

SARATOGA CEMETERY DISTRICT

MINUTES

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

March 22, 2017
14766 Oak Street, Saratoga, California
5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL:

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

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 February 22, 2017 Board Meeting
- 2) Manager's Report: February 2017
- 3) Financial Report: February 2017
- 4) Check Register: February 2017
- 5) Wells Fargo Advisors: February 2017
 - 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: 2.14%
 - f) Endowment Care Interest fixed income securities: 2.16%
 - g) Land Acq. Fixed income securities: 2.07%
 - h) Pre Need fixed income securities: 2.22%

Vicky Bosworth moved to approve the Consent Calendar. Second by Yan Zhao.
Unanimous.

REGULAR AGENDA ITEMS

1) Report on the progress of the Arboretum project: Debra Cummins presented the proposed logo for the Madronia Cemetery and Arboretum. She also reviewed the Arbor Day program scheduled for Monday May 1, 2017. Debra asked the Board to approve an additional \$1300.00 for food, paper goods, music, etc. for the Arbor Day program.

The Board discussed the tree selection that the City would plant at the Arbor Day program. The Chinese Tallow tree selection wasn't appropriate and Steve Albright was asked to select another type of tree.

Debra Cummins also expressed the concern as to whether the tree plaques had been ordered yet. If not, does the District need to order them and will they be ready in time to have them installed by May 1st. Steve Albright said that he would look into it.

Judy Johnstone moved to approve the Madronia Cemetery and Arboretum Logo. Second by Yan Zhao. Unanimous.

Vicky Bosworth moved to approve an additional \$1300.00 for the Arbor Day program. Second by Judy Johnstone. Unanimous.

2) Discuss Cremation Garden: Norman Koepernik led the discussion of altering the design of the Cremation Garden from the designs submitted. Norman submitted a drawing that included a brick walkway instead of flagstone or concrete, brick niches and a single central entrance. The Board went out to the selected site to discuss various options. The discussion will continue at the next Board meeting.

3) Report on splitting the PG&E service to two separate meters: Norman has contacted PG&E to see if they were agreeable to the District installing two separate meters for the two rental units the district owns. PG &E said that it would be OK if the City of Saratoga would agree to it. Norman has tried to contact Jen Styczynski of the Saratoga City Building Division for approval, but has not been able to talk to her yet.

4) Financial update of Wells Fargo Advisors and review District's Financial Policy: Judy Johnston has talked to Sandra Wheeler of Wells Fargo Advisors. Judy wants to schedule a visit with Sandra, but nothing has been scheduled yet. The Board will forward this topic to the April Board Meeting.

5) SDRMA election recommendation and vote: No Board member was interested in pursuing office. No action taken.

6) Cemetery road repair: Steve Albright received a bid from Silicon Valley Paving to repair and seal all the roads in the Madronia Cemetery. The Bid came in at \$138,720.00. Steve talked to Daniel Wolf of Silicon Valley Paving about dividing the project over two years. Daniel recommended dividing the Cemetery into two halves and repairing one half one year and the other half the next year. It would be less expensive that way rather than spot repairing as needed. Norman Koepernik recommended we get more bids and would give Steve Albright some references to do so.

7) Managers Report:

a) LAFCO contacted the District to determine Board members term expiration date. Vicky Bosworth, Judy Johnstone and Debra Cummins terms are currently expired. Norman Koepernik's term will expire in August of 2019. Yan Zhao's term will expire in October of 2019.

b) Steve Albright asked the Board if they all had a Policy Procedure Handbook. All Board members acknowledged that they do have a handbook. Steve issued the Board with a current Board member title page to place in their handbook. Yan Zhao recommended that the Website be updated as well.

c) Sheldon Chavan of Chavan & Associates has recommended Nina Gann to the District as an Accountant to replace Jing Yaun. Steve Albright interviewed Nina Gann with Sheldon Chavan for the position. Steve offered to hire Nina for the position. Nina emailed the District an Engagement Letter which was presented to the Board. The Board would like District counsel Kirsten Powell to draft a contract for the District to be signed by Nina. Steve Albright will contact Kirsten to draft a contract.

d) Reviewed the February Financial Statement with Board members.

NEXT BOARD MEETING: April 26, 2017 at 5:00pm.

Agenda items:

- 1) Report on the progress of the Arboretum and Arbor Day.
- 2) Discuss Cremation Garden design.
- 3) Report on separation of the rental cottage PG&E meter.
- 4) Financial update of Wells Fargo Advisors/Review District's investment policy.
- 5) Discuss Land acquisition.
- 6) Discuss rental cottage condition and rental rate.

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

Norman Koepnik, Chairperson

Yan Zhao, Vice-Chairman

Judy Johnstone, Treasurer

Vicky Bosworth, Trustee

Debra Cummins, Trustee