

SARATOGA CEMETERY DISTRICT

MINUTES

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

July 27, 2016

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL: Vicky Bosworth, Judy Johnstone, Norman Koepnik, Yan Zhao - present.

Debra Cummins – absent

CLOSED SESSION: The Board adjourned into closed session at 6:23 pm.

RECONVENEMENT TO OPEN SESSION: The Board reconvened into open session at 6:30 pm. After discussion the Board decided that Marie Terry will receive an increase in pay to \$34.00 per hour. Ron Davey will receive an increase in pay to \$26.00 per hour. Also, the medical allowance provided to part-time employees will increase to \$500.00 per month. Judy Johnstone moved to accept the increases in pay and medical allowance. Second by Yan Zhao. Unanimous.

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, 4 sold notices.
 - b) Land Acquisition Fund, 0-redeemed notice, 0 bought notice, 3 sold notices.
 - c) Endowment Care Interest, 0 bought notice, 0 redeemed notice, 2 sold notices.
 - d) Pre Need, 0 redeemed notice, 0 bought notice, 2 sold notices.
 - e) Endowment Care fixed income securities: 2.08%
 - f) Endowment Care Interest fixed income securities: 2.37%
 - g) Land Acq. Fixed income securities: 2.27%
 - h) Pre Need fixed income securities: 2.54%

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

REGULAR AGENDA ITEMS

- 1) Review Board Goals: The Board reviewed the Madronia Cemetery Board goals. There were no goals added or deleted. The only action was that “urn garden” was moved from Low Priority to High Priority.
- 2) Manager house remodel report: Steve Albright reported that Alan Hills Construction has begun working on the Manager’s house. The Board responded to a list of questions submitted by the contractor. The Board would like a quote on single hung windows and casement windows and a quote on replacing the garage door. The Board agreed to replace all ceiling lights with recessed LED lighting and ceiling fans in the bedroom and living room. Lastly, they decided to remove the bookshelf in the living room to make the closet on the other side larger and they selected three test paint colors.
- 3) Report on Arboretum project: Arboretum application was submitted and we are awaiting the response.
- 4) Cremation Garden Report: Steve Albright presented a rough sketch of the cremation garden and received a quote of \$600.00 from Flora Terra Landscaping to provide and detailed drawing. Judy Johnstone moved to have Flora Terra Landscaping draw the cremation garden. Second by Yan Zhao. Unanimous
- 5) Review Investment policy: The Saratoga Cemetery District Investments policy follows the California State investment code.
- 6) Discuss the Investment of District money: The Board has agreed to watch the performance of Wells Fargo Advisors and Dana Investments for a few months and then review the investments again.
- 7) Discuss moving funds from LAIF: After watching the performance of Wells Fargo Advisors and Dana Investments the Board will decide what to do with the funds in LAIF.
- 8) Discuss possible price increase: Yan Zhao reported that after reviewing the current price schedule there is no need to increase our prices at this time. She recommends we look at it again in two years.

9) Discuss Budget approval: Steve Albright presented a proposed budget for 2016-2017. Overall the proposed budget represented a 1.135% increase. Yan Zhao moved to approve the proposed 2016-2017 budget. Second by Judy Johnstone. Unanimous.

10) Discuss Brochure update: Nothing reported.

11) Prepare for General Manager review: General manager review forms were distributed to Board members to complete later and return to Vicky Bosworth before the August Board meeting.

12) General Manager Report:

a) It was reported that the Board members have "Elected Officials Personal Liability" coverage of \$500,000 per occurrence through SDRMA.

b) Stanford University Libraries has selected our website for inclusion in its collection of Bay Area Governments Web Archive.

NEXT BOARD MEETING: August 24, 2016 at 5:00pm.

Agenda items:

- 1) Review rental house rent.
- 2) Review Endowment Care funds.
- 3) Discuss Brochure update.
- 4) Report on Manager's house remodel.
- 5) Report on Cremation Garden progress.

ADJOURNMENT 6:43 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 Koepnik, Treasurer

Yan Zhao, Trustee