

SARATOGA CEMETERY DISTRICT

MINUTES

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

January 23, 2019

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL: Vicky Bosworth, Norman Koepernik, Lisa Oakley – 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 November 2018 Board Meeting
- 2) Manager's Report: November and December 2018
- 3) Financial Report: November and December 2018
- 4) Check Register: November and December 2018
- 5) Wells Fargo Advisors: December 2018
 - a) Endowment Care fixed income securities: 2.26%
 - b) Endowment Care Interest fixed income securities: 2.13%
 - c) Land Acq. Fixed income securities: 2.54%
 - d) Pre Need fixed income securities: 2.21%

Lisa Oakley moved to approve consent calendar.

Motion second by: Vicky Bosworth. Unanimous.

REGULAR AGENDA ITEMS

1) Board Office Election: Norman Koepernik moved to nominate Vicky Bosworth to the office of Board President. Motion 2nd by Lisa Oakley. Unanimous.

Vicky Bosworth moved to nominate Norman Koepernik to the office of Board Vice Chairperson. Motion 2nd by Lisa Oakley. Unanimous.

Vicky Bosworth moved to nominate Lisa Oakley to the office of Board Treasurer. Motion 2nd by Norman Koepernik. Unanimous.

2) Discuss Endowment Care Actuarial review: The Board determined that they were not ready to proceed with the Actuarial review. It may be addressed again sometime in the future. Instead, the Board would like Steve Albright to report on the number of spaces available in the cemetery and provide a ten year average expense analysis. Steve will provide the report at the February Board meeting. The Board will also consider an adjustment to the current endowment care fees.

3) Discuss progress of historical brochure: Steve Albright will be meeting with Annette Strandsky on January 25th to review the first draft of the brochure.

4) Discuss progress of the Cremation Garden: Steve Albright reported that he has not been able to meet with Saratoga City Building Official Keith Weiner about acquiring the permit to construct a columbarium in the cremation garden.

Norman Koepernik moved to accept the bid of \$92,207.66 from Sunset Memorial & Stone Ltd. for construction of a 201 unit granite columbarium. Motion 2nd by Vicky Bosworth. Unanimous.

5) Discuss health insurance stipend: Steve Albright explained to the Board that health insurance costs have increased 30% over a three year period and that maybe an increase is in order. The Board would like to discuss this topic again in nine months to discuss a policy change. Until that time the Board purposed a \$200.00 monthly increase to the health care stipend. Lisa Oakley moved to increase the current health care stipend \$200.00 a month for all employees. Motion 2nd by Norman Koepernik. Unanimous.

6) Review Health & Safety code 9060 and 9061: Steve Albright explained a situation to the Board of a non-resident business owner that felt he should be eligible to purchase interment rights for his father because he claims he has been paying the property taxes on the building he leases for 20 years. After referring to District attorney Kirsten Powell and reviewing H&S code 9060 and 9061 there may be a case made for a leaser being eligible to purchase interment rights if the property tax payment requirement is documented in the lease agreement.

After discussion of H&S code 9060 and 9061 the Board decided that the cemetery does not have adequate space to allow non-resident property tax payers to purchase interment rights. The Board would like item 2(A) of the Saratoga Cemetery District Policies and Regulations to read: Eligibility for purchase of Burial rights is limited to residents and taxpaying property owners of the District and their families.

The policy will be updated and read at February's Board meeting for acceptance.

7) Discuss new flooring for rental cottage: The renters of the rental cottage had asked if the floors of the cottage be replaced with hardwood flooring. They proposed that the District purchase the hardwood floor and the tenants would install it. The Board decided to replace all existing carpeting with a midgrade quality carpet by qualified installers.

Vicky Bosworth moved to replace the existing carpet in the rental cottage. Motion 2nd by Norman Koepernik. Unanimous.

8) Review Bidding and Purchasing policy: The Board will review the bidding and purchasing policy provided by District attorney Kirsten Powell and discuss the policy at the February Board meeting.

9)Manager's Report:

a) There was a main water line break under the office floor which cost \$16,389.00 to repair. The office was without water for 12 days.

b) The cost of water from the Santa Clara Valley Water District was \$680.00 in 2014 and is \$1289.00 in 2018.

c) The District sold the Mag International utility truck to Norman Koepernik for \$500.00.

d) The six month Burial and Sales report was presented to the Board.

10) Agenda items for next Board meeting.

NEXT BOARD MEETING, January 28, 2018

Agenda items:

- 1) Review Bidding and Purchasing policy modification.
- 2) Review progress of historical brochure.
- 3) Review policy on eligibility requirements.
- 4) Discuss progress of Cremation Garden.
- 5) Discuss DAR and wreaths across America program.
- 6) Discuss Endowment Care analysis.
- 7) Discuss time line for developing Blocks 85 – 88.
- 8) Manager’s report.
- 9) Agenda items for next Board meeting.

AJOURNMENT 6:29 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

Vicky Bosworth, Vice-Chairman

Norman Koepernik, Trustee

Lisa Oakley, Trustee

