

SARATOGA CEMETERY DISTRICT

MINUTES

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

May 25, 2016

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:07 pm

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

Judy Johnstone – 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.)

1) Jean Libby addressed the Board to thank them for their support of Mary Brown's 200th birthday observance ceremony held on April 15, 2015. Jean presented the board with a "Thank You" letter and information packet.

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 April 27, 2016 Board Meeting
- 2) Manager's Report: April 2016
- 3) Financial Report: April 2016
- 4) Check Register: April 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: 2.07%
 - f) Endowment Care Interest fixed income securities: 2.46%
 - g) Land Acq. Fixed income securities: 2.27%
 - h) Pre Need fixed income securities: 2.52%

Norman Koepernik moved to approve Consent Calendar. Second by Yan Zhao. Unanimous

REGULAR AGENDA ITEMS

- 1) Review long range plan. The review of the long range plan was postponed to the June Board meeting so that Judy Johnstone could be in attendance.
- 2) Review, discuss and sign manager's house remodel contract if acceptable: The board authorized Steve Albright to sign the contract from Alan Hills construction. The Board also decided to create notebook containing all information regarding the project. Debra Cummins moved to approve signing of contract. Second by Yan Zhao. Unanimous
- 3) Discuss the condition of the front of the cemetery: After the Board examined at the landscaping in the front of the cemetery it was decided that the current landscaping was satisfactory and that nothing will be done at this time.
- 4) Report on the progress of the Arboretum project: Charles Hecker of Boy Scout troop 535 has agreed to pursue the Arboretum project as his Eagle project. Charles will need to write a description of the project and present it to the Boy Scout District office for approval. Once he receives approval, he can begin. The Arboretum committee has decided to place tags on all the trees in the cemetery, rather than just one of each species and can purchase the tags for \$416.00 per hundred. The Arboretum committee is still working on the description and layout of the tag for each tree.
- 5) Continue the discussion of cremation gardens at Madronia Cemetery: Steve Albright was able to locate the single and double granite posts for the cremation garden. Steve is looking for a cemetery designer to design the cremation garden. He will try to locate a qualified cemetery/landscape designer and will report back at the June meeting.
- 6) Discuss thoughts on possible price schedule revision: The Board is not ready to make revisions to the price schedule to deter families from using full graves for cremation interment. The Board would like to discuss creating regulations that would prohibit using full graves for cremation interment.

7) Discuss progress of obtaining new landscape and interment contract: Steve Albright has placed a legal advertisement in the San Jose News requesting bids for the landscape and interment contract. So far, there has been no response. Bidding will close June 10, 2016. If the bidding ends with no other interest, we will reward the contract to Flora Terra Landscape Management. Yan Zhao moved to accept Flora Terra's bid if there are no competing bids. Second by Norman Koepernik. Unanimous

8) General Manager report:

- a) Flora Terra was hired to place mulch on all our flower and shrub beds to beautify the cemetery and help retain moisture in those beds.
- b) Flora Terra tree service came in for two days to clean up many of our larger trees.
- c) The landscape contract legal ad was placed in the San Jose News for 10 days.
- d) Steve Albright will be attending the CSDA General Managers meeting June 13 and 14.

NEXT BOARD MEETING: June 22, 2016 at 5:00pm.

Agenda items:

- 1) Review long range plan of the District.
- 2) Review progress Manager's house remodel.
- 3) Report on the progress of the Arboretum project.
- 4) Continue the discussion of introducing cremation gardens.
- 5) Discuss thoughts on possible price schedule revision and/or new policy regarding placing cremated remains in full size graves.

ADJOURNMENT 5:46 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