

SARATOGA CEMETERY DISTRICT

MINUTES

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

February 27, 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 January 2019 Board Meeting
- 2) Manager's Report: January 2019
- 3) Financial Report: January 2019
- 4) Check Register: January 2019
- 5) Wells Fargo Advisors: January 2019
 - a) Endowment Care fixed income securities: 2.25%
 - b) Endowment Care Interest fixed income securities: 2.15%
 - c) Land Acq. Fixed income securities: 2.56%
 - d) Pre Need fixed income securities: 2.26%

Norman Koepernik moved to approve consent calendar.

Motion second by: Lisa Oakley. Unanimous.

REGULAR AGENDA ITEMS

1) Review Bidding and Purchasing Policy: No Action Taken.

2) Report on progress of Historical brochure: Annette Strandsky presented a sample brochure that contained an introduction and a description of 26 historical figures. The Board would like a brochure that contained 20 historical figures with pictures and a separate map. They would like to create several different brochures and rotate them so more people can be included. It was also suggested that the District place the Historical brochure with the Chamber of Commerce and Historical Society.

3) Review eligibility requirement policy: The Board read the newly adopted eligibility policy in the Saratoga Cemetery District policies and regulations document for approval. Vicky Bosworth invited a motion to accept the eligibility policy as written. Norman Koepernik moved to accept the eligibility policy as written. Motion 2nd by Lisa Oakley. Unanimous.

4) Discuss progress of the Cremation Garden: Steve Albright reported that Saratoga City Building Official Keith Weiner has rescinded the ADA parking requirement of the Cremation Garden. Steve also reported that Landscape Architect Paul Reed is working on the final plan for the Cremation Garden and Sunset Memorial has submitted the contract for the columbarium.

Norman Koepernik shared the granite color samples with the Board.

Vicky Bosworth invited a motion to accept the contract to construct a 180 niche columbarium for \$93,013.51 from Sunset Memorial. Lisa Oakley moved to accept the contract from Sunset Memorials to construct the Cremation Garden columbarium. Motion 2nd by Norman Koepernik. Unanimous.

5) Discuss DAR and Wreaths across America: As a member of the Daughters of the American Revolution (DAR), Board member Lisa Oakley would like to work with DAR to obtain approval to accept donation through DAR to participate in Wreaths across America.

6) Discuss Endowment Care Analysis: Steve Albright prepared a document that estimates the operational costs of Madronia Cemetery when there is no more income at current costs. The estimated amount is \$345,000.00 per year. Steve also presented the current Wells Fargo Advisors Endowment Care and Endowment Care Interest statements that estimate the current combined annual interest is \$63,233.00.

The Board will discuss raising endowment care fees at a future meeting.

7) Discuss time line for developing Blocks 85 -88: The Board would like to begin the development of Blocks 85 – 88 once the Cremation Garden is completed. Steve Albright will bring the plans for these Blocks to the March Board meeting.

8) Manager's Report:

- a) Hayden Burris of HB Actuarial spoke to Steve Albright about developing a plan(s) to properly increase our Endowment Care fund for the future. After the initial actuarial the fund, each plan will cost \$2800.00.
- b) The Board signed new Santa Clara County Controller authorized transaction approval and Bank of the West signature approval documents.

9) Agenda items for next Board meeting:

NEXT BOARD MEETING, March 20, 2019

Agenda items:

- 1) Special Districts Risk Management election.
- 2) Review Bidding and Purchasing policy modification.
- 3) Review Eligibility Policy.
- 4) Discuss progress of Cremation Policy.
- 5) Discuss progress of DAR and Wreaths Across America,
- 6) Endowment Care increase.
- 7) Review Historical Brochure.

AJOURNMENT 6:13 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