

APPROVED 

DATE 3/10/2021

MINUTES

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

**February 10, 2021
2:00 pm**

MEETING LOCATION:

**The Meeting Was Held: Via Zoom.US
Please refer to our website:
Simipubliccemetary.com for Log-in Instructions**

1. CALL TO ORDER at 2:00 pm

2. ROLL CALL -

William Saunders	Chairman	Present
Ron Cammarata	Vice-Chairman	Absent
Deborah Burdorf	Treasurer	Present
Paula Ryan-Apuzzo	Trustee	Present
Steve Frank	Trustee	Absent

3. AGENDA REVIEW - NO CHANGES

4. Approval of Minutes - Regular Meeting January 13, 2021

A motion was made to approve
Moved by Trustee Ryan-Apuzzo
Seconded by Trustee Burdorf
Vote: 3:0

5. Public Comments

Mrs. Teresa Jordan

6. Treasurer - Report and Presentation of current Financial Statement

Trustee/Treasurer Burdorf updated the board on the following topics:

- A Transfer of \$10,000 was made to the Cemetery Prudent Reserve Account.
- Suggested a Ball of some sort be given to the CMS to alert families when the Cemetery is closing
- There was a problem filling the Annual Sales Tax, but it has been taken care of
- The district is over budget by \$2,099, last year at this time, the district was under budget by \$12,000

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

- Apportionment payments may take up to 5 business days to post to the District Bank Account
- Updated the board on Saul the grave digger's Work Comp Claim
- Updated the board on the many fallen tree limbs and their clean up

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- Asked the board to designate a plan to dedicate the Ossuary to former Vice-Chair Gregory Stratton – The board decided to wait until the first anniversary of his passing
- Sign costs for the New Cemetery Signs

8. Correspondence - Distribution and Review

- None

9. Old Business

a) Property Tax Review

Carried to the next meeting due to the absence of Trustee Frank

b) Hiring a surveyor to Map the Cemetery

The CMS informed the board that GeoModel quoted \$6,900 to survey Sections 5, 3, NE & NW1. The item was carried to the next meeting to allow all board members to have input before a vote is taken.

c) Contacting the County of Ventura to see if they will donate a Large Backhoe to the Cemetery

Carried to the next meeting due to the absence of Trustee Frank

10. New Business

a) CMS Request to Have to Share the Residence With Her

A Motion was made to approve the request

Moved by Chairman Saunders

Seconded by Trustee Burdorf

Vote: 3-0

b) Reappointment of Ron Cammarata and Paula Ryan-Apuzzo

Chairman Saunders announced the reappointment of Ron Cammarata and Paula Ryan-Apuzzo

c) Yearly Audit Price Increase –

The CMS informed the board the Audit Company Harshwal and Associates is raising their price from \$2800 to \$6500 – Carried to the next meeting for more discussion

11. Risk Management – Analysis of Monthly Expenditures and Plot Sales

A motion was made to approve the Risk Management Analysis

Moved by Trustee Burdorf

Seconded by Ryan-Apuzzo

VOTE: 3-0

12. Comments by Trustees

13. Closed Session – No Closed Session Items to Discuss

14. ADJOURNMENT – at 2:53 pm

Next meeting: March 10, 2021, at 2:00 pm

Location TBD

Simi Valley Public Cemetery
Reconciliation Detail
Wells Fargo, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						68,312.21
Cleared Transactions						
Checks and Payments - 15 items						
General Journal	11/09/2018	3293	Rancho Simi Recr...	X	-73.96	-73.96
General Journal	06/30/2019	3292		X	-238.00	-311.96
Bill Pmt -Check	10/21/2020	3812	US Bank	X	-474.30	-786.26
Liability Check	02/04/2021		QuickBooks Payro...	X	-1,577.09	-2,363.35
Check	02/04/2021		CDTFA (BOE)	X	-196.90	-2,560.25
Check	02/07/2021	3837	County of Ventura	X	-1,400.00	-3,960.25
Check	02/07/2021	3839	Aaron Todd	X	-1,383.00	-5,343.25
Check	02/07/2021	3840	Seymour & Associ...	X	-462.50	-5,805.75
Check	02/07/2021	3835	J & J Termite and ...	X	-180.00	-5,985.75
Check	02/08/2021	autop...	Southern Californi...	X	-139.62	-6,125.37
Check	02/10/2021	autop...	Verizon	X	-42.07	-6,167.44
Check	02/12/2021	epay	The Gas Company	X	-72.01	-6,239.45
Check	02/23/2021	autop...	US Bank	X	-1,024.69	-7,264.14
Check	02/23/2021	autop...	Waste Management	X	-167.38	-7,431.52
Check	02/26/2021		Wells Fargo Bank	X	-0.11	-7,431.63
Total Checks and Payments					-7,431.63	-7,431.63
Deposits and Credits - 5 items						
General Journal	07/01/2019	3292R		X	238.00	238.00
General Journal	07/01/2020	3293R	Rancho Simi Recr...	X	73.96	311.96
Paycheck	02/05/2021	DD1...	Juanice R Neal	X		311.96
Check	02/07/2021	3834	Aaron Todd	X		311.96
Deposit	02/26/2021		Wells Fargo Bank	X	0.49	312.45
Total Deposits and Credits					312.45	312.45
Total Cleared Transactions					-7,119.18	-7,119.18
Cleared Balance					-7,119.18	61,193.03

Simi Valley Public Cemetery
Reconciliation Detail
Wells Fargo, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 2 items						
Check	02/07/2021	3836	Imperial Sprinkler...		-211.76	-211.76
Paycheck	02/10/2021	3838	Saul Serrato		-2,834.40	-3,046.16
Total Checks and Payments						-3,046.16
Total Uncleared Transactions						-3,046.16
Register Balance as of 02/28/2021						58,146.87
New Transactions						
Checks and Payments - 4 items						
Liability Check	03/01/2021	E-pay	Department of Tre...		-1,392.98	-1,392.98
Liability Check	03/01/2021	E-pay	Department of Tre...		-1,113.36	-2,506.34
Liability Check	03/04/2021		QuickBooks Payro...		-1,359.50	-3,865.84
Liability Check	03/08/2021		QuickBooks Payro...		-143.94	-4,009.78
Total Checks and Payments						-4,009.78
Total New Transactions						-4,009.78
Ending Balance						54,137.09