

SARATOGA CEMETERY DISTRICT

MINUTES

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

January 25, 2017

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL:

Vicky Bosworth, Judy Johnstone, Yan Zhao, Debra Cummins, Norman Koepernik - present.

CLOSED SESSION: 5:01pm

Subject: General Manager review

RECONVENE TO OPEN SESSION: 5:08 PM

The Board reported the Steve Albright has done a satisfactory job as the General Manager of the Saratoga Cemetery District. Steve received an overall average rating of 4.65 out of 5.0 points on the Saratoga Cemetery District General Manager Evaluation questionnaire.

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.)

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 November 16, 2016 Board Meeting
- 2) Manager's Report: December 2016
- 3) Financial Report: December 2016
- 4) Check Register: December 2016
- 5) Wells Fargo Advisors: December, 2016
 - a) Endowment Care Fund, 0-redeemed notices, 0 bought notice, 0 sold notices.
 - b) Land Acquisition Fund, 0-redeemed notices, 0 bought notices, 0 sold notices.
 - c) Endowment Care Interest, 0 bought notices, 0 redeemed notices, 0 sold notices.
 - d) Pre Need, 0 redeemed notices, 0 bought notices, 0 sold notices.
 - e) Endowment Care fixed income securities: 2.16%
 - f) Endowment Care Interest fixed income securities: 2.16%
 - g) Land Acq. Fixed income securities: 2.07%
 - h) Pre Need fixed income securities: 2.23%
- 6) Semi-annual Sales and Burial report: June 2016-December 2016

Debra Cummins moved to approve the Consent Calendar. Second by Judy Johnstone. Unanimous.

REGULAR AGENDA ITEMS

1) Paul Pham of Chavan & Associates LLP reported that the results of the 2016 Audit were clean and accurate. There are no issues to report and the District's financial position is strong. Judy Johnstone moved to accept the 2016 audit. Second by Norman Koepernik. Unanimous.

2) Discuss moving forward on investing with RBC Wealth Management: Judy Johnstone met with Jeff Goldstein of RBC Wealth Management at the District Office on December 7, 2016 to ask questions and discuss portfolio strategies. Subsequently, Jeff submitted two sample portfolios to Judy that were not impressive. Judy's feeling is that Jeff Goldstein and RBC Wealth Management do not possess the experience to justify investing with them. After speaking with Sandra Wheeler of Wells Fargo Advisors about various concerns, Judy recommended the Board schedule a meeting with Dana Investments and Sandra Wheeler. Judy also feels the Board should review the District's investment policies. Vicky Bosworth moved to discontinue the relationship with Jeff Goldstein and RBC Wealth Management; schedule a meeting with Sandra Wheeler and Dana Investments and review the District's investment policies. Second by Debra Cummins. Unanimous.

3) Report on progress of Brochure: Vicky Bosworth distributed the completed brochure to the Board for review. Judy Johnstone moved to approve the brochure and reimburse Vicky Bosworth for printing costs. Second by Debra Cummins. Unanimous.

4) Report on the Manager's house remodel total cost: Steve Albright distributed all cost information on the Manager's house remodel to the Board. The approved bid was for \$183,252.30. With the allowance overage, additional work, lighting, door handles, water heater, blinds and heater repair the total project cost was \$196,312.80.

5) Report on the Arboretum project: Debra Cummins reported that the City of Saratoga would like to conduct their Arbor Day program at the Madronia Cemetery on May 1' 2017. The City will donate a tree for planting on that day. We will need to decide on the location and Kate Bear will decide on the species of the tree. Debra also reported that she has not had much response lately from Charles Hecker; the Boy Scouts that committed to printing and installing the tree description plaques. Steve Albright reported that he has been in contact with Kate Bear to verify tree names and that we have received official notification of our level 1 Arboretum accreditation from Arbnet.

6) Discuss credit card fees and acceptance: Steve Albright presented the fee structure from Elvon credit card service and Square Credit card service to the Board. After Board discussion it was decided that the District would not pursue establishing credit card service at Madronia Cemetery.

7) Review Endowment Care Fund: Nothing reported.

8) Manager's report:

a) Steve Albright has been investigating options to split the rental cottage PG&E service from the Manager's house. The City of Saratoga recommends that we do not seek to give the rental cottage its own address because the city has no record of the cottage and that by doing so may cause us problems with them. Peter Boepple of Schwab Electric recommends we do not put in a private meter because we may be forced to remove it by the Dept. of Weights & Measures. Norman Koepernik will contact PG&E to see if they have any other options .

b) The backhoe was serviced and repaired in December. The 500 hour service, hydraulic leaks repair and brake repair came to \$5,252.99. This expense exceeds the allotted budget for repairs/parts. Steve will transfer \$3,000.00 from the reserve account to repairs/parts.

c) Steve presented a bid to repair and seal all roads in the Madronia Cemetery and the District owned residences. The bid came to \$138,736.00. The bid was obtained to calculate future endowment care expenses of the District. The Board should consider possible road work in the near future.

d) Steve presented SB-1179 to the Board. This new Bill went into effect on January 1, 2017. This Bill requires that the District provide a "Burial Rights Successor Affidavit" to each new Interment Right purchaser. The Board was presented a copy of the "Burial Rights Successor Affidavit" that the District will use. Steve will send a copy to District attorney, Kirsten Powell for her input and approval.

e) Steve distributed copies of the two Cremation Garden designs produced by Reed & Associates Landscape Architecture. Board members will review each design on their own and comment at the next Board meeting.

NEXT BOARD MEETING: February 22, 2017 at 5:00pm.

Agenda items:

- 1) Election of Officers.
- 2) Discuss Cremation Garden designs.
- 3) Arboretum update.
- 4) Financial update of Wells Fargo Advisors/Review District's investment policy.
- 5) Report from Norman Koepernik on splitting PG&E between rentals.
- 6) Perform walk-through of rental cottage.

ADJOURNMENT 6:16 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 accommodations for this meeting should notify the District Secretary 24 hours prior to the meeting at (408) 867-3717.

Vicky Bosworth, Chairperson

Debra Cummins, Vice-Chairman

Judy Johnstone, Trustee

Norman Koepernik, Treasurer

Yan Zhao, Trustee

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