

SARATOGA CEMETERY DISTRICT

MINUTES

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

February 28, 2018
14766 Oak Street, Saratoga, California
5:00 p.m.

CALL TO ORDER: 5:00 pm

ROLL CALL: Yan Zhao, Judy Johnstone, Vicky Bosworth, Norman Koepernik – 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 January 2018 Board Meeting
- 2) Manager's Report: January 2018
- 3) Financial Report: January 2018
- 4) Check Register: January 2018
- 5) Wells Fargo Advisors: January 2018
 - a) Endowment Care fixed income securities: 2.28%
 - b) Endowment Care Interest fixed income securities: 2.03%
 - c) Land Acq. Fixed income securities: 2.012%
 - d) Pre Need fixed income securities: 2.12%

Norman Koepernik moved to approve consent calendar.

Motion second by: Judy Johnstone. Unanimous.

REGULAR AGENDA ITEMS

1) Review tree varieties list: The Board reviewed the current list of trees and Judy Johnstone submitted a list of trees she created. Steve Albright will combine the two lists and include a list of recommended trees submitted by past Saratoga City Arborist Barry Coate on file.

2) Discuss Arboretum sign: The Board decided to embed a 24 in. x 36 in. x 3 in. frosted granite sign in the pavers of the Magnolia Plaza. Steve Albright will bring color samples to the March Board meeting. Norman Koepernik moved to approve installing a granite Arboretum sign in the Magnolia Plaza. Second by Vicky Bosworth. Unanimous.

The Board will also consider placing a bronze Arboretum sign on the office sometime in the future.

3) Discuss Cremation Garden: Steve Albright met with Paul Reed to discuss possible changes to the Cremation Garden plans. Paul informed us that we must use truncated domes at the entrance and recommended we keep a three foot easement from the back of the columbarium to the road. He also agreed that a 5 ft. walkway would be fine, but a double row of cremation posts would not look good. Steve will have Paul redraw the plans to reflect the changes the Board agreed upon.

Steve also met with Erik Lees from Lees Cemetery Architects. Erik was emailed a copy of our Cremation Garden plan to review. Erik will email his comments for the March Board meeting.

Steve Albright will email Susan Johnstone of Sunset Memorial & Stone a copy of the Cremation Garden so she can design and quote the price of the columbarium for the Cremation Garden.

4) Review District financial policy: no discussion or action taken.

5) Discuss reinvestment of LAIF funds: The Board discussed the possibility of moving the LAIF funds to Cal Trust or Well Fargo Advisors. The Board decided to leave the LAIF funds in LAIF.

6) Discuss possibility of allowing General Manager to sign checks: The Board decided that they will not allow the General Manager to sign checks.

7) Discuss Memorial Tree plaque: The Board would like Steve Albright to bring a sample of a 4 in. x 6 in. plaque as a sample for the March Board meeting.

8) Review 2017 audit: Steve Albright led a review of the 2017 Audit from Chavan & Associates with the Board. The reviewed items included District income, payables and budget. Steve also discussed committing funds to Land Acquisition by passing a resolution. This recommendation came for Sheldon Chavan of Chavan & Associates.

9) Manager's Report:

- a) Jill Hunter would like us to hold the bench space next to her grave site for her for an indefinite period of time. Our bench policy states that we can only reserve bench space for 4 months in A.R. 503-4.
- b) Steve Albright would like to discuss a policy for employees saving vacation at the next Board meeting.
- c) Steve Albright would like to discuss several topics from the CAPC meeting held February 22- February 24 2018 at the next Board meeting.

NEXT BOARD MEETING: March 28, 2018

Agenda items:

- 1) Review tree varieties selection list
- 2) Discuss Arboretum sign
- 3) Discuss Cremation Garden plans.
- 4) Review District financial portfolio.
- 5) Discuss Memorial tree plaque.
- 6) Discuss vacation saving policy.
- 7) Discuss topics from the February CAPC meeting.
- 8) Manager's report.
- 9) Agenda items for next Board meeting.

ADJOURNMENT: 6:32 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

Judy Johnstone, Treasurer

Norman Koepernik, Trustee