


APPROVED: 
DATE: 5/10/23

MINUTES

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

**April 12, 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
JUSTIN HONSINGER	Vice-Chairman	Absent
RON CAMMARATA	Treasurer	Present
PAULA RYAN-APUZZO	Trustee	Absent
STEVE FRANK	Trustee	Present

Chairman Saunders expressed his gratitude for having Chelsie Kennedy from Supervisor Parvin's Office attend district meeting as she has been a great asset to the district

3. **AGENDA REVIEW – No Changes –**
4. **Approval of Minutes – Regular Meeting – March 8, 2023**
A motion was made to approve the Minutes
Moved by Trustee Cammarata
Seconded by Trustee Frank
VOTE: 3:0
5. **Public Comments –**
Mrs. Teresa Jordan
6. **Treasurer – Report and Presentation of current Financial Statement–**
Trustee Cammarata updated the board on the following items:
 - We had a good month and the Cemetery is ahead of budget
7. **Manager's Report – CMS gave a verbal report**
 - The CMS asked for assistance with the Reserved and not Paid Project – Trustee Cammarata offered to assist her
 - The CMS advised the board of the final findings regarding the ground radar and that we are good to now move forward with the Survey

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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 date to rebuild the Veteran Wall is scheduled for Sunday May 7, 2023

b) Hiring a New Bookkeeper –

Trustee Cammarata informed the board that he interviewed four potential bookkeepers and presented Precision Bookkeeping Services, Sue Roth and Lighthouse Bookkeeping to the board for consideration, after discussion a motion was made to hire Precision Bookkeeping Services

Moved by Trustee Frank

Seconded by Trustee Cammarata

VOTE: 3:0

10. New Business –

a) Paz Family Niche Bench Burial Cost –

No motion was brought the board set a price of \$500 for open and closing and \$250 endowment, and to require a disclaimer be signed by the family confirming that the Cemetery will not be responsible for any damage to the bench that may occur during burials in the three remaining spaces in the bench

b) Donation to the Veteran Wall –

No motion was made – Trustee Cammarata offered to cover the costs needed to finish the wall

c) Hiring a Surveyor to Map the Cemetery

No motion was made – previously approved

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

13. Closed Session –

- Personnel Review
- Rachael Massey vs. El Rancho Simi Pioneer Cemetery District "Claim for Damages"

NO REPORT

14. ADJOURNMENT – at 2:29 pm

Next meeting:

May 10, 2023, at 2:00 pm

Meeting Location:

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