

# **SARATOGA CEMETERY DISTRICT**

## **MINUTES**

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

**March 28, 2018**

**14766 Oak Street, Saratoga, California**

**5:10 p.m.**

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

**ROLL CALL:** Yan Zhao, Judy Johnstone, Norman Koepernik – 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 February 2018 Board Meeting
- 2) Manager's Report: February 2018
- 3) Financial Report: February 2018
- 4) Check Register: February 2018
- 5) Wells Fargo Advisors: February 2018
  - a) Endowment Care fixed income securities: 2.29%
  - b) Endowment Care Interest fixed income securities: 2.04%
  - c) Land Acq. Fixed income securities: 2.013%
  - d) Pre Need fixed income securities: 2.13%

Norman Koepernik moved to approve consent calendar.

Motion second by: Judy Johnstone. Unanimous.

7) Review and vote on Resolution No. 2018-1 Worker Compensation coverage: The Board decided not to vote on Resolution No. 2018-1 until the following questions are answered.

a) Would our insurance rates go up and how much?

b) Are the Board members considered employees?

c) Are board members and volunteers covered by liability insurance?

Steve Albright will contact SDRMA to have these questions answered for the April Board meeting.

8) Review and vote on Resolution No. 2018-2-County funds transfer to Wells Fargo Advisors: The Board reviewed the Resolution. Norman Koepernik moved to accept Resolution No. 2018-2 as written. Motion 2<sup>nd</sup> by Judy Johnstone. Unanimous.

9) Discuss employee vacation accrual policy: The Board determined that currently there is not written Employee Vacation Accrual Policy. The Board discussed the different aspects of vacation time and decided that full time employees may accrue 280 hours and part time employees may accrue 175 hours of vacation time. Once the employee reaches the maximum vacation hours allotted there will be no more vacation time given until the accrued hours fall below the maximum. In addition, the District will not permit the sale of vacation time back to the District.

Steve Albright will write the new policy and present it to the Board at the April Board meeting for approval.

10) Discuss topics from the February CAPC meeting: Steve Albright reported on the topics presented at the recent CAPC meeting. They were CAL OSHA, Ethics Training, Embezzlement and Liability for dangerous conditions. The Board members who attended the Conference felt that it contained some important and helpful information.

11) Manager's Report:

Nothing reported

## **REGULAR AGENDA ITEMS**

1) Review tree varieties list: Board members were given the combined tree varieties list for review. The Board will discuss tree selection at the April Board meeting.

2) Discuss Arboretum sign: The Board reviewed the proposal for the Arboretum sign from California Monumental. The quote of a 39" x 24" in Mt. White sign including artwork and inscription is \$595.00. Steve Albright will attempt to install the sign centered in the Plaza.

Judy Johnstone moved to approve the proposal to purchase the Arboretum sign as quoted from California Monumental. Motion 2<sup>nd</sup> by Norman Koepernik. Unanimous

3) Discuss Cremation Garden: Steve Albright talked to Paul Reed about redrawing the Cremation Gardens plans with the changes approved by the Board. Paul Reed recommended that the Board make the final decision about the columbarium be decided before the plans are redrawn.

Steve Albright distributed the letter submitted by Erik Lees describing his thoughts on the proposed Cremation Garden. The Board will review the letter and discuss the contents at the April Board meeting.

Steve Albright reported that we have not received any information from Susan Johnstone of Sunset Memorials in regards to the design of the Cremation Garden columbarium. Norman Koepernik said that he has been in contact with Susan and he expects to have something from Sunset Memorials before the April Board meeting.

4) Review District financial policy: Judy Johnstone and Yan Zhao both expressed the view that the monthly Wells Fargo Advisors statement didn't contain the information they were looking for. Steve Albright suggested that we contact Sandra Wheeler of Wells Fargo Advisors to set up view only online access to our accounts which may offer more information.

5) Discuss Memorial Tree Plaque: Steve Albright had a sample 5"x3" aluminum memorial plaque made to present to the Board. The cost of the plaque was \$60.00.

Judy Johnstone moved to accept the sample plaque as presented. Motion 2<sup>nd</sup> by Norman Koepernik. Unanimous.

6) Discuss Board Resolution for Land Acquisition commitment of funds: The Board agreed that the District should commit some of our Land Acquisition & Capital improvement funds to Land Acquisition by resolution.

Steve Albright will talk to Sheldon Chavan and Kirsten Powell for instructions to proceed.



## **NEXT BOARD MEETING: April 25, 2018**

### **Agenda items:**

- 1) Review tree varieties selection list
- 2) Discuss Cremation Garden plans.
- 3) Discuss resolution for Land Acquisition commitment of funds
- 4) Discuss and vote on Resolution 2018-1- Worker Compensation coverage
- 5) Discuss revision of B.P. 511.
- 6) Review Employee Vacation Accrual Policy.
- 7) Manager's report.
- 8) Agenda items for next Board meeting.

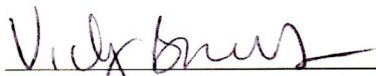
### **ADJOURNMENT 6:10 pm**

- 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

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Yan Zhao, Chairman

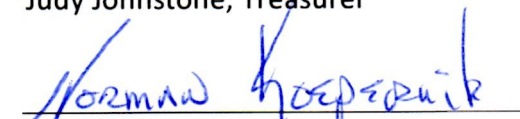


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Vicky Bosworth, Vice-Chairman

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Judy Johnstone, Treasurer



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Norman Koepnik, Trustee