

SARATOGA CEMETERY DISTRICT

MINUTES

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

January 6, 2016
14766 Oak Street, Saratoga, California
5:00 p.m.

CALL TO ORDER: 5:03 pm

ROLL CALL: Judy Johnstone, Vicky Bosworth, Debra Cummins, Norman Koepernik - present
Yan Zhao – absent

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.)

NONE

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 December 1, 2015 Special Meeting
- 2) Manager's Report
- 3) Financial Report
- 4) Check Register
- 5) Wells Fargo Advisors:
 - a) Endowment Care Fund, 1-redeemed notice, 1 bought notice
 - b) Land Acquisition Fund, 0-redeemed notice, 0 bought notice.
 - c) Endowment Care Interest, 0 bought notice, 0 redeemed notice.
 - d) Pre Need, 1 redeemed notice, 0 bought notice.
 - e) Endowment Care fixed income securities: 2.55%
 - f) Endowment Care Interest fixed income securities: 2.55%
 - g) Land Acq. Fixed income securities: 2.32%
 - h) Pre Need fixed income securities: 2.70%

Vicky Bosworth moved to approve Consent Calendar. Second by Norman Koepernik.
Unanimous.

REGULAR AGENDA ITEMS

1) The Board discussed the “scope of work” for the Manager’s house remodel project. The Board discussed each item in detail from the summary page included in the Board packet. The result was a detailed and concise “scope of work” document listing all desired work to be completed in the Manager’s house remodel project. Steve Albright will contact District’s Attorney, Kirsten Powell to advise us of the District’s legal responsibility for advertising and obtaining bids for the project. The Board would like all bids available for review at February’s Board meeting.

NEXT BOARD MEETING: February 24, 2016 at 5:00pm.

Agenda items:

- a) Officer election
- b) Manager’s house remodel
- c) Arboretum

ADJOURNMENT 6:12 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

Yan Zhao, Trustee