

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

March 23, 2016  
14766 Oak Street, Saratoga, California  
5:00 p.m.

**CALL TO ORDER:** 5:05 pm

**ROLL CALL:** Judy Johnstone, Vicky Bosworth, Debra Cummins, Norman Koepernik,

Yan Zhao – present

### **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 February 24, 2016 Board Meeting
- 2) Manager's Report: February 2016
- 3) Financial Report: February 2016
- 4) Check Register: February 2016
- 5) Wells Fargo Advisors:
  - a) Endowment Care Fund, 0-redeemed notice, 0 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, 0 redeemed notice, 0 bought notice.
  - e) Endowment Care fixed income securities: 2.09%
  - f) Endowment Care Interest fixed income securities: 2.54%
  - g) Land Acq. Fixed income securities: 2.29%
  - h) Pre Need fixed income securities: 2.54%

Judy Johnstone moved to approve Consent Calendar. Second by Norman Koepernik.  
Unanimous

## **REGULAR AGENDA ITEMS**

- 1) Manager's house remodel: The Board received one bid for the Mangers house remodel from Alan Hills Construction. Steve Albright will contact District's attorney, Kirsten Powell to see if we can proceed with only one bid. Norman Koepernik suggested that the District file a Notice of Non Responsibility with Santa Clara County.
- 2) Arboretum: Debra Cummins presented a draft of a mission statement for the arboretum project. Upon further discussion by the Board a final draft was completed. Debra Cummins and Norman Koepernik will work on a draft of an overview for next meeting. The Board agreed to apply for the lowest level arboretum of the Norton Qualification.
- 3) Brochure: Judy Johnstone suggested we create a single sheet 4.25" x 11.00" rack card with pictures and text on both sides. Steve Albright will present several photographs of the cemetery for consideration at April's Board meeting. The Board would also like to work with the Saratoga Historical Society to create a rack card noting and locating historical personalities interred at the cemetery.
- 4) Auditor and Accountant update: Steve Albright read an email from our Auditor, Sheldon Chavan stating that he has finished his training with our accountant, Jing Yaun and they will schedule reconciliations in April and May.
- 5) Cremated remains discussion: Steve Albright presented the concept of cremation gardens to the Board to alleviate the problem of using full size grave sites for the interment of 1 or 2 cremated remains. The Board asked Steve to present a revised price sheet and cremation garden options at April's Board meeting.
- 6) Eagle Scout project: Jesus Ortiz has informed us that his son has chosen a different Eagle Project.
- 5) General Manager's Report.
  - a) Kathleen Boyd's oak tree fell into the cemetery and was removed within a week.
  - b) A 40 ft. section of redwood fencing fell down on the west side of the cemetery. The homeowners association and the District are going to split the cost. The bid came in at \$1000.00.
  - c) SDRMA sent the District a letter informing us of a new California State Labor Code 1725.5 that requires that all public works projects must be reported to the Department of Labor relations within 5 days awarding a contract.
  - d) Sandra Wheeler of Wells Fargo Advisors would like to meet with the Board at the May 25, 2016 meeting.
  - e) Flora Terra will be invited to submit a bid for the interment and maintenance contract at the April 27, 2016 Board meeting.

**NEXT BOARD MEETING :April 27, 2016 at 5:00pm.**

**Agenda items:**

- a) Manager house remodel
- b) Brochure
- c) Arboretum
- d) Cremation Garden
- e) Revised Price Sheet
- f) Kirsten Powell (prevailing wage)
- g) Flora Terra bid

**ADJOURNMENT 6:10 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.

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Vicky Bosworth, Chairperson

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Debra Cummins, Vice-Chairman

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Judy Johnstone, Trustee

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Norman Koepernik, Treasurer

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Yan Zhao, Trustee