

SARATOGA CEMETERY DISTRICT

MINUTES

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

October 24, 2018
14766 Oak Street, Saratoga, California
5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL: Vicky Bosworth, Norman Koepernik, Yan Zhao – 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 and September 2018 Board Meeting
- 2) Manager's Report: September 2018
- 3) Financial Report: September 2018
- 4) Check Register: September 2018
- 5) Wells Fargo Advisors: September 2018
 - a) Endowment Care fixed income securities: 2.28%
 - b) Endowment Care Interest fixed income securities: 2.12%
 - c) Land Acq. Fixed income securities: 2.57%
 - d) Pre Need fixed income securities: 2.15%

Vicky Bosworth moved to approve consent calendar.

Motion second by: Norman Koepernik. Unanimous.

REGULAR AGENDA ITEMS

1) Discuss the Cremation Garden Columbarium: Norman Koepernik distributed a columbarium design document for Board approval and bidding purposes.

District attorney Kirsten Powell recommended that the District go to the Saratoga Building department for information to obtain the necessary permits for the project.

Vicky Bosworth moved to accept the Columbarium design as presented. Yan Zhao seconded the motion. Unanimous.

In addition, Vicky Bosworth moved that Steve Albright obtain permit information from the city of Saratoga, locate a structural engineer to design the foundation and appoint a Board member to assist him with the Cremation Garden project. Yan Zhao seconded the motion. Unanimous.

Steve Albright appointed Norman Koepernik to assist him with the Cremation Garden project.

2) Discuss obtaining an Endowment Care Actuarial review: No action taken. Add to November agenda.

3) Review informal bidding process and overall purchasing policy: District attorney Kirsten Powell reviewed B.P. 412, B.P. 412-1 and A.R. 412. Kirsten felt that the B.P.'s and the A.R. could be modified to increase the purchasing limits, simplify the content and combine the policy into one document.

Kirsten also addressed Public Works projects. She stated that all projects over \$1000.00 must pay prevailing wages. Projects under \$60,000.00 may be bid and awarded in house without reporting the project to Department of Industrial Relations. Projects from \$60,000.00 to \$200,000.00 may follow an informal bidding process and must be reported to the Department of Industrial Relations. And projects over \$200,000.00 must follow the formal bidding process and be reported to the Department of Industrial Relations.

4) Discuss historical brochure: Steve Albright will bring the historical information kept in the District office to the November Board meeting.

5) Discuss District goals and priorities: The Board reviewed the "Madronia Cemetery Board Goals" that Vicky Bosworth prepared. The Board changed the start date of developing blocks 85- 88 from January 2019 to 2019.

6) Review bids for grounds vehicle purchase: Steve Albright presented the Board with three bids for a grounds vehicle that met the requirements. The bids included a John Deere 2030A diesel at \$33,515.18, John Deere 2020A gas at \$31,879.85 and a Toro HDX-D diesel at \$30,171.13.

Vicky Bosworth moved to purchase the Toro HDX-D diesel for the District. Motion seconded by Norman Koepernik. Unanimous.

Manager's report:

a) Steve Albright reported on the CSDA conference he attended October 5-6. The conference was focused on the Board's role in finance and fiscal accountability. The instructor covered the areas of financial statements, budgets, audits and fraud.

Steve felt it would be beneficial to include a copy of the bank statement and Quickbooks payroll report in the Board packet each month.

b) Steve Albright reported that the 1987 Diahatsu grounds vehicle has broken down. Steve's intention is to determine if the vehicle can be fixed.

NEXT BOARD MEETING, November 28, 2018

Agenda items:

- 1) Discuss Cremation Garden columbarium progress.
- 2) Review Bidding and Purchasing policy modification:
- 3) Discuss Endowment Care Actuarial review and call Hayden Burrus of HB Actuarial.
- 4) Review information for historical brochure.
- 5) Manager's report.
- 6) Agenda items for next Board meeting.

AJOURNMENT 6:25 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 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

Norman Koepernik, Trustee

