

SARATOGA CEMETERY DISTRICT

MINUTES

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

April 27, 2016

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:00 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.)

Gene Ebertowski of Flora Terra Landscape Management presented a proposal to renovate the front of the cemetery between the wrought iron fence and the Bolman Rd. Gene also presented a bid for the landscape maintenance and interment contract. The Board agreed to include the renovation project the May agenda and the landscape maintenance and interment bid will be discussed later in the meeting as agenized.

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 March 23, 2016 Board Meeting
- 2) Manager's Report: March 2016
- 3) Financial Report: March 2016
- 4) Check Register: March 2016

5) Wells Fargo Advisors:

- a) Endowment Care Fund, 0-redeemed notice, 0 bought notice
- b) Land Acquisition Fund, 1-redeemed notice, 1 bought notice.
- c) Endowment Care Interest, 1 bought notice, 1 redeemed notice.
- d) Pre Need, 0 redeemed notice, 0 bought notice.
- e) Endowment Care fixed income securities: 2.08%
- f) Endowment Care Interest fixed income securities: 2.47%
- g) Land Acq. Fixed income securities: 2.28%
- h) Pre Need fixed income securities: 2.53%

Judy Johnstone moved to approve Consent Calendar. Second by Debra Cummins. Unanimous

REGULAR AGENDA ITEMS

1) Manager's house remodel: The Board reviewed the revised bid from Alan Hills Construction reflecting prevailing wages. Norman Koepernik would like the bid to be more complete in terms of defining the contents of the allowances, insurance coverage and defining the procedures to make changes to the remodel project. The Board agreed to approve the bid if Alan Hills Construction will provide a more complete bid. When agreeable, the Board will ask the District counsel, Kirsten Powell to write up the contract between the Saratoga Cemetery District and Alan Hills Construction. Judy Johnstone move to accept the bid of Alan Hills Construction subject to defining the allowances. Second by Debra Cummins. Unanimous.

2) Arboretum: The Board is working towards submitting a plan to the Morton Arboretum Accreditation Program through Debra Cummins and Norman Koepernik. They will be applying for a class 1 accreditation rating. Debra Cummings is meeting with a representative of Boy Scout Troop 535 to solicit help with creating and installing identification plaques for each tree.

3) Brochure: Steve Albright presented several photographs of the cemetery to possibly use in the brochure.

4) Cremation Garden: Steve Albright presented the Board a set of pictures of the cremation gardens at Los Gatos Memorial Park. The Board agreed to investigate the possibility of creating cremation gardens at Madronia Cemetery. Steve Albright will get pricing on granite and locate designers.

5) Example revised price sheet: Steve Albright presented a revised price sheet that will influence families to purchase flat marker graves over monument graves and discourage families from using full size plots for cremation burial. The Board wanted time to think it over and agreed to add this item to the May agenda.

6) Prevailing wage: District counsel, Kirsten Powell presented the Board with literature from the League of California Cities on Prevailing wage law. Kirsten suggested that the District would not need to pay prevailing wage for their landscape maintenance.

7) Flora Terra maintenance contract: Flora Terra's maintenance and interment contract expires on June 13, 2016. Gene Ebertowski presented a new bid during the "Public Comment Time" of this meeting. The bid is a three year contract that reflects a 2.6% increase over the current cost and will increase 2.6% each year after. Steve Albright is going to send Kirsten Powell a copy of the contract details and it will be decided if the District will need to obtain more bids for the maintenance contract at a later date.

8) General Manager report:

a) Steve Albright was contacted by a group from Morgan Stanley Wealth Management who wanted to work with the Board on investing District funds. The Board is possibly interested in meeting with the group in a few months. The Board also wanted to reschedule the meeting with Sandra Wheeler of Wells Fargo Advisors for the June meeting.

b) The redwood fence along Bolman Rd. had 35 posts, kickboards and top rails replaced in April. The cost was split with Chateau de Notre Dame Maintenance Association. The balance of the post, kickboards and top rails will be done next year. Most of the fence boards were in good condition will last many more years.

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

Agenda items:

- 1) Review long range plan of the District.
- 2) Review, discuss and sign Manager's house remodel contract if acceptable.
- 3) Discuss the condition of the front of the cemetery outside the wrought iron fencing and review proposal by Flora Terra.
- 4) Report on the progress of the Arboretum project.
- 5) Continue the discussion of introducing cremation gardens.
- 6) Discuss thoughts on possible price schedule revision.
- 7) Discuss progress of obtaining new landscape and interment contract.

ADJOURNMENT 6:25 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 accommodations 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 Koepernik, Treasurer

Yan Zhao, Trustee