

SARATOGA CEMETERY DISTRICT

MINUTES

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

July 25, 2018

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:12 pm

ROLL CALL:

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

CLOSED SESSION: 5:13 pm

Employee review and General Manager Evaluation

RECONVENE TO OPEN SESSION: 5:35 pm

The Board reported that the results of the General Manager Evaluation and staff reviews were very favorable.

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 27, 2018 Board Meeting
- 2) Manager's Report: June 2018
- 3) Financial Report: June 2018
- 4) Check Register: June 2018
- 5) Wells Fargo Advisors: June 2018
 - a) Endowment Care fixed income securities: 2.30%
 - b) Endowment Care Interest fixed income securities: 2.07%
 - c) Land Acq. Fixed income securities: 2.54%
 - d) Pre Need fixed income securities: 2.12%

Vicky Bosworth moved to approve the Consent Calendar.
Motion 2nd by Norman Koepernik. Unanimous.

REGULAR AGENDA ITEMS

1) Annual Board employee salary review: The Board discussed employee reviews, current salary and comparable wages, then discussed an increase in salary for each employee.

Norman Koepernik moved to increase Steve Albright's salary to \$90,000.00 annually.
Motion 2nd by Vicky Bosworth. Unanimous.

Vicky Bosworth moved to increase Marie Terry's hourly wage to \$36.05 per hour.
Motion 2nd by Norman Koepernik. Unanimous.

Vicky Bosworth moved to increase Ron Davey's hourly wage to \$28.00 per hour. Motion 2nd by Norman Koepernik. Unanimous.

2) Discuss Cremation Garden mausoleum: Norman Koepernik presented drawings, details and the preliminary cost of the columbarium designed by Sunset Memorials. The preliminary cost is \$97,708.38 for 201 double niches.

Steve Albright presented the drawings and quotes from Carrier Mausoleum Company and Salem stones Memorials. Carrier Mausoleum Company quote was \$116,700.00 for 140 double niches and 112,950.00 for 122 double niches. Salem Stones quote was \$31,300.00 for 112 double niches.

Sunset Memorials will submit the final cost for the August Board meeting.

3) First reading of revised B.P. 511, Memorial Tree Policy: The Board conducted the first reading of revised B.P. 511. Vicky Bosworth moved to accept revised B.P. 511 as written. Motion 2nd by Judy Johnstone. Unanimous.

4) Review long term plan: The Board reviewed the Madronia Cemetery long term plan. The Board removed items that have been completed, moved items from lower priority to higher priority and added items to higher priority. Steve Albright will up-date the Madronia Cemetery long term plan as directed and distribute the list to all Board members.

5) Discuss the Tree varieties list: no action taken. Forward to the August agenda.

6) Discuss Board Member replacement: Members of the Board are seeking someone to fill the open position. Vicky Bosworth stated that she has talked to one person who may be interested.

Steve Albright will ask Maria Terry to record the open position on our web site and with the Santa Clara County Board of Supervisors.

7) Review Sales and Burial totals for 2017-2018 fiscal year: The Board reviewed the Sales and Burial totals for the 2017-2018 fiscal year. Burial totals indicate that Burials were down 28 from the previous year, but up 36 from the 10 year average. Sales totals indicate that Sales were up 11 from the previous year and up 51 from the ten year average.

The Board asked Steve Albright to create a new format that is easier to read and includes cremations interred in full graves.

8) Discuss Conflict of interest policy: No action taken. Forward to August agenda.

9) Biennial review of Conflict of Interest Code: No action taken. Forward to August agenda.

10) Managers Report:

a) The fountain stopped working and needed repairs in June. Pacific Water Art Inc. rebuilt both water pumps. The fountain is now operating properly.

b) Steve Albright reported that the well is not producing enough water for the nightly irrigation. Steve is subsidizing the nightly irrigation with city water.

c) Steve Albright spoke to Sandra Wheeler of Wells Fargo Advisors about adding Yan Zhao to their list of authorized contacts. Once the list is revised, Sandra will contact Yan to help her with the login process to view financial information and statements online.

NEXT BOARD MEETING: August 22, 2018 at 5:00 pm.

Agenda items:

- 1) Discuss the Cremation Garden Columbarium.
- 2) Conduct the 2nd reading of B.P. 511, Tree Donation Policy.
- 3) Discuss conflict of interest policy.
- 4) Biennial Review of Conflict of Interest Code.

ADJOURNMENT 7:00 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.

Yan Zhao, Chairperson

Vicky Bosworth, Vice-Chairman

Judy Johnstone, Treasurer

Norman Koepernik, Trustee
