APPROVED APP

MINUTES

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

March 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
JUSTIN HONSINGER Vice-Chairman Present
RON CAMMARATA Treasurer Absent
PAULA RYAN-APUZZO Trustee Present
STEVE FRANK Trustee Present

- 3. AGENDA REVIEW No Changes Trustee Cammarata arrived during Agenda Review Chairman Saunders made a motion to amend the Agenda to add under New Business 10e a resolution to add both he and Treasurer Cammarata to the Endowment fund, and to move New Business Item 10b, to after Public Comments, Seconded by Vice-Chairman Honsinger VOTE: 5:0
- 4. Approval of Minutes Regular Meeting February 8, 2023

A motion was made to approve the Minutes Moved by Trustee Frank Seconded by Trustee Cammarata

VOTE: 5:0

Public Comments – Mrs. Teresa Jordan

New Business Item 10b) Al Partington File Review -

A motion was made to confirm that plot #6-F-20 was indeed transferred to Mr. Partington and that proper documentation has been provided by Mr. Parting and copied to the Cemetery files Moved by Chairman Saunders

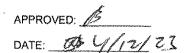
Seconded by Trustee Ryan-Apuzzo

MOTE F.O.

VOTE: 5:0

6. Treasurer - Report and Presentation of current Financial Statement-

Trustee Cammarata updated the board on the following items:



- We lost \$866 but it was budgeted at \$7000 so we did very well
- Our income was a little higher than budgeted
- Some of our other expenses came in under budget
- Vice-Chairman Honsinger asked what was the reason for the deficit every month that is forecasted to be a loss
- Trustee Cammarata informed the board that basically the revenue from the cemetery barely covers our expenses, so we pretty much try to break even
- The CMS asked if the revenue had been over budgeted
- Trustee Cammarata advised the Expenses had been over budgeted
- Vice-Chairman Honsinger stated that "on behalf of my company I will make a \$1,000 donation to the Cemetery

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

Trustee Cammarata asked if the total deposits for the month was accurate
The CMS informed him yes but it wasn't deposited until the last day of the month, Trustee
Cammarata asked that the CMS do a better job at making weekly deposits so that all of the funds will show up for the month to be accounted for in that month's reports. The CMS committed to making weekly deposits, The CMS then gave an update on the following items

- Reserved and not paid
- GeoModel is completed but there may be some discrepancies the CMS will follow up at the next meeting
- The CMS asked the board if they wanted her to request GeoModel to return to correct the errors
- Hiring a surveyor to map the Cemetery

8. Correspondence - Distribution and Review

9. Old Business

a) Rotary Simi Sunset/Emerging Leaders Project -

Chairman Saunders updated the board on the following items:

- They are just about set for March 18, 2023 for the Military Wall demo day
- They do not have a date yet for the unveiling
- Chelsie Kennedy informed the board that she expects a lot more volunteers to come that day than is needed for the wall demo and asked if there are other projects that can be done that day

10. New Business -

a) Vote to Ratify the Lawnmower Purchase -

A motion was made to ratify the purchase of a new Lawnmower Moved by Trustee Cammarata Seconded by Vice-Chairman Honsinger **VOTE – 5:0**

c) Hiring a New Bookkeeper -

Trustee Cammarata informed the board that he is looking and has some prospects but no one yet He also informed the board that he is going to have QuickBooks online so we can have visibility A motion was made to add QuickBooks online

Moved by Chairman Saunders

Seconded by Trustee Ryan-Apuzzo

VOTE: 5:0

d) Changing the Signer's on the Endowment Account -

APPROVED: 1/2/23

DATE: 4/12/23

Vice-Chairman Honsinger made a motion to add Chairman Saunders and Trustee Cammarata as the only signatories on the District's Endowment Account Seconded by Trustee Frank

VOTE: 5:0

e) Resolution to Add Chairman Saunders and Treasurer Cammarata

The Resolution was approved and signed by each Trustee

11. Warrants -

A motion was made to approve the Warrants Moved by Vice-Chairman Honsinger Seconded by Trustee Ryan-Apuzzo VOTE: 5:0

12. Comments by Trustees

13. Closed Session -

 Personnel Review NO REPORT

14. ADJOURNMENT - at 2:53 pm

Next meeting:

April 12, 2023, at 2:00 pm

Meeting Location:

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