

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

November 29, 2017  
14766 Oak Street, Saratoga, California  
5:00 p.m.

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

**ROLL CALL:** Norman Koepernik, Yan Zhao, Judy Johnstone, Vicky Bosworth - 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 September 27, 2017 Board Meeting
- 2) Manager's Report: October 2017
- 3) Financial Report: October 2017
- 4) Check Register: October 2017
- 5) Wells Fargo Advisors: October 2017
  - a) Endowment Care fixed income securities: 2.18%
  - b) Endowment Care Interest fixed income securities: 2.15%
  - c) Land Acq. Fixed income securities: 2.07%
  - d) Pre Need fixed income securities: 2.03%

Vicky Bosworth moved to approve consent calendar.

Second by Yan Zhao. Unanimous.

## **REGULAR AGENDA ITEMS**

1) Conduct first reading of AR 408 "Investment Policy": Vicky Bosworth moved to approve AR 408 as written. Second by Yan Zhao. Unanimous.

2) Review Tree Donation Policy and tree varieties list: Judy Johnstone moved to approve first reading BP 511 "Tree Donation Policy" as written. Second by Yan Zhao. Unanimous. Second reading will take place at the January 24, 2018 Board meeting.

Board members will bring a selection of trees for the Tree Variety List to the next Board meeting.

3) Discuss Arboretum Sign: Steve Albright presented the idea of removing the current Madronia Cemetery sign and replace it with a sign that contains both Madronia Cemetery and Madronia Arboretum information.

The Board would still like to investigate the possibility of a separate sign at the next board meeting.

4) Review construction plans of cremation garden: After much discussion about possible changes to the construction plans the Board agreed to have Norman Koepernik stake out the outlines of the walkway and planter areas for the Board to review at the next Board meeting.

5) Review AR 502 "Restriction on sale of interment rights": Judy Johnstone presented the idea of changing the number of Interment Rights that a qualified household may purchase from 8 to 4. Steve Albright will make the change and the first reading will take place at the next Board meeting.

6) Discuss land Acquisition: No discussion or action taken.

7) Schedule December 2017 Board meeting: no meeting will be held in December 2017.

8) Manager's Report:

a) The District has new letterhead and matching envelopes.

## **NEXT BOARD MEETING: January 24, 2018**

### **Agenda items:**

- 1) Create tree varieties selection list
- 2) Discuss Arboretum sign.
- 3) Discuss Cremation Garden plans.
- 4) First reading of AR 502 "Restriction on sale of Interment Rights."
- 5) Discuss Land Acquisition and Pre Need investment of funds.
- 6) Manager's report.
- 7) Agenda items for next Board meeting.

### **ADJOURNMENT**

- 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 accommodation for this meeting should notify the District Secretary 24 hours prior to the meeting at (408) 867-3717.

Minutes by: Steve Albright

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Norman Koepernik, Chairman

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Yan Zhao, Vice-Chairman

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Judy Johnstone, Treasurer

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Vicky Bosworth, Trustee