

SARATOGA CEMETERY DISTRICT

MINUTES

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

September 27, 2017

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL:

Norman Koepernik, Yan Zhao, Judy Johnstone, Vicky Bosworth – present.

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 August 23, 2017 Board Meeting
- 2) Manager's Report: August 2017
- 3) Financial Report: August 2017
- 4) Check Register: August 2017
- 5) Wells Fargo Advisors: July 2017
 - a) Endowment Care fixed income securities: 2.17%
 - b) Endowment Care Interest fixed income securities: 2.14%
 - c) Land Acq. Fixed income securities: 2.06%
 - d) Pre Need fixed income securities: 2.19%

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

REGULAR AGENDA ITEMS

- 1) Conduct 2nd reading of BP 408 “investment policy” and 1st reading of AR 408 “Investment Policy.” : The Board conducted the 2nd reading of BP 408. Vicky Bosworth moved to accept BP 408 as written. Second by Yan Zhao. Unanimous. First reading of AR 408 will be conducted at the October Board meeting.
- 2) Review Tree donation policy and tree variety selection list: No action taken. Move to October Board meeting.
- 3) Discuss the sign for the Arboretum: The Board has asked Steve Albright to bring examples of size and wording to the October Board meeting.
- 4) Discuss Road Paving Project: Steve Albright reviewed the Tarc Construction bid with the Board. Norman will make contact with another paving company for bidding.
- 5) Discuss possible Home of Christ Church for sale. Located at 20548 Lomita Ave., Saratoga: Norman spoke to a representative of the Home of Christ Church who confirmed that the church property is not for sale at this time.
- 6) Review construction plans for Cremation Garden: Steve Albright distributed a complete set of Cremation Garden plans to each Board member to review and discuss at the October Meeting. Steve will also bring more picture examples of other cremation gardens for the Board to review at the October meeting.
- 7) Review Manager and staff salaries: Judy Johnstone presented to the Board why she thought the pay rate increases given to the Manager and staff was too low. Judy then moved to raise Managers and staff pay rate by 3%. Second by Vicky. Unanimous
- 8) Review BP 502 “Restriction on sale of Interment rights.” No action taken. Review AR 502 at the October Board meeting.
- 9) Managers Report:
 - a) We lost 5 major tree limbs from various tree in the cemetery during a recent wind storm. The cost of clean-up was \$1800.00. 2 of the trees may need to be removed at a later date.
 - b) This past summer we have had unusual amount of crab grass, weeds and raccoon activity which has a negative effect on the appearance of the cemetery. Steve Albright will be meeting with Flora terra and Tru Green Chemlawn Company to discuss a plan to alleviate these issues in the future.
 - c) Steve Albright reported that Bank of the West has not resolved the issue of the fraudulent check cashing of the refund sent to Jean Teeple. Bank of the West suggested that we send Mrs. Teeple and new refund check because it may be awhile before the refund is made to the District

NEXT BOARD MEETING: October 25, 2017 at 5:00 pm.

Agenda items:

- 1) Conduct 1st reading of AR 408 "Investment Policy."
- 2) Review Tree Donation policy and discuss tree variety selection list.
- 3) Discuss Arboretum sign.
- 4) Review construction plans for cremation garden.
- 5) Review AR 502 "Restriction on sale of Interment Rights".
- 6) Discuss Land Acquisition.
- 7) Schedule December Board meeting.

ADJOURNMENT 6:00 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

