

APPROVED: 

DATE: 5/10/26

Regular Meeting Minutes
May 13, 2026

**El Rancho Simi Cemetery District
Board of Trustees – Regular Meeting Minutes**

Date: May 13, 2026

Time: 2:00 PM

Location: Office of the 4th District Supervisor Janice Parvin
980 Enchanted Way, Suite 203
Simi Valley, CA 93065
Phone: (805) 955-2000

1. Call to Order

Chairperson William Saunders called the meeting to order at 2:00 PM.

2. Roll Call

- William Saunders (Chairperson) – Present
- Justin Honsinger (Vice Chair) – Absent
- Ron Cammarata (Treasurer) – Absent
- Paula Ryan-Appuzzo (Trustee) – Present
- Mary Ann Lewis (Trustee) - Present

3. Agenda Review

A Motion was made by Chairman Saunders to amend the agenda to add changing the date of the July meeting under new business, discussion with a possible vote.

Trustee Ryan-Appuzzo seconded the motion

Vote: 3–0 (Motion passed)

4. Approval of Minutes

- Regular Meeting of March 11, 2026

Motion: Trustee Ryan-Appuzzo

Second: Chairperson Saunders

Vote: 3–0 (Motion passed)

5. Public Comments

The CMS presented and read a letter from Teresa Jordan into the official record for the Board's review and consideration.

6. Treasurer's Report

Presented by Treasurer Cammarata:

- No Report

7. Manager's Report

- Not having any responses from Buy-Back letters
- Discussion was held regarding the possibility of removing the cemetery's middle roadway to create additional burial plots. The CMS will contact the City Planning Department to determine whether removing the roadway would present any safety concerns, access issues, or other potential hazards.

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DATE: 6/10/25

8. Correspondence

All incoming correspondence was distributed appropriately.

9. Old Business

None.

10. New Business

Painting the Residence Exterior

The CMS informed the Board that the exterior of the residence needs painting. Photographs of the property were presented for the Board's review, and the CMS requested that the Board consider authorizing the painting of the residence. Trustee Lewis expressed concern about the age of the residence and recommended that the structure be inspected for termites before any painting work is undertaken. Chelsie Kennedy requested that all fascia boards be inspected for signs of termite damage.

The Board agreed with this recommendation. Chairperson Saunderson's stated "It's really not a problem having the residence painted, let's just make sure the exterior is in ship shape before we move forward." The CMS will arrange for the necessary inspections and provide a report of the findings at the next Board meeting

Extending the fee increase for Alejo for another month

- Motion: Trustee Ryan-Apuzzo to extend the fee increase until June 15, 2026
- Second: Chairperson Saunders
- Vote: 3-0 (Motion passed)

Changing the Date of the July Board Meeting

Chairperson Saunders noted that the July Board Meeting date would need to be changed because at least two board members would be unable to attend, which may result in a lack of quorum. Chelsie Kennedy, Chief of Staff for the County Supervisor's Office, suggested that the Board consider canceling the July meeting. After discussion, the Board agreed not to hold a meeting in July.

Motion to cancel the July meeting – Chairperson Saunders

Second – Trustee Ryan Appuzzo

- Vote: 3-0 (Motion passed)

11. Warrants

- Motion to Approve: Trustee Ryan-Apuzzo
- Second: Chairperson Saunders
- Vote: 3-0 (Motion passed)


12. Trustee Comments

Chairperson Saunders "I would like to officially welcome MaryAnn Lewis to the Board."

13. Closed Session

Topics Discussed:

- Personnel Review
- Liability Claims (per Gov. Code § 54954.5(d))

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- Claimant: Maria Juarez
- Agency Claimed Against: El Rancho Simi (Pioneer) Cemetery District

Report Out of Closed Session:

No reportable action.

14. Adjournment

The meeting was adjourned at 2:44 PM.

Next Regular Meeting

Date: June 10, 2026

Time: 2:00 PM

Location: Office of the 4th District Supervisor Janice Parvin
980 Enchanted Way, Suite 203
Simi Valley, CA 93065
