

SARATOGA CEMETERY DISTRICT

MINUTES

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

January 24, 2018

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:09 pm

ROLL CALL: Norman Koepernik, Yan Zhao, Judy Johnstone – present

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 November 29, 2017 Board Meeting
- 2) Manager's Report: November & December 2017
- 3) Financial Report: November & December 2017
- 4) Check Register: November & December 2017
- 5) Wells Fargo Advisors: December 2017
 - a) Endowment Care fixed income securities: 2.24%
 - b) Endowment Care Interest fixed income securities: 2.02%
 - c) Land Acq. Fixed income securities: 2.07%
 - d) Pre Need fixed income securities: 2.09%

Judy Johnstone moved to approve consent calendar.

Motion 2nd by: Yan Zhao. Unanimous.

REGULAR AGENDA ITEMS

1) District Officer election: Norman Koepernick moved the nominate Yan Zhao as Saratoga Cemetery District Chairperson and Vicky Bosworth and Saratoga Cemetery District Vice-Chairperson. Motion 2nd by Judy Johnstone. Unanimous.

Yan Zhao moved to nominate Judy Johnstone as Saratoga Cemetery District Treasurer. Motion 2nd by Norman Koepernick. Unanimous.

2) Conduct 2nd reading of BP 511: Judy Johnstone moved to accept BP 511 as written with the request to remove the term “Back-up information” from the second paragraph. Motion 2nd by Norman Koepernick. Unanimous.

3) Create tree varieties selection list: Norman Koepernick distributed a list of his tree recommendations to the board. Board members will review the trees on the list and are encouraged to add other tree selections if they desire to do so. Board members were asked to email Steve Albright additional selections so he can create a master list for Board approval.

4) Discuss Arboretum Sign: The Board agreed to create a bronze sign with the Madronia Cemetery and Arboretum logo on it. The Board will discuss the sign location and mounting method at the February Board meeting.

5) Review construction plans of Cremation Garden: The Board moved to the Cremation Garden location to review the layout of the Garden constructed by Norman Koepernick with stakes and tape the day before. The layout was a basic rendition of the construction plans with a few changes. The changes included wider walkways, increased number of niches and more cremation posts by making a second row. The Board discussed the pro and cons of these changes as well as the construction material of the columbarium and the plant selection. Steve Albright will contact the Architect to discuss the changes and question the mandatory uses of truncated domes at the entrance. Steve will report the details of the meeting at the February Board meeting.

6) Discussion and approval of AR 502”Restriction on the sale of Interment Rights”: The Board discussed and reviewed the number of interment spaces District residents will be allowed to purchase. The Board agreed to allow District residents to a maximum of 4 interment spaces per household. AR 502 was amended to reflect the change from 8 to 4 Interment Rights per household. The Board conducted the first reading of AR 502. Judy Johnstone moved to accept AR 502 as written. Norman Koepernick 2nd the motion. Unanimous.

7) Review of District financial Portfolio: No action taken.

8) Discussion and approval of addition investment of District funds: The Financial committee proposed that the Board approve the transfer of \$500,000.00 from the Santa Clara County Controller/Treasurer Fund #1890 to Wells Fargo Advisors Land Acquisition account; Transfer \$3,000,000.00 from Santa Clara County Controller/Treasurer Fund #2891 to Wells Fargo Advisors Land Acquisition account. And \$60,000.00 from Santa Clara County Controller/Treasurer Fund #2893 to Wells Fargo Advisors Pre-Need account.

Judy Johnstone moved to transfer District funds as recommended by the Financial Committee. Norman Koepernik 2nd the motion. Unanimous.

Upon further review, the Board will consider transferring all District funds in LAIF to Cal Trust or Wells Fargo Advisors.

9) Manager's Report:

a) Steve Albright distributed the 2017 bi-annual Sales and Burial statistics to the Board for review.

NEXT BOARD MEETING: February 28, 2018

Agenda items:

- 1) Review tree varieties selection list
- 2) Discuss Arboretum sign
- 3) Discuss Cremation Garden plans.
- 4) Review District financial portfolio.
- 5) Discuss reinvestment of LAIF funds.
- 6) Discuss possibility of allowing General Manager to sign checks.
- 7) Discuss Memorial tree plaque.
- 8) Manager's report.
- 9) Agenda items for next Board meeting.

ADJOURNMENT

- 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 accommodation for this meeting should notify the District Secretary 24 hours prior to the meeting at (408) 867-3717.

Minutes by: Steve Albright

Yan Zhao, Chairman

Vicky Bosworth, Vice-Chairman

Judy Johnstone, Treasurer

Norman Koepernik, Trustee