

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

May 23, 2018

14766 Oak Street, Saratoga, California

5:00 p.m.

**CALL TO ORDER:** 5:08 pm

**ROLL CALL:** , Vicky Bosworth, Norman Koepernik, Judy Johnstone – present

Yan Zhao – 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 April 2018 Board Meeting
- 2) Manager's Report: April 2018
- 3) Financial Report: April 2018
- 4) Check Register: April 2018
- 5) Wells Fargo Advisors: April 2018
  - a) Endowment Care fixed income securities: 2.30%
  - b) Endowment Care Interest fixed income securities: 2.04%
  - c) Land Acq. Fixed income securities: 2.13%
  - d) Pre Need fixed income securities: 2.13%

Judy Johnstone moved to approve consent calendar.

Motion second by: Norman Koepernik. Unanimous.

## **REGULAR AGENDA ITEMS**

1) Review tree varieties list: The Board asked Steve Albright to remove the Silk Floss tree and add the Horse Chestnut tree to the Tree Varieties selection list.

Norman Koepernik gave Steve Albright a list of local nurseries for future reference.

2) Discuss Cremation Garden: Steve Albright has two quotations for the columbarium in the cremation garden. Norman Koepernik is working with Sunset Memorial to obtain an additional columbarium quote.

Jeff Douglas, the columbarium manager for Sunset Memorial may come to visit Madronia in June.

3) Review and vote on Board resolution 2018-3: Resolution is not available at this time. No action taken.

4) First reading of B.P. 511: The Board conducted the first reading of B.P. 511. The Board discussed many changes to the policy as read. Steve Albright will rewrite the policy and submit it at the June Board meeting for first reading.

5) Review water plan: Steve Albright discussed the current water access plan which is at maximum capacity and discussed ways to further access more water when the cemetery expands turf areas.

6) Manager's report:

a) Steve Albright reported on the progress of the road paving project. Southbay Paving has removed and replaced most of the broken asphalt and is now working on the ADA parking area. They are having difficulties obtaining the proper grade require by ADA and this may change the arrangement of the parking stalls. They estimate the project will be completed in two to three weeks.

b) Memorial Day services are scheduled for Monday May 28<sup>th</sup>. The cemetery staff has been working diligently to prepare the cemetery for the event.

c) The Madronia Arboretum sign has been installed in the Pavilion.

## **NEXT BOARD MEETING: June 27, 2018**

### **Agenda items:**

- 1) Discuss Cremation Garden plans and columbarium.
- 2) First reading of revised B.P. 511.
- 3) Review and vote on Land Acquisition resolution 2018-3.
- 4) Review and approve 2019 budget.
- 5) Review Available Grave Inventory report.
- 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

