

SARATOGA CEMETERY DISTRICT

MINUTES

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

September 16, 2015

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL: Judy Johnstone, Debra Cummins, Norman Koepernik - Present.
Vicky Bosworth - absent

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.)

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 26, 2015 Regular Meeting
- 2) Manager's Report
- 3) Financial Report: Steve Albright distributed a revised version of the current Financial Report.
- 4) Check Register
- 5) Wells Fargo Advisors:
 - a) Endowment Care Fund, 3-bought notices
 - b) Endowment Care fixed income securities: 2.49%
 - c) Endowment Care Interest fixed income securities: 2.93%
 - d) Land Acq. Fixed income securities: 2.43%
 - e) Pre Need fixed income securities: 3.46 %

Debra Cummins moved to approve all items on Consent Calendar.

Second by Norman Koepernik. Unanimous.

REGULAR AGENDA ITEMS

1) The Board reviewed the BP and AR "500" series of policies. The Board recommended no changes for BP's 501, 502, 503, 504, 505, 506, 508, 509, 510 and AR's 502, 502-1, 502-2, 502-3. The Board has recommended changes to BP 511 and AR's 504-1 and 511. They are as follows:

BP 511 - to be re-named as BP 415 and moved to Fiscal/Records Management "400" series.

AR 511 - to be re-named as AR 415 and moved to Fiscal/Records Management "400" series.

AR 504-1 – the time period for temporary markers will be extended from six (6) months to twelve (12) months.

BP 507 and AR 502-4 are to be assigned to Kirsten Powell to review for revision.

2) The board agreed to rename the "400" series of policy from Fiscal Management to Fiscal/Records Management.

3) The Board has scheduled an Open House for Madronia Cemetery on Friday October 16th from 5:00 pm to 6:30 pm. Invitees will include District 5 Supervisor Joe Simitian and his staff; City of Saratoga employees; various Saratoga service groups and Madronia's neighbors. The purpose of the Open House is to introduce and promote Madronia Cemetery to those who may not be familiar with the cemetery. Introduce Steve Albright as the new General Manager and acknowledge that Madronia Cemetery is trying to qualify itself as an Arboretum.

4) October's Board Meeting is scheduled for October 14, 2015.

6) Manager's Report was given by Steve Albright.

1) "Request for Qualification" letters were mailed out on September 3, 2015. As of September 15, 2015 there has been no respondents or inquiries.

2) The annual Audit has been completed and submitted to Steve Albright on September 1, 2015. Sheldon Chavan met with Steve on September 15 to review his findings. The Audit concluded that there are no unfavorable findings in the Audit to report. Sheldon Chavan would like to meet with the Board at the meeting scheduled in October. Steve will forward a copy of the Audit to each Board member.

3) Steve Albright continues to monitor water usage and work on the irrigation system to improve efficiency.

4) James Nunn emailed Maria inquiring about when he can expect to receive his Board member pay. He will be paid on the next scheduled pay date.

Manager’s Report Continued:

5) The District’s two work trucks are in need of maintenance. Because the manufacturer of each truck no longer conducts business in the United States we are unable to obtain replacement parts. Turf and Industrial Equipment, the vendor of the trucks refuses to work on them. Steve Albright will continue to pursue options. Norman Koepernik has agreed to offer assistance if needed.

6) Steve Albright discussed the issue of verifying eligibility for those individuals wanting to purchase interment rights. The staff feels that there are many cases where the eligibility is not always clear. The Board offered the insight that it is the prospective purchaser’s responsibility to prove their eligibility and the staff should not do it for them.

Agenda items for next Board meeting

- 1) Review the finding of the “Request for Qualification.”
- 2) Sheldon Chavan will report to the Board about the Annual Audit.
- 3) Discuss and plan for the Open House scheduled for October 16th.
- 4) Discuss the Arboretum.
- 6) Conduct reading of AR 504-1.

ADJOURNMENT 5:50 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.

Judy Johnstone, Chairperson

Vicky Bosworth, Vice-Chairman

Debra Cummins, Trustee

Norman Koepernik

