

SARATOGA CEMETERY DISTRICT

MINUTES

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

November 20, 2019

14766 Oak Street, Saratoga, California

4:30 pm

CALL TO ORDER: 4:30 pm

ROLL CALL: Trustees present: Vicky Bosworth, Norman Koepernik, Sue Fitzpatrick
Trustees absent: Sheila Couch, Lisa Oakley. Staff present: Steve Albright

GUESTS PRESENT: None

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.)

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 October 2019 Board Meeting
- 2) Manager's Report: October 2019
- 3) Financial Report: October 2019
- 4) Check Register: October 2019
- 5) Wells Fargo Advisors: September 2019
 - a) Endowment Care fixed income securities: 2.31%
 - b) Endowment Care Interest fixed income securities: 2.33%
 - c) Land Acq. Fixed income securities: 2.49%
 - d) Pre Need fixed income securities: 2.46%

Norman Koepernik moved to accept the October minutes as presented. Motion second by Sue Fitzpatrick. Unanimous.

Sue Fitzpatrick moved to accept the Consent Calendar as presented. Motion second by Norman Koepernik. Unanimous.

REGULAR AGENDA ITEMS

1) Discuss “Wreaths across America” program: The “Wreaths Across America” program at Madronia Cemetery is scheduled for December 14th at 11:00 am. The program will consist of three speakers from the community and placing of the wreaths.

Sue Fitzpatrick reviewed the following details:

- The wreaths should arrive a few days before the service date.
- The cemetery will be divided into three sections in which one of the sections will be honored this year. The other sections will be honored in the following years.
- The Cemetery will provide chairs and will identify the veteran graves.
- The Boy scouts will help unload the wreaths and provide the color guard.
- The senior center will provide a speaker system and podium.
- A Bag Piper will perform.
- Coffee, hot chocolate and water will be served.

2) Discuss progress of the Cremation Garden: Steve Albright contacted the City to begin the permit process and was informed that the project will need Historical Preservation Commission approval before the permit process can begin.

Steve is working to complete the Historical Preservation Commission informational packet in time of the December meeting.

3) First reading of BP 302 “Harassment Policy”: The Board conducted the first reading of the revised version of B.P. 302 “Harassment Policy”. Sue Fitzpatrick moved to accept B.P. 302 as written. Motion second by Norman Koepernik. Unanimous.

The second reading of BP 302 will be conducted at the January 2020 meeting.

4) Discuss accepting credit card payments through Govpaynet: The Board discussed the need to accept credit card payments and using Govpaynet as the processor. The Board decided to monitor the situation over the next few months to determine if there is a need to offer this service.

5) Discuss moving Wells Fargo Advisors investments to Stifel, Nicolaus & Company: The Board discussed moving our investments from Wells Fargo Advisors to Stifel, Nicolaus & Company. The Board felt it would be beneficial to move our investments from Wells Fargo Advisors to Stifel, Nicolaus & Company because of the experience of Sandra Wheeler who serves as Vice President of Investments.

Sue Fitzpatrick moved to transfer our investments from Wells Fargo Advisors to Stifel, Nicolaus & Company. Motion second by Norman Koepernik. Unanimous.

6) Manager's Report:

a) Steve Albright reported that he was contacted by Bank of the West and asked for a resolution identifying the current Board President and responsibilities thereof.

Steve drafted Resolution 2019-1 that identified Victoria Bosworth as the Board President and responsibilities.

The Resolution was signed and it will be forwarded to Bank of the West

b) Steve Albright felt that the Board should review current price list. The Board would like to add a review of the current price list to the January 2020 agenda.

c) Steve Albright felt that the Board should review at A.R. 502-1 and A.R. 502-2. The Board would like to add review A.R. 502-1 to the January 2020 agenda.

d) Steve Albright felt that the Board should review the California Health and Safety codes addressing interment rights to establish a policy. The Board would like to add the review of California Health and Safety codes addressing interment rights to the January 2020 agenda.

e) Steve Albright felt compelled to share Health and Safety codes 9060 and 9068 (b) with the board that address Non Resident fees. The Board would like to add the review of Health and Safety codes 9060 and 9068 (b) to the January 2020 agenda.

7) Agenda items for next Board meeting:

Agenda items:

- 1) Conduct Board elections and pass Board President Resolution.
- 2) Review "Wreaths Across America" program held December 14, 2019.
- 3) Review progress of Cremation Garden.
- 4) Conduct 2nd reading of B.P. 302 "Harassment Policy".
- 5) Review and update current price list.
- 6) Review A.R. 502-1 and A.R. 502-2.
- 7) Review Health and Safety codes addressing interment rights and Burial Rights Successor Affidavit document.
- 8) Review Health and Safety codes 9061(2) and 9068 (B).
- 9) Review and add to "Tree selection list."
- 10) Vote on Resolution to invest with Stifel, Nicholas & Company.

11) Manager's Report.

12) Agenda items for next Board meeting.

NEXT BOARD MEETING: January 22, 2020 at 5:00 pm

AJOURNMENT 6:06 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, Chairperson

Norman Koepernik, Vice-Chairperson

Lisa Oakley, Treasurer

Sue Fitzpatrick, Trustee

Sheila Couch, Trustee

