

SARATOGA CEMETERY DISTRICT

MINUTES

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

April 26, 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 – present.
Judy Johnstone - 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.)

Jill Hunter addressed the Board about an “America in Bloom “ visit on May 19, 2017. The committee will be here from 9:00am to 9:30am. Steve Albright is to speak to the “America in Bloom” committee about the newly dedicated Arboretum.

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 March 22, 2017 Board Meeting
- 2) Manager’s Report: March 2017
- 3) Financial Report: March 2017
- 4) Check Register: March 2017
- 5) Wells Fargo Advisors: March 2017
 - a) Endowment Care fixed income securities: 2.15%
 - b) Endowment Care Interest fixed income securities: 2.16%
 - c) Land Acq. Fixed income securities: 2.07%
 - d) Pre Need fixed income securities: 2.21%

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: Almost all the trees have been tagged with the tree plaques. There were several discrepancies between the list, plaques and trees that can be worked out later. Steve Albright will be taking pictures of each species of tree to add to the arboretum website. The Board discussed creating a list of trees for future planting considerations. The Board would also like to create a policy for people to donate money to purchase trees that will be placed in Madronia Cemetery in the future.

Norman Koepernik is to give a brief history of Madronia Cemetery and Steve Albright is to give a brief history of the creation of the Arboretum at the Arbor Day program.

2) Discuss Cremation Garden: Norman Koepernik would like to have a scale drawing of the Cremation Garden he has been working on. Steve Albright will work with Reed Associates to have the drawing done.

3) Report on splitting the PG&E service to two separate meters: After Norman Koepernik and Steve Albright spoke with Peter Boepple from Schwab Electric. Upon the recommendation of Norman Koepernik, the Board agreed to install a private meter for the rental cottage instead of a PG&E meter. Peter Boepple provided the Board with a bid of \$1700.00 to complete the work. Vicky Bosworth moved to accept the bid from Schwab Electric. 2nd by Yan Zhao. Unanimous.

4) Financial update of Wells Fargo Advisors and review District's Financial Policy: Topic will be forwarded to the May Board meeting.

5) Discuss Land Acquisition: The Board would like to look at the 30+ acre property on Bohlman Road.

6) Rental Cottage rent increase and condition: Board members gave various opinions of what the rental rate should be. The Board decided to forward this topic to the May Board meeting.

7) Managers Report:

a) Maria Terry feels that the District needs to create a policy for "proof of residency." Too many ineligible families are trying to purchase Interment Rights. The Board would like the staff to create a "proof of residency policy" for them to consider.

b) As of the time of this Board meeting the District has not hired an accountant. Steve Albright is still waiting to hear from Nina Gunn to see if she obtains liability insurance.

NEXT BOARD MEETING: May 24, 2017 at 5:00pm.

Agenda items:

- 1) Discuss Cremation Garden design.
- 2) Review District's investment policy.
- 3) Discuss Arboretum sign.
- 4) Discuss rental cottage condition and rental rate.
- 5) Review road repair quote.

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.
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Norman Koepernik, Chairperson

Yan Zhao, Vice-Chairman

Judy Johnstone, Treasurer

Vicky Bosworth, Trustee

Debra Cummins, Trustee

