

SARATOGA CEMETERY DISTRICT

MINUTES

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

August 23, 2017

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 4:50 pm

ROLL CALL:

Norman Koepernik, Yan Zhao, Judy Johnstone – present.

Debra Cummins, Vicky Bosworth - 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 July 28, 2017 Board Meeting
- 2) Manager's Report: July 2017
- 3) Financial Report: July 2017
- 4) Check Register: July 2017
- 5) Wells Fargo Advisors: July 2017
 - a) Endowment Care fixed income securities: 2.16%
 - b) Endowment Care Interest fixed income securities: 2.13%
 - c) Land Acq. Fixed income securities: 2.07%
 - d) Pre Need fixed income securities: 2.20%

Judy Johnstone moved to approve the Consent Calendar.
Second by Yan Zhao. Unanimous.

REGULAR AGENDA ITEMS

- 1) Discuss investment policy. Conduct first reading of BP 408: Judy Johnstone reported on the conference call the Investment committee had with Sandra Wheeler. After that, Judy distributed the revised Investment Policy to the Board and explained the major areas that were revised. Judy Johnstone moved to accept the revised version of BP 408 as written. Second by Yan Zhao. Unanimous. Second reading of PB 408 will take place at the September Board meeting.
- 2) Review Tree donation policy: Steve Albright suggested that the Tree Donation Policy be titled BP 511 once it is adapted as policy.
- 3) Discuss the sign for the Arboretum: The Board would like the Arboretum sign to be made of bronze that is sized to mount on one of the brick pillars at the front gate. The Board will decide on the wording, size and placement location at the September Board meeting. The Board would also like to see our letterhead with the Cemetery/Arboretum logo on it.
- 4) Discuss Road Paving Project: Norman Koepernik will schedule a meeting with a paving contractor for the week of August 28-September 1. Steve Albright and Norman will meet with the contractor.
- 5) Land for Sale on Kittridge Road in Saratoga: Steve Albright reported that he was told by a cemetery visitor that the Home of Christ Church located adjacent to the southern border of the cemetery was for sale. Norman Koepernik will attempt to confirm that the church property is actually for sale or not. The Kittridge property will be placed on hold for now.
- 6) Review construction plans for Cremation Garden: Steve Albright presented the construction plans for the Cremation Garden to the Board for review. Steve also reviewed the plant list with the Board. The Board would like a set of plans for each Board member at the next Board meeting. Steve Albright will contact Carrier Mausoleum Co. to see if they can manufacture the columbariums to our specifications.
- 7) Review Employee salaries and discuss pay raises: The Board discussed and decided on raises for the employees. The Board decided to give Maria Terry and Ron Davey a 1% pay raise. The Board decided to give Steve Albright a 1.5% pay raise.
- 8) Managers Report:
 - a) Steve Albright reported that the 2017 Annual Audit was conducted from August 7 thru August 9, 2017. At the conclusion of the Audit the auditor reported that it was a clean audit except that the expenses for the Manager's house remodel should have been capitalized at the end of the remodel.
 - b) Debra Cummins has moved out of the District. We will need to get a letter of resignation from her.
 - c) Our tenants Randy Rasento and Kanako Inagawa have verbally agreed to the new rent and the terms that were spelled out on the letter delivered to them on July 28, 2017. I will have District attorney, Kirsten Powell write up a lease agreement.

NEXT BOARD MEETING: September 27, 2017 at 5:00 pm.

Agenda items:

- 1) Conduct 2nd reading of BP 408 "Investment Policy"
- 2) Review Tree Donation policy and tree selection list.
- 3) Discuss Arboretum sign.
- 4) Discuss Road paving project.
- 5) Discuss possible Home of Christ Church for sale.
- 6) Review and/or revise construction plans for cremation garden.
- 7) Review BP 502 "Restriction on sale of Interment Rights"
- 8) Discuss Financial Manger Policy

ADJOURNMENT 6:02 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.

Minutes by: Steve Albright

Norman Koepernik, Chairperson

Yan Zhao, Vice-Chairman

Judy Johnstone, Treasurer

Vicky Bosworth, Trustee

Debra Cummins, Trustee

