

APPROVED: [Signature]  
DATE: 4/12/22

**MINUTES**

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

**December 8, 2021  
2:00 pm**

**MEETING LOCATION:**

**Office of 4<sup>th</sup> District Supervisor Bob Huber  
980 Enchanted Way, Suite 203  
Simi Valley, California 93065  
(805) 955-2300**

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**1. CALL TO ORDER at 2:04 pm**

**2. ROLL CALL –**

<b>William Saunders</b>	<b>Chairman</b>	<b>Present</b>
<b>Ron Cammarata</b>	<b>Vice-Chairman</b>	<b>Present</b>
<b>Deborah Burdorf</b>	<b>Treasurer</b>	<b>Present</b>
<b>Paula Ryan-Apuzzo</b>	<b>Trustee</b>	<b>Present</b>
<b>Steve Frank</b>	<b>Trustee</b>	<b>Present</b>

**3. AGENDA REVIEW – No Changes**

**4. Approval of Minutes – Regular Meeting – November 10, 2021**

A motion was made to approve  
Moved by Trustee Frank  
Seconded by Trustee Ryan-Apuzzo  
**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

- Happy with the progress we have made since 2013
- Utilities look great
- The Endowment fund has \$408,000.00 in it
- CMS did a really good job on the budget
- We have an audit coming up

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

- Chairman Saunders brought up the CMS Vacation request time frame, and asked that an agenda item be added to next month's meeting to discuss it

APPROVED: 

DATE: 1/14/22

**8. Correspondence - Distribution and Review**

The CMS informed the board of the letter from Polyguard Vault Company that the vaults have increased by \$40 per vault

**9. Old Business**

**a) Property Tax Review**

Trustee Frank informed the board that per his email from City Manager Brian Gabler, that the funds that are being sent to the City from the County are being applied to the District's outstanding obligations and debts, Trustee Frank also stated that he will proceed to find out exactly what these items are so that we can add them to our financial sheet, specifically a 2003 Bond, Vice-Chairman Cammarata stated it would be nice to know that we had an option to do a bond in order to trim the trees or to do the expansion it may be a good option for the Cemetery, Trustee Frank stated that the two issues are what the Oversight committee is paying which they state are the District's obligations and debts, and the 2003 bond that City Manager Gabler says the District owes. Trustee Frank will draft a letter to Brian Gabler, regarding the bond and he will draft a separate letter to Supervisor Huber's office, regarding the outstanding obligations and debts. Trustee Frank will then run the letters by the board before they are sent. The very last issue in the email is that Greg Stratton believed the Property Tax rate that the District receives is incorrect and should be more. Trustee Frank will add to his letter to City Manager Gabler a request for an explanation on when and how the rate was set, to possibly see what it was that former Vice-Chairman Stratton saw that lead him to believe it was not correct, Trustee Burdorf suggested that maybe the county attorney can assist

**b) New Cemetery Sign -**

Trustee Frank informed the board that the Park District has approved to put up the new sign the CMS will order the sign to have it installed

**c) Annual Tree Trimming Budget -**

Discussion was held regarding the quote presented by the CMS for \$24,000.00 to trim 33 trees, the CMS will get 2 other quotes to present to the board at the next meeting, Chairman Saunders asked that an agenda item be added for Wind Advisory Days to cover this year's tree trimming and the possible need to close the Cemetery for public safety, Vice-Chairman Cammarata made it very clear that he wants to make a decision at the next meeting

**d) Section Six Landscaping repairs -** The CMS informed the board of the need for wire tracing, sprinkler head replacements, Valve replacement and one valve box that needs a complete rewire in order for the sprinklers on the west side of section six to work with the irrigation clock, the CMS will present 3 bids to the board at the January meeting to have the repairs completed

**10. New Business - Trustee Ryan-Apuzzo Arrived here**

**a) Planning for the Future -**

The expansion committee met with the people at Park and Rec and they determined that the cemetery could run out of plot completely within three to six years from now, it was also determined that using the back portion of the park next door is not feasible because the costs involved are too great, therefore two developers and Brian Gabler have looked at property in Simi Valley and around Simi Valley that might be available, It was also determined that a meeting with all of the stakeholders, The County of Ventura, The Department of Parks and Recreation, The City of Simi Valley and the District's expansion committee, and maybe two or three other stakeholders, needs to happen first, so when we go to do the finalization and get the permits involved they will all already be up to speed, they will have already signed on to the idea, and they will be able to have investment in it, Chairman Saunders stated he feels that this is a really good start, Trustee Frank suggested that by the middle or end of January 2022 they set up and

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DATE: 11/12/22

have the stakeholders meeting to go over all of this with them, Trustee Frank stated he will need help with the permitting process from the state of California and the CMS will look into it,

**11. Warrants -**

A motion was made to approve the Warrants  
Moved by Trustee Burdorf  
Seconded by Vice-Chairman Cammarata  
VOTE: 5:0

**12. Comments by Trustees**

Chairman Saunders announced that Melissa Simon has left the Acorn and will no longer be covering our Cemetery

**13. Closed Session –**

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

The Board unanimously approved a one dollar per year increase in the CMS's Salary

**14. ADJOURNMENT – at 3:26 pm**

**Next meeting: January 12, 2022, at 2:00 pm**  
**Meeting Location - TBD**