

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

July 26, 2017

14766 Oak Street, Saratoga, California

4:30 p.m.

**CALL TO ORDER:** 4:36 pm

**ROLL CALL:**

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

**CLOSED SESSION:** 4:37 pm

General Manager Evaluation

**RECONVENE TO OPEN SESSION:** 5:12 pm

The Board reported that the results of the General Manager Evaluation were favorable. The Board generally felt that General Manager, Steve Albright was doing a good job. The Board asked Steve Albright to focus on three areas of operations. First, study and properly manage all areas of the District's finances. Second, move forward in the development of the cremation garden, ADA compliance and road maintenance. And third, seek out and inform the Board on ways to increase the longevity of the current cemetery.

**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 June 28, 2017 Board Meeting
- 2) Manager's Report: June 2017
- 3) Financial Report: June 2017
- 4) Check Register: June 2017
- 5) Wells Fargo Advisors: June 2017
  - a) Endowment Care fixed income securities: 2.14%
  - b) Endowment Care Interest fixed income securities: 2.14%
  - 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 Judy Johnstone. Unanimous.

## **REGULAR AGENDA ITEMS**

- 1) Discuss investment policy: No action taken. Move to August Board meeting.
- 2) Review Tree donation policy: The Board reviewed and suggested changes to the policy submitted by Vicky Bosworth. Vicky will rewrite the policy for reading at the next Board meeting. Steve Albright was asked to determine the placement of the policy in the Policy Procedure Handbook.
- 3) Discuss Arboretum Sign: The Board wants an Arboretum sign posted at the entrance of the cemetery the displays the Arboretum logo.
- 4) Review rental cottage letter to tenants: The Board reviewed the letter drafted by District attorney, Kirsten Powell to the tenants of the rental cottage defining rental rate and other details that will be in the rental agreement. Vicky Bosworth move to present the letter to the current tenants of the rental cottage. Second by Judy Johnstone. Unanimous.
- 5) Review, discuss and approve 2017-2018 Budget: The Board reviewed and discussed the 2017-2018 Budget presented by Steve Albright. Yan Zhao moved to approve the 2017-2018 Budget. Second by Vicky Bosworth. Unanimous.
- 6) Discuss road paving project: No action taken. Move to August Board meeting.
- 7) Discuss Land Acquisition: The Board briefly discussed the property for sale on Kittridge Rd. as a possible location for a future cemetery.

6) Managers Report:

a) Steve Albright reported that the Well has been turning off at night on occasion. Steve recommended that we install a new water supply line on the south end of the cemetery to supply additional water to the water tanks.

b) Steve Albright presented the semi-annual Burial and Sales statistics to the Board.

c) Steve Albright asked a Board member to sign and notarize a document from Bank of the West regarding a check that was written to Betty Jean Teeple and was cashed fraudulently. Norman Koepernik has agreed to will take care it.

**NEXT BOARD MEETING: August 23, 2017 at 5:00 pm.**

**Agenda items:**

- 1) Discuss Investment policy.
- 2) Review Tree Donation policy.
- 3) Discuss Arboretum sign.
- 4) Discuss Road paving project.
- 5) Discuss land for sale on Kittridge Road, Saratoga.
- 6) Review construction plans for cremation garden.
- 7) Review employee salaries and discuss pay raises.

**ADJOURNMENT 6:03 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

