chairman Saunders informed the board that Trustee Burdorf was not reappointed to the board of trustees, Trustee Honsinger has been appointed to the board of trustees and Vice-Chairman Cammarata has taken on some of the Treasurer duties and will give the Treasurer's Report today Vice-Chairman Cammarata informed the board of the following:
 - Income was a little down in terms of Sales, but was made up by the apportionment deposit from the County of Ventura

APPROVED: 

DATE: 3/18/23

- Expenses were lower than normal
- He didn't see a water bill but was told by the District Bookkeeper that it was low
- Cash is good
- Funds in the Endowment accounts are good as well

7. Manager's Report – CMS gave a verbal report

- Chairman Saunders asked what the refund from Statefund in the amount of \$406 for?, the CMS informed the board it was the result of their audit
- The CMS asked Vice-Chairman Cammarata where the sales were down and he said in the overall budget
- The CMS gave an update on the Reserved and not Paid Project – The spreadsheet created by Trustee Burdorf will be very helpful, Vice Chairman Cammarata offered to assist with sorting the spreadsheet and the CMS will forward it to him
- CMS brought up the need for a Survey to be done while the graves are marked by GeoModel
- Trustee Honsinger asked if the GeoModel markings are matching with the data the Cemetery has. The CMS informed him that comparisons have not been made yet
- Chairman Saunders then made a motion to amend the Agenda to add under New Business 10c. Hiring a Surveyor again to map out the Cemetery and have the maps recorded with the County of Ventura to bring the Cemetery into compliance with the County
Moved by Chairman Saunders
Seconded by Trustee Ryan-Apuzzo
VOTE: 5:0
- The CMS informed the board that the amount approved at the last meeting to purchase a new lawnmower is \$1,002.44 short and asked the board to approve the higher amount, Trustee Honsinger stated that the County of Ventura may be able to purchase the mower at a lower amount due to the fact that the County has a working order with John Deere, Chelsie Kennedy with the Supervisors office will contact the County to follow up, Vice Chairman Cammarata also stated that he would like to see if he could get a lower price, discussion was held and the board decided not to move forward at this time because the mowing of the Cemetery is on hold right now until after the Survey is completed

8. Correspondence - Distribution and Review

9. Old Business

a) Rotary Simi Sunset/Emerging Leaders Project –

Chairman Saunders updated the board on the following items:

- The Rotary Simi Sunset/Emerging Leaders are going to rehabilitate the Military wall at the Cemetery, Ben is the volunteer Contractor that is going to help with the project
- Week One, March 18, 2023 they are going to demolish the current wall, Saving the plaque, and pour a foundation pad from where the wall is currently but extend it all the way to the curb
- Week Two, they will put in the Rebar, with the Cinder Blocks and use a stucco paint to make it look really good, they will then replace the bronze plaque, and the logos for the Emerging Leaders, for Rotary Simi Sunset, for Pacific Builders, and for the Contractor, and then pavers will be put in front so if the Cemetery wants to market them to Veterans to purchase and have engraved
- The idea is to have the wall completed by March 25, 2023
- To have a dedication on Memorial Day 2023
- Chelsie Kennedy stated that the Chamber of Commerce is willing to do a ribbon cutting
- Chelsie Kennedy stated that she is working on getting donations for the project, and inviting all of the Veteran organizations that she can
- Trustee Honsinger stated that the logos for each Military branch should also be added to the wall

APPROVED:
DATE: 2/15/23

b) Rachael Massey –

Chairman Saunders, to bring the new Trustee, Trustee Honsinger up to speed, gave a recap from last month's meeting of what is going on with this issue; and the CMS is going to investigate the matter further and give a report of her findings at the next meeting

c) Signature Cards Updates –

Vice-Chairman Cammarata stated we should just move on this because it will be discussed under new business

d) American Leak Detection –

The CMS informed the board that American Leak did come out to the Cemetery and found two leaks, and Chelsie Kennedy contacted the Water Department and they came out and showed her how to detect a water leak looking at the meter. The CMS will check the meter twice a week and only call American Leak as needed, and Chelsie Kennedy also informed the board that soon the Water Department will have a program where you can sign on to your account online also to check for leaks

10. New Business –

a) Voting for New Signer's on the District Bank Account and Endowment Accounts -

Chairman Saunders informed the board that he and Vice-Chairman Cammarata have full authority over the District's bank accounts and can also sign the Cemetery check along with Lisa the District Bookkeeper with the approval of the board

A motion was made to approve Chairman Saunders and Vice-Chairman Cammarata to have full authority over the District's Bank accounts and have the authority to sign checks

Moved by Vice-Chairman Cammarata

Seconded by Trustee Frank

VOTE – 5:0

The CMS informed the board that the Endowment Accounts are separate and will need to have another person with authority over them because right now it is still Trustee Burdorf, Vice-Chairman Cammarata stated that he spoke to Lisa the District Bookkeeper yesterday and she said she could handle that

b) Voting in a new Treasurer –

Chairman Saunders nominated Vice-Chairman Cammarata for Treasurer

Seconded by Trustee Ryan-Apuzzo

VOTE: 5:0

Chairman Saunders nominated Justin Honsinger for Vice-Chairman

Seconded by Trustee Cammarata

VOTE: 5:0

c) Hiring a Surveyor to Map the Cemetery –

Vice-Chairman Honsinger asked what exactly will the Surveyor do, the CMS stated they will map all of the plots, prepare the maps according to the rules and regulations of the County of Ventura and then file the maps with the County – Vice Chairman Honsinger stated he wants to have all of the work done by the surveyor to go onto a platform that everyone has access to, Further discussion was held that the maps should also have the names of people on them, Trustee Frank asked that the map be digitized in order to add names to it as plots are sold,

A motion was made to hire a Surveyor at a maximum cost of \$20,000 to map Sections 3, 5, 6, 7, NE1, and NW1

Moved by Chairman Saunders

Seconded by Trustee Frank

VOTE: 5:0

APPROVED: [Signature]
DATE: 2/18/23

11. Warrants -

A motion was made to approve the Warrants
Moved by Trustee Frank
Seconded by Trustee Cammarata
VOTE: 5:0

12. Comments by Trustees

Trustee Cammarata Welcomed Justin Honsinger to the board and stated that he is excited to have him here, Trustee Cammarata asked what happened to Section nine, after further discussion it was remembered that it was put on hold when the Reserved and not Paid project started

13. Closed Session –

- Personnel Review
NO REPORT

14. ADJOURNMENT – at 3:20 pm

Next meeting:
March 8, 2023, at 2:00 pm

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980 Enchanted Way, Suite 203, Simi Valley, California 93065