

SARATOGA CEMETERY DISTRICT

MINUTES

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

February 24, 2016
14766 Oak Street, Saratoga, California
5:00 p.m.

CALL TO ORDER: 5:03 pm

ROLL CALL: Judy Johnstone, Vicky Bosworth, Debra Cummins, Norman Koepernik,
Yan Zhao – present

CLOSED SESSION: 5:05 pm

Discussion of General Manager Review.

RECONVENE TO OPEN SESSION: 5:10 pm

Report on closed session:

Review determined that the General Manager's performance was satisfactory. The Board asked Steve Albright to resolve the issues with the accountant so that the reconciliations may be brought up to current.

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 January 6, 2016 Board Meeting
- 2) Manager's Report: December and January
- 3) Financial Report: December and January
- 4) Check Register: December and January

5) Semi-Annual Sales Report: July – December, 2015

6) Wells Fargo Advisors:

- a) Endowment Care Fund, 1-redeemed notice, 1 bought notice
- b) Land Acquisition Fund, 0-redeemed notice, 0 bought notice.
- c) Endowment Care Interest, 0 bought notice, 0 redeemed notice.
- d) Pre Need, 1 redeemed notice, 0 bought notice.
- e) Endowment Care fixed income securities: 2.48%
- f) Endowment Care Interest fixed income securities: 2.55%
- g) Land Acq. Fixed income securities: 2.32%
- h) Pre Need fixed income securities: 2.63%

Vicky Bosworth moved to approve Consent Calendar. Second by Yan Zhao. Unanimous

REGULAR AGENDA ITEMS

1) The Board conducted the annual election of Officers.

Norman Koepernik moved to nominate Vicky Bosworth as the Board Chairperson. Second by Debra Cummins. Unanimous

Norman Koepernik moved to nominate Debra Cummins as the Board Vice-Chairperson. Second by Judy Johnstone. Unanimous

Debra Cummins moved to nominate Norman Koepernik as the Board Treasurer. Second by Yan Zhao. Unanimous

2) Steve Albright reported on the progress of the Manager's house remodel. Steve reported that the legal advertisement was published in the San Jose Mercury News from February 12 to February 19, 2016. Bids are due by March 22, 2016. Bid packets were distributed to Timeline Design, Saratoga, Pardon Construction, Saratoga, Alan Hills Construction, Campbell, and CMG Group, Chicago. Norman Koepernik asked Vicky Bosworth if she had seen the building code that requires public buildings to be brought up to code. Vicky responded that Legal Counsel, Kristen Powell had shown her the code, but she did not know where to find it.

3) Arboretum project report was moved to the March Board meeting.

4) General Manager's Report.

a) Our auditor, Sheldon Chavan has asked our accountant, Jing Yuan not to do our reconciliations until he trains her on the proper procedure. Jing states that she has not been able to schedule the training with Sheldon. Steve Albright will contact Sheldon to resolve the situation so the reconciliations can be completed.

b) Steve Albright gave Judy Johnstone information from the CAPC on how to write a Fact Sheet for cemeteries.

c) A main water line was broken on Sunday, February 14. Debra Cummins contacted Steve Albright so the water supply line could be turned off. Steve's cell phone number was given to the Board members and his information will be added to the District Office display box for future emergency assistance.

d) The Saratoga Cemetery District requires all caskets to be interred in a burial vault. The District offers 3 burial vaults. The Cordeiro standard vault, Cordeiro oversize standard vault, and Doric Titan. Steve Albright suggested we offer the Cordeiro liner, Cordeiro lawn crypt, and Doric Titan. This will offer families more options at a lower cost and meet the needs of several religious groups.

NEXT BOARD MEETING: March 23, 2016 at 5:00pm.

Agenda items:

- a) Manager house remodel
- b) Brochure
- c) Arboretum
- d) Auditor and accountant update

ADJOURNMENT 5:52 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.

Vicky Bosworth, Chairperson

Debra Cummins, Vice-Chairman

Judy Johnstone, Trustee

Norman Koepnik, Treasurer

Yan Zhao, Trustee

(3)