

SARATOGA CEMETERY DISTRICT

MINUTES

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

June 22, 2016
14766 Oak Street, Saratoga, California
5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL: Vicky Bosworth, Judy Johnstone, 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 May 25, 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: 2.09%
 - 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%

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

REGULAR AGENDA ITEMS

- 1) Sandra Wheeler from Wells Fargo Advisors presentation to the Board: Sandra Wheeler stated in her presentation that the new industry slogan for safe investing is “lower for longer,” meaning that investments should be for a longer duration with a return lower than past returns . With that said, she would like to see a five year average duration on investments. Sandra’s focus for the District’s investments is “preservation of funds, liquidity, and yield on return. Wells Fargo advisors has teamed up with Dana Investments which will be able to offer clients institutional discount pricing on investments and cost transparency. Finally, her last recommendation was to move the \$925,000 in LAIF to a more lucrative investment situation.
- 2) Review the long range plan of the Saratoga Cemetery District: Due to the length of the meeting thus far, review of the long range plan will be postponed until the July Board meeting.
- 3) Review the progress of the Manager’s house remodel: Steve Albright signed the contract from Hills Construction on June 8, 2016. In turn, Alan Hill signed the contract from the District. The project is scheduled to begin on July 8. It will begin by Hills Construction obtaining hard estimates for the various elements of the remodel for the board’s approval.
- 4) Report on the progress of the Arboretum project: Debra Cummins presented a sample plaque containing the layout and information desired for each tree. The Arboretum committee will be developing a policy governing the arboretum. Each Board member had received a copy of the Arbnet arboretum application before the meeting for review. Judy Johnstone moved to approve the application for submission. Second by Yan Zhao. Unamious.
- 5) Continue the discussion of cremation gardens at Madronia Cemetery: Steve Albright was able to locate three designer options: Flora Terra Landscape Management, Charlie Knopp and Landmark Control Services. The Board would like to see examples of work completed by Flora Terra and Landmark Control Services and get an estimate for the cost of their design services. Steve also presented the idea of using 57 full graves in blocks 79, 80 and 81 to create 114 additional cremation graves in those blocks. The Board suggested we use the 57 graves to create a cremation garden in that area instead.

6) Discuss thoughts on a possible price schedule revision: Yan Zhao will meet with Steve Albright before the July Board meeting to discuss a new price schedule to present to the Board at the July meeting.

7) General Manager report:

a) District accountant, Jing Yaun has been diligently working on our banking reconciliations. She has completed reconciliations up to May.

b) The well has proven once again to be unreliable. I am running the well and city water at the same time so when the well shuts down the city water will kick in and watering schedules are not disrupted. Under this configuration we use more well water than city water. But, the result will be higher water bills.

c) RBC Wealth Management has contacted me and sent us information on their investment strategies. They would like to meet with the Board to talk about investing with RBC.

d) Lori Salberg from Plotbox has met with our staff to demonstrate their cemetery record keeping and mapping software. She supplied us with pricing and references. Steve Albright and Maria Terry will be contacting references to establish the value of their product at the Saratoga Cemetery District.

e) After attending the CSDA General Managers Meeting, Steve Albright thought it may be beneficial to develop a Trustee orientation program for new Board members.

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

Agenda items:

1) Review and approve Budget for 2016-2017.

2) Review Financial Policy.

3) Discuss moving funds from LAIF.

4) Review long range plan.

5) Review progress Manager's house remodel.

6) Report on the progress of the Arboretum project.

7) Report on progress of cremation gardens.

8) Discuss progress of creating a new brochure

9) Discuss possibility of using PLOTBOX for recording keeping and mapping.

ADJOURNMENT 6:55 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

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