

# SARATOGA CEMETERY DISTRICT

## MINUTES

### REGULAR MEETING AND CLOSED SESSION OF THE BOARD OF DIRECTORS OF THE SARATOGA CEMETERY DISTRICT

September 25, 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:** None

#### **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.)

Sandra Wheeler has sent a letter informing the District that she is no longer part of Wells Fargo Advisors. She has accepted the position of Vice President/Investment at Stifel, Nicolaus & Company. As a specialist in Special District investing, she has invited the District to transfer our investments to Stifel, Nicolaus & Company and has sent us the forms to do so.

The Board will add this topic to the October agenda for discussion.

#### **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 August 2019 Board Meeting
- 2) Manager's Report: August 2019
- 3) Financial Report: August 2019
- 4) Check Register: August 2019
- 5) Wells Fargo Advisors: August 2019
  - a) Endowment Care fixed income securities: 2.32%
  - b) Endowment Care Interest fixed income securities: 2.35%
  - c) Land Acq. Fixed income securities: 2.52%
  - d) Pre Need fixed income securities: 2.49%

Sheila Couch moved to accept the consent calendar as presented.

Motion second by Sue Fitzpatrick. Unanimous.

## **REGULAR AGENDA ITEMS**

1) Report on progress of Historical brochure: Sheila Couch presented a sample of the historical brochure to the Board in color and in black & white. Color brochures need to be sent out for printing at the cost of \$6.50 each. Black & white copies can be done in-house. A copy of the brochure will also be stored electronically in the District office.

The Board will review the brochure and vote on its acceptance at the October Board meeting.

2) Discuss "Wreaths across America" program: Lisa Oakley reported that they have collected donations to purchase 256 wreaths. The goal is to purchase 1250 wreaths. Additional donations will be collected until the deadline.

The National Wreaths Across America Day is December 14, 2019. The Board would like to advertise the event at the District office through social media, local organizations and publications.

The event will be held at the Madronia cemetery and will consist of several speakers offering short messages and public attendees placing wreaths on the veterans' graves. Cemetery staff will locate and identify graves prior to the event.

3) Discuss progress of the Cremation Garden: Steve Albright reported that Westfall Engineering is working on the foundation plans.

4) First reading of AR 406 "Endowment Care" policy: The Board conducted the first reading of AR 406. The Board wanted to change the word "right" in the first sentence to "rights."

Sue Fitzpatrick moved to accept AR 406 as written with the change of the word "right" to "rights" in the first sentence. Motion 2<sup>nd</sup> by Sheila Couch. Unanimous.

5) First reading of BP 302 "Harassment Policy": The Board conducted the first reading of BP 302. It was determined that the policy was missing a footnote on the first page.

Steve Albright will ask Kirsten Powell to correct.

Vicky Bosworth invited a motion that included the correction of the missing footnote.

Sheila Couch moved to accept BP 302 as written, provided the missing footnote will be corrected for the second reading. Motion 2<sup>nd</sup> by Lisa Oakley. Unanimous.

The 2<sup>nd</sup> reading of BP 302 will be conducted at the October Board meeting.

6) Discuss and invite motion for a Non Resident fee increase: The Board discussed an increase to the Non Resident fee.

Norman Koepernik moved to increase the Non Resident fee for interment rights purchased as a resident to \$1000.00 for casket burial and \$500.00 for cremation placement. For eligible nonresidents the fee would be \$3500.00 for casket burial and \$1750.00 for cremation placement. The increase will take effect on January 1, 2020.

Motion 2<sup>nd</sup> by Lisa Oakley. Unanimous.

7) Manager's Report:

a) Steve Albright reported that the District received \$65,425.00 in Endowment care for fiscal year 2018-2019. Steve inquired if he can have a resolution drafted to transfer \$234,575.00 from County funds to the Endowment Care Interest fund to satisfy the \$300,000.00 per year commitment. The request received Board approval.

b) Steve Albright requested approval to purchase a new lowering device designed specifically for Doric Titan and Monticello sealed (waterproof) vaults. The current lowering devices used at Madronia are not proper for these sealed vaults. The cost of the lowering device in stainless steel is \$6,728.00 and \$5,296.00 in chrome. The Board approved the purchase request in stainless or chrome plate.

c) Steve Albright inquired about a retirement dinner for Maria Terry. The Board thought that we should schedule a dinner at either Bella Saratoga or Pasta Armellino on October 23<sup>rd</sup> after the Board meeting.

8) Determine Board meeting scheduled for October, November and December 2019: The Board has scheduled the October meeting for October 23<sup>rd</sup> at 4:30. The November meeting is scheduled for November 20<sup>th</sup> at 5:00. The December meeting will be cancelled.

9) Agenda items for next Board meeting:

**Agenda items:**

- 1) Review and adopt the historical brochure.
- 2) Review progress of Cremation Garden.
- 3) Discuss "Wreaths Across America" program.
- 4) 2nd reading of B.P. 302 "Harassment Policy".
- 5) Discuss investing with Stifel, Nicholas & Company.
- 6) Manager's Report.
- 7) Agenda items for next Board meeting.

**NEXT BOARD MEETING, October 23, 2019 at 4:30 pm**

**AJOURNMENT 6:15 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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Sue Fitzpatrick, Trustee

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Sheila Couch, Trustee

