

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

April 25, 2018

14766 Oak Street, Saratoga, California

5:00 p.m.

**CALL TO ORDER:** 4:58 pm

**ROLL CALL:** Yan Zhao, Vicky Bosworth, 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 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 March 2018 Board Meeting
- 2) Manager's Report: March 2018
- 3) Financial Report: March 2018
- 4) Check Register: March 2018
- 5) Wells Fargo Advisors: March 2018
  - a) Endowment Care fixed income securities: 2.29%
  - b) Endowment Care Interest fixed income securities: 2.03%
  - c) Land Acq. Fixed income securities: 2.12%
  - d) Pre Need fixed income securities: 2.12%

Vicky Bosworth moved to approve consent calendar.

Motion second by: Norman Koepernik. Unanimous.

## **REGULAR AGENDA ITEMS**

1) Review tree varieties list: Board members reviewed current list of trees.

Norman Koepernik moved to accept the Tree Varieties list as written.

Motion 2<sup>nd</sup> by: Vicky Bosworth. Unanimous.

Vicky Bosworth moved to offer the following trees as the first selections available for donation. Motion 2<sup>nd</sup> by Norman Koepernik. Unanimous.

- 1) White Dogwood    2) Jacaranda Tree    3) Black Locust
- 4) Coast Silktassel    5) Chinese Fringetree    6) Cork Oak

2) Discuss Cremation Garden: The Board had no comments on the letter from Erik Lees recommending suggestions for the Cremation Garden.

Norman Koepernik is working with Sunset Memorials to design the columbarium for the project. Sunset Memorial is working on a drawing and pricing for the May Board meeting.

3) Discuss Land Acquisition Commitment resolution: The Board agreed to commit \$4,000,000.00 to Land Acquisition. Steve Albright will have District attorney, Kirsten Powell write the resolution for the May Board meeting.

4) Review and vote on Resolution 2018-1 – Worker Compensation coverage:

Resolution 2018-1 does not apply to the District because we do not have any non-paid Board members or volunteer workers. No action taken.

5) Discuss employee vacation accumulation policy: Steve Albright presented the addition of the “Vacation Accrual Policy” in A.R. 307 “Employee Benefits”. The Board considered this to be the first reading of revised A.R. 307.

Vicky Bosworth moved to accept the first reading of A.R. 307 as written.

Motion 2<sup>nd</sup> by Norman Koepernik. Unanimous.

6) Discuss revision to B.P. 511 – Tree donation policy: The Board decided to adopt a minimum tree size limit of a 24 inch box and a minimum donation cost of \$900.00. The cost will cover the expense of purchasing the tree, shipping, planting and a 3” x 5” memorial plaque.

Steve Albright will make these changes to B.P. 511 and have the revised version ready for the first reading at the May Board meeting.

7) Review paving project bids: Steve Albright presented bids from Silicon Valley Paving, Southbay Paving and Tarc Paving to the Board. It was determined that the bid from Southbay Paving was the most complete and most cost effective.

Vicky Bosworth moved to accept the bid from South Bay Paving.

Motion 2<sup>nd</sup> by Norman Koepernik. Unanimous.

8) Manager's Report:

a) Steve Albright reported that he has hired the True Green Company to take over turf fertilizing, weed and grub control. Floraterra Landscaping has discounted the District the cost of these services.

b) The cemetery staff has replaced the old galvanized main water line along Eucalyptus drive with 240 feet of 1.50 inch PVC pipe.

c) Floraterra Landscaping will now start replacing the old galvanized sprinkler system in Blocks 1 & 2 with a new PVC system.

### **NEXT BOARD MEETING: May 23 , 2018**

#### **Agenda items:**

- 1) Discuss Cremation Garden plans and columbarium.
- 2) Discuss tree varieties list.
- 3) First reading of revised B.P. 511.
- 4) Review and vote on Land Acquisition resolution 2018-3.
- 5) Review water plan.
- 6) Manager's report.
- 7) Agenda items for next Board meeting.

### **ADJOURNMENT 6:05 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 Koepernik, Trustee