### SARATOGA CEMETERY DISTRICT

## **MINUTES**

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

February 22, 2017 14766 Oak Street, Saratoga, California 5:00 p.m.

CALL TO ORDER: 5:00 pm

#### **ROLL CALL:**

Vicky Bosworth, Yan Zhao, Debra Cummins, Norman Koepernik - 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 <u>NOT</u> 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.)

#### **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 January 25, 2017 Board Meeting
- 2) Manager's Report: January 2017
- 3) Financial Report: January 2017
- 4) Check Register: January 2017
- 5) Wells Fargo Advisors: January, 2016
  - a) Endowment Care Fund, 0-redeemed notices, 0 bought notice, 0 sold notices.
  - b) Land Acquisition Fund, 0-redeemed notices, 0 bought notices, 0 sold notices.
  - c) Endowment Care Interest, 0 bought notices, 0 redeemed notices, 0 sold notices.
  - d) Pre Need, 0 redeemed notices, 0 bought notices, 0 sold notices.
  - e) Endowment Care fixed income securities: 2.15%
  - f) Endowment Care Interest fixed income securities: 2.16%
  - g) Land Acq. Fixed income securities: 2.01%
  - h) Pre Need fixed income securities: 2.23%

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

#### **REGULAR AGENDA ITEMS**

- 1) Election of Saratoga Cemetery District Board Officers: Yan Zhao moved to nominate Norman Koepernik to the office of Board Chairperson. Second by Vicky Bosworth. Unanimous. Norman Koepernik moved to nominate Yan Zhao to the office of Vice Chairperson. Second by Vicky Bosworth. Unanimous. Norman Koepernik moved to nominate Judy Johnstone to the office of Board Treasurer. Second by Yan Zhao. Unanimous.
- 2) Discussion of Cremation Garden Designs: Norman Koepernik would like to make minor changes to one of the plans. We will forward this topic to the March Board meeting.
- 3) Report on progress of Arboretum project: Steve has completed the tree totals by name and will add the total to the master list and submit to Debra Cummins so Charles Hecker and place the order with National Brand and Tag Company. The Board decided that the tree plaques will include the common name, scientific name, family name and origin of each tree along with a QR code.

Debra Cummins is working on a logo for the Madronia Cemetery-Arboretum.

The City of Saratoga is planning to hold their Arbor Day program at the Madronia Cemetery-Arboretum on May 1, 2017. Debra Cummins will be working with the City of Saratoga to plan the event.

4) Financial update of Wells Fargo Advisors and review the District investment policy:

No action. Forward to March Board meeting.

- 5) Norman Koepernik to report on splitting PG&E service between rental units: Norman Koepernik has contacted John Cherbone of Saratoga Public Works Department to work on adding a separate PG&E meter for the rental cottage. Norman will have more information to report at the March Board meeting.
- 6) Manager's report:
  - a) The Santa Clara Valley Water District has notified the District of a 17% price increase for well water for 2017.
  - b) Steve Albright has asked the Board to place road maintenance on the agenda for the March Board meeting. The Board agreed to place road maintenance to March Board meeting.
  - c) Steve Albright will be attending the California Association of Public Cemeteries annual Conference February 23-25 in Southern California. Steve announced that there is a New Board Member Training Conference in July if any new Board members would like to attend.
  - d) The District's Yellow Pages ad is up for renewal. The Board advised Steve not to renew. The Board felt that most people use Google or other means to locate the Cemetery.
- 7) The Board performed a walk-through of the rental cottage.

#### NEXT BOARD MEETING: March 22, 2017 at 5:00pm.

#### Agenda items:

- 1) Report on the progress of the Arboretum.
- 2) Discuss Cremation Garden designs.
- 3) Report from Norman Koepernik on the rental cottage PG&E meter.
- 4) Financial update of Wells Fargo Advisors/Review District's investment policy.
- 5) SDRMA election recommendation and vote.
- 6) Discussion of road repair.
- 7) Discussion of rental cottage thoughts on condition and rental rate.

#### ADJOURNMENT 5:36 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.

Norman Koepernik, Chairperson
Yan Zhao, Vice-Chairman
Judy Johnstone, Teasurer
Vicky Bosworth, Trustee
Debra Cummins, Trustee