

APPROVED: [Signature]
DATE: 1/22/25

MINUTES

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

**January 22, 2025
2:00 pm**

**MEETING LOCATION: Office of The 4th District Supervisor Janice Parvin
980 Enchanted Way, Suite 203, Simi Valley, CA 93065
(805) 955-2000**

1. **CALL TO ORDER at 1:58 pm** – Chairperson Saunders announced that the meeting was called to order a few minutes early due to a wildfire in the area

2. **ROLL CALL –**

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

3. **AGENDA REVIEW– NO CHANGES**

4. **APPROVAL OF MINUTES – Regular Meeting – December 11, 2024**

A motion was made to approve the minutes

Moved by Vice-Chairperson Honsinger

Seconded by Trustee Frank

VOTE: 3:0

5. **PUBLIC COMMENTS –**

Mrs. Teresa Jordan

6. **Treasurer – Report and Presentation of current Financial Statement–**

No Report

7. **MANAGER'S REPORT – CMS gave a verbal report on the following current issues**

- The Deposit from the County was received
- No viable candidate for the Gravedigger/landscaper position
- Saul asked if we would consider waiting until June to see if he will take the position himself
- **Irrigation:** Section 5 Dry area not getting water - Valve Repair – Remove, take apart and replace the O ring on a valve
Section 6 – Dry area not getting water – Replace the batteries in the Timer and Reprogram
- **Landscaping:** Nothing to report – Trustee Frank asked if there was anything on the punch list that needs to be done? – The CMS stated not at this time

8. **CORRESPONDENCE - Distribution and Review**

APPROVED: 

DATE: 2/12/25

9. OLD BUSINESS

10. NEW BUSINESS –

a) Making a Deposit Into the Reserve Account –

The CMS reminded the board that a vote was taken to consider making a deposit into the District Reserve Account each time an apportionment payment is received. The board decided to postpone this item to involve the Treasurer in the decision-making process.

b) 2022-23 – Audit Proposal \$8,800

A motion was made to accept the Proposal from Harshwal and Associates to do the 2022-23 Audit

Moved by Vice-Chairperson Honsinger

Seconded by – Trustee Frank

VOTE: 3:0

11. WARRANTS/CALCARD- Review and Vote

A motion was made to approve the Warrants and CalCard Statement and Receipts

Moved by Trustee Frank

Seconded by Vice-Chairperson Honsinger

VOTE: 3:0

12. COMMENTS BY TRUSTEES

13. CLOSED SESSION –

- Personnel Review
- Cemetery Expansion Review and Discussion

Chairperson Saunders announced that during the closed session, a motion was made by Vice-Chairperson Honsinger and seconded by Trustee Frank to remove the agenda item regarding the Cemetery Expansion Review and Discussion. The motion passed unanimously with a vote of 3-0

14. ADJOURNMENT – at 2:25 pm

Next meeting:

February 12, 2025, at 2:00 p.m.

Office of The 4th District Supervisor Janice Parvin

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