

SARATOGA CEMETERY DISTRICT

MINUTES

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

June 26, 2019

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:02 pm

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

GUESTS PRESENT: Annette Strandsky

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 April 2019 Board Meeting
- 2) Manager's Report: April and May 2019
- 3) Financial Report: April and May 2019
- 4) Check Register: April and May 2019
- 5) Wells Fargo Advisors: May 2019
 - a) Endowment Care fixed income securities: 2.28%
 - b) Endowment Care Interest fixed income securities: 2.22%
 - c) Land Acq. Fixed income securities: 2.54%
 - d) Pre Need fixed income securities: 2.40%

Norman Koepernik moved to approve consent calendar.

Motion second by: Lisa Oakley. Unanimous.

REGULAR AGENDA ITEMS

1 Review and solicit motion for Bidding and Purchasing policy modification: Steve Albright passed out the modified Bidding and Purchasing policy at the end of the meeting for the Board to review in preparation for the first reading of the policy at the July Board meeting.

2) Report on progress of Historical brochure: Annette Strandsky prepared three different drafts of the historical brochure for the Board to review. The Board report

3) Review Eligibility Policy: The Board reviewed the current Eligibility Policy. District attorney Kirsten Powell advised the Board that they could not exclude taxpaying non-residents from purchasing interment rights according to California Health and Safety Code, section 9060. The Eligibility Policy will be changed to reflect Health and Safety code 9060 and reviewed at the next Board meeting.

4) Discuss progress of the Cremation Garden: Sunset Memorials will be sending us the weight information needed to engineer the columbarium's foundation. Once the weight information is received, it will be forwarded to Westfall Engineers.

Paul Reed is still working on the final plans of the Cremation Garden.

Once the plans and foundation engineering is complete the plans can be submitted to the City of Saratoga for permitting.

5) Review BP 302 "Policy against Harassment: The Board asked District attorney Kirsten Powell to review and amend BP 302 to reflect current harassment laws. Kirsten will present the amended policy at the next Board meeting.

6) Discuss Endowment Care Analysis: The Board asked Steve Albright to write an Endowment Care policy(s) that will define the amount and how Endowment Care will be collected. The policy(s) will be reviewed by the Board at the next meeting.

7) Manager's Report:

a) Steve Albright reported that the backhoe bucket was damaged and repaired. Steve felt that it would be prudent to obtain another bucket as a backup because cemetery buckets are specialized and difficult to find.

b) While testing the irrigations system after winter, it is apparent that the system requires a significant number of repairs which staff is working on daily. The well is also in need of repairs. Parts have been ordered and should be running within ten days.

9) Agenda items for next Board meeting:

NEXT BOARD MEETING, June 26, 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) Review Endowment Care increase and policy.

AJOURNMENT 6:03 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, Trustee