

SARATOGA CEMETERY DISTRICT

MINUTES

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

March 20, 2019
14766 Oak Street, Saratoga, California
5:00 pm

CALL TO ORDER: 4:53 pm

ROLL CALL: Vicky Bosworth, Norman Koepernik, Lisa Oakley – present

GUESTS PRESENT: Shelia Couch, Sue Fitzpatrick

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 February 2019 Board Meeting
- 2) Manager's Report: February 2019
- 3) Financial Report: February 2019
- 4) Check Register: February 2019
- 5) Wells Fargo Advisors: February 2019
 - a) Endowment Care fixed income securities: 2.27%
 - 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: No Action Taken.
- 3) Review eligibility requirement policy: No Action Taken.
- 4) Discuss progress of the Cremation Garden: Steve Albright signed the contract from Sunset Memorials in the amount of \$93,013.51. Reed & Associates are working on the Cremation Garden plans.
- 5) Discuss DAR and Wreaths across America: Lisa Oakley reported that she contacted the Wreaths Across America organization and has begun to complete required documents. It will require 1300 wreaths to honor each veteran at Madronia Cemetery. Lisa will work through the Foothill Club and local Chapters of DAR to raise funds to purchase wreaths and obtain volunteers. Wreaths will be delivered December 14, placed by volunteers and left on site until the first week of January.

Lisa Oakley moved that the District participate in the Wreaths Across America program. Motion 2nd by Norman Koepernik. Unanimous.

- 6) Discuss Endowment Care Analysis: Steve Albright prepared a spreadsheet that estimated the growth of the Endowment Care Trust Fund if the District deposited \$300,000.00 per year in the fund until the year 2050. With 2.25% growth per year the Endowment Care Trust Fund balance should be approximately \$20,000,00.00. At that point the fund should generate enough income to maintain Madronia Cemetery in perpetuity.

Vicky Bosworth invited a motion from the Board. Norman Koepernik moved to increase the Endowment Care fee requirement to \$1000.00 per person interred. Motion 2nd by Lisa Oakley. Unanimous.

Lisa Oakley moved to amend the policy to start on June 1, 2019. Norman Koepernik 2nd the motion. Unanimous.

7) Manager's Report:

- a) Steve Albright reported on the California Association of Public Cemeteries Conference that was attended March 8-9. The topics covered were: Avoiding Employee Lawsuits, Work Place Violence, Harassment Training and Governing the Unruly. During the Conference it was suggested that each District review their Harassment Policy.

Steve submitted a written suggestion that CAPC cover the topic of Endowment Care at a future conference.

Manager's Report continued:

b) Steve Albright will be attending SDRMA Spring Education Day on March 26, 2019 in Sacramento.

c) Steve Albright expressed the need to create written guidelines that lists the documentation necessary to verify eligibility at Madronia Cemetery. We will be using the Saratoga School District enrollment requirements as a guideline.

9) Agenda items for next Board meeting:

NEXT BOARD MEETING, April 24, 2019

Agenda items:

- 1) Report on progress of historical brochure.
- 2) Review Bidding and Purchasing policy modification.
- 3) Review Eligibility Policy.
- 4) Review BP 302 "Policy against Harassment."
- 5) Discuss progress of Cremation Garden.
- 6) Endowment Care increase and policy.

AJOURNMENT 5:45 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