

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

May 24, 2017

14766 Oak Street, Saratoga, California

5:00 p.m.

**CALL TO ORDER:** 5:01 pm

**ROLL CALL:**

Vicky Bosworth, Yan Zhao, Judy Johnstone, Norman Koepernik – present.  
Debra Cummins - 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 April 26, 2017 Board Meeting
- 2) Manager's Report: April 2017
- 3) Financial Report: April 2017
- 4) Check Register: April 2017
- 5) Wells Fargo Advisors: April 2017
  - a) Endowment Care fixed income securities: 2.14%
  - b) Endowment Care Interest fixed income securities: 2.15%
  - c) Land Acq. Fixed income securities: 2.07%
  - d) Pre Need fixed income securities: 2.20%

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

## **REGULAR AGENDA ITEMS**

1) Discuss Cremation Garden Design: Steve Albright met with Paul Reed of Reed Landscape Architects to review Norman Koepernik's design. Paul Reed will draw this design by the June Board meeting.

2) Review District's investment policy: The Investment committee met prior to the May Board meeting to review the District's current policy and compare it with the Orange County Cemetery District investment policy and two other investment policies found online. The Investment committee created a first draft of the District's investment policy to review with the Board. Judy Johnstone reviewed each section of the first draft with the Board explaining the policy and citing the pros and cons of each policy. Each section was then discussed as a Board and agreements and changes were made.

The Board would like the Investment committee to create a second draft of the policy with the changes as discussed and present it at the June Board meeting.

3) Discuss Arboretum Sign: no action. Forward to the June Board meeting

4) Rental cottage rental rate: The Board discussed the rental rate. No action taken. Forward to the June Board meeting.

5) Review Road repair Bid: South Bay Paving's bid was not received before the Board meeting. No action taken. Forward to the June Board meeting.

6) Managers Report:

a) The District received a SDRMA Board of Directors election ballot. The Board would like Steve Albright to complete the ballot and return it to SDRMA.

b) The District is involved in a case of check cashing fraud. A Pre need refund check was cashed by an unauthorized person. Bank of the West has given the District some forms to complete. A signer on the account must sign the forms. Steve Albright will contact the Board when the forms are ready.

c) Steve Albright will be attending the CSDA Managers conference June 25-27.

d) Steve Albright expressed concern about the disparity in the number of monument plots sold compared to the number of flat marker plots sold. Some months sales are more than 10 to 1.

**NEXT BOARD MEETING: June 28, 2017 at 5:00pm.**

**Agenda items:**

- 1) Discuss Cremation Garden design.
- 2) Discuss Land Acquisition.
- 3) Discuss Arboretum sign.
- 4) Discuss rental cottage condition and rental rate.
- 5) Review road repair quote.
- 6) Review burial code and Monument plots pricing.

**ADJOURNMENT 6:42 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 Koepnik, Chairperson

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Yan Zhao, Vice-Chairman

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Judy Johnstone, Treasurer

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Vicky Bosworth, Trustee

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Debra Cummins, Trustee

