

SARATOGA CEMETERY DISTRICT

MINUTES

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

June 28, 2017

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:03 pm

ROLL CALL:

Vicky Bosworth, Debra Cummins, Judy Johnstone, 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 May 24, 2017 Board Meeting
- 2) Manager's Report: May 2017
- 3) Financial Report: May 2017
- 4) Check Register: May 2017
- 5) Wells Fargo Advisors: May 2017
 - a) Endowment Care fixed income securities: 2.16%
 - b) Endowment Care Interest fixed income securities: 2.13%
 - c) Land Acq. Fixed income securities: 2.06%
 - d) Pre Need fixed income securities: 2.20%

Judy Johnstone moved to approve the Consent Calendar.
Second by Vicky Bosworth. Unanimous.

REGULAR AGENDA ITEMS

1) Discuss Cremation Garden Design: The Board discussed and reviewed conceptual drawing #3 from Reed Associates. The Board wanted to move forward with Drawing #3.

Vicky Bosworth moved to have Reed Associates Landscape Architecture draw up the construction plans for conceptual drawing #3. Second by Judy Johnstone. Unanimous.

2) Discuss Arboretum sign and Tree Donation policy: No discussion on Arboretum sign. Forward to the next Board meeting.

Vicky Bosworth will draft our Tree Donation policy. The Board will review the policy at the next Board meeting.

3) Rental cottage rental rate: The Board discussed the Cottage rental rate. Judy Johnstone moved to increase the rental rate to \$2200.00per month and have the tenants pay for the electricity they use. Second by Debra Cummins. Majority vote in favor of motion.

The Board would like District attorney, Kirsten Powell to write a letter to the current rental cottage tenants stating the new rental rate and the details of how the electricity expenses will be billed and collected.

4) Review South Bay Paving road repair Bid: The Board reviewed the road repair bid from South Bay Paving. No action was taken.

5) Discuss Land Acquisition: The Board discussed the property located off of Bollman Road. Debra Cummins will locate property and send Steve Albright a picture which he will forward to all Board members.

6) Managers Report:

a) Steve Albright reported on the CSDA Managers Conference he attended June 26th and 27th. A portion of the Conference addressed Prevailing wage law. Steve will research parts of the law he has concerns about and will report any issues with the Board at a future Board meeting.

b) Steve Albright reminded the Board that employee evaluations should be held in July. The Board should schedule a closed session before the July Board meeting to discuss the evaluations and possible raises.

c) Steve Albright reported that the water well has been very reliable so far this year.

NEXT BOARD MEETING: July 26, 2017 at 4:30pm.

Closed session will begin at 4:30pm to preform General Manger evaluation and discuss Employee evaluations and possible raises.

Agenda items:

- 1) Discuss Investment policy.
- 2) Review Tree Donation policy.
- 3) Discuss Arboretum sign.
- 4) Review letter Kirsten Powell drafted to Rental Cottage residents.
- 5) Review, Discuss and approve 2017-2018 Budget.
- 6) Discuss Road Paving project.
- 7) Discuss Land Acquisition.

ADJOURNMENT 6:15 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 Koepernik, Chairperson

Yan Zhao, Vice-Chairman

Judy Johnstone, Treasurer

Vicky Bosworth, Trustee

Debra Cummins, Trustee

