

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

July 24, 2019

14766 Oak Street, Saratoga, California

5:00 pm

**CALL TO ORDER:** 5:00 pm

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

**GUESTS PRESENT:** Lori Logan

### **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 June 2019 Board Meeting
- 2) Manager's Report: June 2019
- 3) Financial Report: June 2019
- 4) Check Register: June 2019
- 5) Wells Fargo Advisors: June 2019
  - a) Endowment Care fixed income securities: 2.27%
  - b) Endowment Care Interest fixed income securities: 2.21%
  - c) Land Acq. Fixed income securities: 2.39%
  - d) Pre Need fixed income securities: 2.52%

Norman Koepernik moved to approve consent calendar.

Motion second by: Sue Fitzpatrick

Unanimous.

## **REGULAR AGENDA ITEMS**

1) Report on progress of Historical brochure: The Board shared their thoughts on the sample brochures they received at June's meeting. The Board decided to establish a committee to oversee the project. Sheila Couch and Sue Fitzpatrick were asked to be on the Historical Brochure committee and accepted. The committee will meet and report any progress to the Board at the August meeting.

2) Conduct the first reading of BP 412 "Bidding and Purchasing policy". The Board conducted the first reading of BP 412. Norman Koepernik suggested that the term "district council" on the "procurement procedures and awards" chart be changed to "District Board".

Sheila Couch moved to accept BP 412 "Bidding and Purchasing policy" with the change of "District council" to "District Board" in the Procurement procedures and awards chart.

Motion second by Lisa Oakley with the change noted. Unanimous.

The Board will conduct the second reading of BP 412 at the August meeting

3) Vote on the eligibility policy stated in the Saratoga Cemetery District policies and regulations document: The Board determined that the policy presented for approval did not represent the actual law stated in California Health and Safety Code section 9060.

The Board asked that the policy be changed to the verbiage in H&S code 9060.

The Board will vote on the eligibility policy at the August meeting.

4) Discuss progress of the Cremation Garden: No progress reported.

Steve Albright will contact Karel Cymbal of Westfall engineering about proceeding with foundation plans.

5) First reading of AR 406 "Endowment Care" policy: Steve Albright read the first reading of AR 406. The Board felt the policy wasn't easily understood and worked together on a new draft.

Steve Albright will present the revised policy at the August meeting for another first reading.

6) Discuss a nonresident fee increase: Steve Albright discussed with the Board the need to increase the amount charged as a nonresident fee. Steve reported that fee has not been increased for over 15 years and there is the need to increase deposits to Land Acquisition.

The Board felt the new Nonresident fees could be as follows:

	Casket interment	Cremation interment
Purchased as resident	\$500.00	\$350.00
Purchased as nonresident	\$1000.00	\$550.00
Eligible non resident	\$3500.00	\$2000.00

The Board asked Steve Albright to make his recommendation at the August Board meeting.

7) Review final 2018-2019 Budget: Steve Albright presented the final budget for 2018-2019. Two categories were over budget the remaining was under budget. The final amount was \$28,902.85 under budget with total revenue of \$1,863,869.62.

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:

**Agenda items:**

- 1) Report on progress of historical brochure.
- 2) Second 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.

**NEXT BOARD MEETING, August 28, 2019**

**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

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Vicky Bosworth, Chairperson

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Norman Koepernik, Vice-Chairperson

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Lisa Oakley, Treasurer

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Sheila Couch, Trustee

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Sue Fitzpatrick, Trustee