

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 Bidding and Purchasing Policy modification: Steve Albright distributed a modified copy of the Bidding and Purchasing policy to the Board at the end of the meeting. The Board will review the policy for the first reading at the July Board meeting.

2) Report on progress of Historical brochure: Annette Strandsky developed three different drafts of the brochure for the Board to review. The brochure will contain two pages of content and one map page that will show locations.

Board members will review the drafts and comment on the drafts at the July Board meeting.

Office staff will work on developing a better map to enclose with the brochure.

3) Review Eligibility Policy: Steve Albright distributed the revised policy to the Board for review. The Board will conduct the first reading at the July Board meeting.

4) Discuss progress of the Cremation Garden: Norman Koepernik and Steve Albright met with Karel of Westfall engineering to discuss engineering the foundation for the columbarium. Westfall will be sending Steve a contract for their services before he begins work.

Norman Koepernik presented samples of granite colors and granite finishes to be used for the columbarium.

5) Review BP 302 "Policy against Harassment: No action taken. To be forwarded to August's Board meeting.

6) Discuss Endowment Care policy and increase: Steve Albright presented other thoughts in regards to the amount the District charges for Endowment care. The Board decided to support the amount voted on during the March 20, 2019 Board meeting.

7) Review and solicit motion for proposed 2019-2020 Budget: Steve Albright presented a proposed 2019-2020 Budget that included the 2018-2019 Budget and the totals used from the 2018-2019 budget as of June 26, 2019. Steve explained the differences between the past and proposed budgets and answered questions from the Board.

Vicky Bosworth invited a motion from the Board. Norman Koepernik moved to accept the 2019-2020 Budget as proposed. Motion 2nd by Lisa Oakley. Unanimous.

8) Manager's Report:

a) Steve Albright reported the contract with Floraterra for Landscape Maintenance and Interments expired on June 13, 2019. New bids were solicited according to policy and two bids were received before the deadline. One bid was from Floraterra and the other was from Expert Landscape Installations. Steve determined that Expert Landscape is not qualified to execute the requirements of the contract so the contract was awarded to Floraterra.

b) Special Districts Risk Management has sent the District election information and a ballot to the District for the upcoming Board member elections in August. The Board has asked Steve Albright to research the candidates and submit a vote.

c) Maria Terry has announced her retirement for the District in October 2019. The Board would like her replacement hired soon enough to allow for proper training. Steve recommended that her replacement works 32 – 40 hours a week to relieve some of the work load in the office. Steve will post the position through the California Association of Public Cemeteries, Monster Inc. and contact qualified personal connections.

9) Agenda items for next Board meeting:

NEXT BOARD MEETING, July 24, 2019

Agenda items:

- 1) Report on progress of historical brochure.
- 2) First reading of BP 412 "Bidding and Purchasing policy".
- 3) Vote on Eligibility Policy.
- 4) Review progress of Cremation Garden.
- 5) First reading of AR 406 "Endowment Care".
- 6) Discuss nonresident fee increase.
- 7) Manager's report.

AJOURNMENT 6:33 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