

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SARATOGA CEMETERY DISTRICT

October 14, 2015
14766 Oak Street, Saratoga, California
5:00 p.m.

CALL TO ORDER: 5:05 pm

ROLL CALL: Judy Johnstone, Vicky Bosworth, Debra Cummins, Norman Koepernik

PUBLIC COMMENT TIME

(This is the opportunity for individuals to make and/or submit written or oral comments to the Board on any item within the purview of the Board, which are NOT part of the Agenda. No action on the item may be taken, but the Board may request the matter be placed on a future agenda.)

- 1) Read letter from Gary Reed about rental extension. Board approved. Rent

CONSENT CALENDAR

(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any item may do so by raising their hand to be recognized by the President.)

- 1) Minutes from the September 16, 2015 Regular Meeting
- 2) Manager's Report
- 3) Financial Report:
- 4) Check Register
- 5) Wells Fargo Advisors:
 - a) Endowment Care Fund, 1-bought notice
 - b) Land Acquisition, 1 bought notice
 - c) Preneed, 1 bought notice
 - d) Endowment Care principle: 2.49%
 - e) Endowment Care Interest : 2.93%
 - f) Land Acquisition: 2.43%
 - g) Pre Need: 3.46 %

Vicky Bosworth moved to approve all items on Consent Calendar.

Second by Norman Koepernik. Unanimous.

REGULAR AGENDA ITEMS

- 1) Sheldon Chavan from Chavan & Associates, LLP was unable to attend. Will reschedule for November.
- 2) Rename section 400 of the Policy Procedure handbook to "Fiscal and Records Management." Vicky Bosworth moved to approve renaming section 400. Second by Debra Cummins. Unanimous.
- 3) First reading of AR 504-1 revision. Vicky Bosworth moved to approve AR 504-1 revision. Second by Debra Cummins. Unanimous.
- 4) First reading of BP 415 revision. Assigned to Kirsten Powell for review.
- 5) First reading of AR 415 revision. Assigned to Kirsten Powell for review.
- 6) First reading of AR 115 revision. Vicky Bosworth moved to approve AR 115 revision. Second by Debra Cummins. Unanimous.
- 7) Review BP 507 and BP 415. Assigned to Kirsten Powell for review.
- 8) Discussion of Arboretum. The following questions were raised. What is an official Arboretum? How do we identify the trees? Attach name plate to trees? Use QR Codes? Debra will meet with Tom Eddes to get ideas. We should also talk with arborist Barry Coates.
- 9) Plan Open House. To be held in the Plaza were appetizers, bottled water, wine and juices will be served. Judy Johnstone will welcome and introduce notable guests. Steve Albright will talk about his goals and ideas. Vicky Bosworth moved to allocate \$500.00 towards purchasing supplies for the Open House. Second by Norman Koepernik. Unanimous.
- 10) Budget changes are allowed during the year according to legal counsel Kirsten Powell. Steve Albright will present possible changes to the budget at November's meeting.
- 11) Report on General Managers house. No "Request for Qualifications" were submitted to the District.
- 12) November's Board Meeting is scheduled for November 18, 2015. December's Board Meeting is scheduled for December 16, 2015.

General Manager's report.

- a) The question was posed. Who is responsible for Ethics Training? The General Manager is responsible for Ethics Training compliance.
- b) Does the Board want an aerial photograph taken this week? The Board decided that a current aerial photograph is not needed at this time.
- c) One of the two grounds vehicles is being worked on at Industrial Turf and Equipment.
- d) Time Value Investments is an agency that specializes in investing Special District Funds. Judy Johnstone was interested in learning more about this company and how they may help us with our investments.

Agenda items for November’s Board Meeting.

- a) General Manager review – closed session 4:45
- b) Sheldon Chavan to report on audit.
- c) Review AR’s and BP’s.
- d) Discuss Manager’s house remodel.
- e) Present budget changes.
- 6) Arboretum report.
- 7) Appoint Financial Officer.

ADJOURNMENT 6:10 pm

- Any disclosable public records related to an open session item on the agenda and distributed to all or a majority of the Commissioners less than 72 hours prior to that meeting are available for public inspection at the business office located at 14766 Oak Street, Saratoga, California, during normal business hours.
- In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the District Secretary 24 hours prior to the meeting at (408) 867-3717.

Judy Johnstone, Chairperson

Vicky Bosworth, Vice-Chairman

Debra Cummins, Trustee

Norman Koepernik, Trustee

