

SARATOGA CEMETERY DISTRICT

MINUTES

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

November 28, 2018

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL: Vicky Bosworth, Norman Koepernik, Yan Zhao, Lisa Oakley – 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 October 2018 Board Meeting
- 2) Manager's Report: October 2018
- 3) Financial Report: October 2018
- 4) Check Register: October 2018
- 5) Wells Fargo Advisors: October 2018
 - a) Endowment Care fixed income securities: 2.28%
 - b) Endowment Care Interest fixed income securities: 2.12%
 - c) Land Acq. Fixed income securities: 2.57%
 - d) Pre Need fixed income securities: 2.15%

Vicky Bosworth moved to approve consent calendar.

Motion second by: Norman Koepernik. Unanimous.

REGULAR AGENDA ITEMS

1) Audit report from Chavan & Associates: Sheldon Chavan of Chavan & Associates reported on the results of the fiscal 2017-2018 audit. Sheldon explained that the auditors look for deficiencies and areas of risk. It was concluded that there were no deficiencies or risk found and the District passed the audit.

Sheldon recommends that the District simplify fund transfers and include an estimated revenue amount for the next budget.

2) Conference call to Hayden Burris of HB Actuarial Services: The Board conducted a conference call with Hayden Burris. Hayden explained that HB Actuarial Service will analyze our current endowment care fund and cash flow requirements to determine if the District will have enough money to support itself for one hundred years. HB Actuarial will develop a Monte Carlo model and run thousands of simulations to determine the percent of success with current endowment care funds.

The cost of the actuarial evaluation is \$28,000.00

Hayden will send the District a questionnaire to review before the next Board meeting.

3) Review changes to the informal bidding process and purchasing policy: District attorney Kirsten Powell submitted a revision of our purchasing policy that complies with California State law. Steve Albright distributed the revised policy to the Board for review. The Board will discuss the revised policy at the January Board meeting.

4) Discuss progress of historical brochure: Steve Albright brought copies of the historical information kept in the District office. Steve will schedule a meeting with Annette Strandsky to pass on the information and discuss the brochure.

The Board would like the brochure to include historical information, map and location of notable residents.

5) Discuss progress of the Cremation Garden: Steve Albright reported that he and Norman Koepernik visited Saratoga City Building Official Keith Weiner to determine permit requirements. Keith's only concern was that of ADA compliance. Steve Albright will work with Keith to determine any ADA compliance issues, if any.

6) Manager's Report:

a) The new Toro utility truck will be delivered on November 30th. The International Mag that is being replaced will be sold if possible.

b) Steve addressed the rising costs of health insurance to pursue an adjustment to the health care stipend that each employee receives. The Board will add this to the January agenda.

c) The couple that rent the cottage have asked if the carpet be replaced with hardwood flooring. They proposed that the District supply the hardwood flooring and they will install it. The Board will add this to the January agenda.

d) The California Association of Public Cemeteries annual conference will be held in Monterey on March 7th -9th. Conference fees must be paid by February 8, 2018 and Hotel reservations should be made before February 1, 2018.

7) Agenda items for next Board meeting.

NEXT BOARD MEETING, January 28, 2018

Agenda items:

- 1) Review Bidding and Purchasing policy modification.
- 2) Discuss Endowment Care Actuarial review.
- 3) Review progress of historical brochure.
- 4) Discuss health insurance stipend.
- 5) Discuss flooring for rental cottage.
- 6) Manager's report.
- 7) Agenda items for next Board meeting.

AJOURNMENT 6:25 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 accommodation for this meeting should notify the District Secretary 24 hours prior to the meeting at (408) 867-3717.

Minutes by: Steve Albright

Yan Zhao, Chairman

Vicky Bosworth, Vice-Chairman

Norman Koepernik, Trustee

Lisa Oakley, Trustee

