

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

August 24, 2016

14766 Oak Street, Saratoga, California

5:00 p.m.

**CALL TO ORDER:** 5:00 pm

**ROLL CALL:** Judy Johnstone, Norman Koepernik, Yan Zhao, Debra Cummins- present.

Vicky Bosworth – 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.)

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 July 27, 2016 Board Meeting
- 2) Manager's Report: July 2016
- 3) Financial Report: July 2016
- 4) Check Register: July 2016
- 5) Wells Fargo Advisors:
  - a) Endowment Care Fund, 0-redeemed notice, 0 bought notice, 0 sold notices.
  - b) Land Acquisition Fund, 0-redeemed notice, 0 bought notice, 0 sold notices.
  - c) Endowment Care Interest, 0 bought notice, 0 redeemed notice, 0 sold notices.
  - d) Pre Need, 0 redeemed notice, 0 bought notice, 0 sold notices.
  - e) Endowment Care fixed income securities: 2.08%
  - f) Endowment Care Interest fixed income securities: 2.11%
  - g) Land Acq. Fixed income securities: 2.06%
  - h) Pre Need fixed income securities: 2.25%

Judy Johnstone moved to approve Consent Calendar with the stipulation that corrections are made to the “reconvene to open session” portion of the minutes. Second by Yan Zhao. Unanimous.

## **REGULAR AGENDA ITEMS**

1) Review the rental rate of the rental house: The Board reviewed the current contract of the rental house. The Board asked Steve Albright to contact District Attorney, Kirsten Powell to review all documentation and direct the Board on how to raise the rent and schedule a walk through. They would also like Kirsten Powell to draft a new contract between the District and the renters that requires the renter to have Rental Insurance. Steve Albright was also asked to verify if the Board had voted to separate the utilities between the Manager’s house and the rental house in past Board Minutes.

2) Manager house remodel report: Steve Albright reported that Alan Hills Construction has completed the foundation work, ceiling repair, drywall and plumbing. Electrical is complete except for fixtures. Exterior painting and roofing will begin this week and the windows have been ordered. Alan Hills construction submitted a bill for \$60,000.00. Steve Albright will have a report of completion submitted to him before the payment is made.

3) Review the Endowment Care Funds: No action. Carry forward to next meeting.

4) Cremation Garden Report: Steve Albright reported that Flora Terra was still working on the plans.

5) Discuss brochure: Judy Johnstone presented a rough draft of a “rack card” that the District to use for the brochure. Judy Johnstone will make some revisions and present it again at the next Board meeting. Steve Albright will email Judy a digital picture of the front gate to use on the front of the card.

6) Managers report:

a) Steve Albright recommended the District transfer \$500,000.00 from the county M&O account to the county Land Acquisition account. Judy Johnstone moved to transfer \$500,000.00 from M&O to Land Acquisition. Second by Yan Zhao. Unanimous.

b) Jeff Goldstein of RGB Investments contacted us again to inquire if the Board would like a proposal to invest the LAIF funds. The Board agreed to receive a proposal from RGB Investments.

c) The well has been running fine over the last 4 weeks as long as it is supplemented with city water.

d) Saratoga city arborist, Kate Bear has been out to inspect 5 dead and dying trees that will need permits to remove. Once the permits are issued, they will be removed.

e) The Chateaux De Norte Dame Home Owners associations believe that they have paid for the maintenance of property that is the responsibility of the Saratoga Cemetery District since 2004. The Home Owners association issued us a copy of the legal Landscape Maintenance Agreement, a copy of the Lot map and a statement of expenses since 2004. The Home Owners association would like to be reimbursed for those expenses. The Board would like District Attorney, Kirsten Powell to review the documentation and advise the District on how the District should respond to this matter.

**NEXT BOARD MEETING: September 28 , 2016 at 5:00pm.**

**Agenda items:**

- 1) Discuss budget for the arboretum.
- 2) Review Endowment Care funds.
- 3) Discuss Brochure update.
- 4) Report on Manager's house remodel.
- 5) Report on Cremation Garden progress.
- 6) Discuss raising the Rental house rate.
- 7) Report on the Chateaux De Norte Dame Home Owners Association landscape maintenance issue.

**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