


APPROVED: 
DATE: 1/12/22

MINUTES

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

January 12, 2022
2:00 pm

MEETING LOCATION:

Office of 4th District Supervisor Bob Huber
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
Deborah Burdorf	Treasurer	Present
Paula Ryan-Apuzzo	Trustee	Present
Steve Frank	Trustee	Present

3. **AGENDA REVIEW** – A motion was made to remove Agenda Item 9c from Old business and add it to Agenda item 10b in new business
Moved by – Chairman Saunders
Seconded by – Vice-Chairman Cammarata
VOTE: 5:0
4. **Approval of Minutes – Regular Meeting – December 8, 2021**
A motion was made to approve
Moved by Trustee Frank
Seconded by Trustee Cammarata
VOTE: 5:0
5. **Public Comments**
Teresa Jordan
6. **Treasurer – Report and Presentation of current Financial Statement**
Trustee Burdorf the Board Treasurer updated the board on the following topics
 - The District Bookkeeper will be out of town and will not have the board reports ready in time for the February 9, 2022 meeting, a motion was made to move the February Meeting to February 16, 2022 to accommodate her
Moved by Trustee Burdorf
Seconded by Trustee Ryan-Apuzzo
VOTE: 5:0

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- Cemetery is doing well meeting all of our regular operating costs
- I'm hoping Trustee Frank can explain more regarding City Manager Brian Gabler's email stating that the District has an outstanding bond from 2003
- The CMS and Bookkeeper are doing a good job with the Audit on their own
- Water bill is \$3943 and \$246 for the Residence
- Glad to see we are using the State Issued Credit Card for most everything now, The CMS informed the board that due to the use of the Sate Issued Credit Card the District received a \$146 rewards check

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

- The Shed Shipping Container will need replacing – CMS will check with the City of Simi and Waste Management to see if one can be donated
- Section Six is in need of a very large irrigation repair
- CMS suggested the Trustees' page of the District Website contain a picture and small bio of each trustee

8. Correspondence - Distribution and Review

9. Old Business

a) Property Tax Review

Trustee Frank informed the board that he sent a letter to the City Manager Brian Gabler asking about the circumstances and status of the 2003 Bond measure, and he has not received a response to that yet; He expects that in the next week or so

b) New Cemetery Sign -

The CMS displayed the example of the New Cemetery Sign and advised the board of the Pricing to both have the sign created and to also have it installed will be \$1,800 for the sign, the post, the cement and installation

A motion was made to approve the bid for the sign installation and move forward

Moved by – Trustee Frank

Seconded by – Trustee Ryan-Apuzzo


VOTE: 5:0

c) Section Six Landscaping repairs - Carried to next meeting for the CMS to receive more information

d) Planning for the Future –

Trustee Frank suggested the following:

- Set a date for a February 2022 Stakeholders meeting
- Include Pat Havens the City Historian as a Stakeholder
- Will have to check the Brown Act to see if the Stakeholders meetings must be public
- Eventually will need to go to public hearings to zone or rezone the land
- He had originally planned to have the Stakeholders meeting at Supervisor Huber's office but right now all County facilities are closed to the public due to COVID
- The meeting will include – the City Council, The Board of Supervisors, Parks and Rec people, and two or three other Government Agencies that are involved in the expansion of cemeteries
- Chairman Saunders asked if the Stakeholders meeting could be set for right before or right after the District's meeting on February 16, 2022, Trustee Frank agreed and said we may have to do it via Zoom.
- Chairman Saunders suggested to set the meeting on the 16th at noon, Trustee Frank suggested to make it at 10 am in Supervisor Huber's office

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10. New Business –

a) Cemetery manager Vacation Request Timeframe –

A motion was made that the CMS will give at least two weeks' notice to take Vacation
Moved by – Vice-Chairman Cammarata
Seconded by – Trustee Burdorf
VOTE: 5:0

b) Wind Advisory Days –

- Tree Trimming - Presentation of Bids - The CMS presented the following two bids
 - ◆ American Tree Service - \$16,050.00
 - ◆ Robert Pugmire – Construction & Tree Service - \$20,500

A motion was made to approve the bid from Robert Pugmire if he will come down on his price by \$2,000, and cut the 33 trees for \$18,500
Moved by – Vice-Chairman Cammarata
Seconded by - Trustee Ryan-Apuzzo
VOTE: 5:0

- Cemetery Closure Criteria –

A motion was made that when the National Weather Service sends out a warning that wind gusts are going to be greater than 35 mph the CMS may close the Cemetery at her discretion; if she feels the winds at the Cemetery pose a threat to our patrons
Moved by- Vice-Chairman Cammarata
Seconded by – Trustee Burdorf

11. Warrants -

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

12. Comments by Trustees

Vice-Chairman Cammarata, I really enjoy working with you guys, I know the tree trimming thing was a bit rough at times and has taken us three meetings to get through; but we are saving money, and we found a vendor that is going to make the trees look really nice. And whenever we do these large Capital Improvement projects we should always get three bids. And, I hope Juanice this was a good learning experience for you too because by getting three bids we found someone who does a better job and is cheaper. If this guy does the job, we just saved \$6,000 over the Safe and Beautiful bid, and I think you are going to get a way better product, out of it. So I hope we all understand that there are times when we'll butt heads and disagree but that's what I like about all of you that on different subjects we will either agree or disagree but we all come together for the good of the Cemetery, and I just wanted to say this had a good outcome, and I enjoy working with all of you and this is why we have different personalities and different views on the board and that's all.

13. Closed Session –

- James Omori and Diana Omori –vs- Simi Valley Public Cemetery District DBA: El Rancho Simi Pioneer Cemetery District
- Personnel Review

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NOTHING TO REPORT

14. ADJOURNMENT – at 3:15 pm

Next meeting: February 16, 2022, at 2:00 pm

Meeting Location - TBD