

SARATOGA CEMETERY DISTRICT

MINUTES

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

June 27, 2018

14766 Oak Street, Saratoga, California

5:00 p.m.

CALL TO ORDER: 5:05 pm

ROLL CALL: Vicky Bosworth, Norman Koepernik, Judy Johnstone, Yan Zhao – 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 May 2018 Board Meeting
- 2) Manager's Report: May 2018
- 3) Financial Report: May 2018
- 4) Check Register: May 2018
- 5) Wells Fargo Advisors: May 2018
 - a) Endowment Care fixed income securities: 2.30%
 - b) Endowment Care Interest fixed income securities: 2.04%
 - c) Land Acq. Fixed income securities: 2.16%
 - d) Pre Need fixed income securities: 2.13%

Judy Johnstone moved to approve consent calendar.

Motion second by: Vicky Bosworth. Unanimous.

REGULAR AGENDA ITEMS

1) Discuss Cremation Garden plans and columbarium: Steve Albright reported that Tom Woodworth of Carrier Mausoleum made a visit to Madronia to see the cremation garden location and offered to redraw the columbarium to follow the curve of the street. The new drawing was submitted at the Board meeting and the Board agreed to ask Carrier Mausoleum for a front view drawing and a proposal.

Jeff Douglas of Sunset Memorials came to visit with Norman Koepernik and Steve Albright about the Cremation Garden Columbarium. Jeff made several suggestions that would be beneficial to the project and will continue to develop the proposal as requested.

2) Review and vote on Board Resolution 2018-3: The Board read Resolution 2018-3 to commit funds to Land Acquisition.

Vicky Bosworth moved to pass Resolution 2018-3. Motion 2nd by Judy Johnstone. Unanimous.

3) First reading of B.P. 511: The Board conducted the first reading of B.P. 511. The Board discussed minor changes to the policy as read. Steve Albright will make the desired changes and submit the corrected copy at the July Board meeting for another first reading.

4) Review and approve 2018- 2019 Budget: Steve Albright presented the proposed 2018-2019 Budget. The Budget was increased from \$624,648.50 for year 2017 -2018 to \$628,932.50 for year 2018 -2019. Total increase of .69%.

Vicky Bosworth moved to accept the 2018 – 2019 as proposed. Motion 2nd by Judy Johnstone. Unanimous.

5) Review Available Grave Inventory: Steve Albright presented the Board with the current grave inventory. Steve introduced a new 4 year average factor that reduced available monument space to 20.54 years, flat marker space to 37.69 years, half graves to 11.56 years and niches to 2.26 years.

6) Manager's report:

a) Steve Albright distributed a General Manager Evaluation to each Board member. The Board was asked to forward the completed evaluation to Yan Zhao by July 22. Yan Zhao will compile the results and present it at the July 25th closed session meeting.

b) Steve Albright reported that the District will need to remove 3 to 4 large trees this summer. Two tree removal permits have been issued and Steve will file for two more. One oak tree is on the manager's house property and three Fir trees are located in Lot 11. Steve has had two tree service contractors out to bid on the project and is awaiting to receive formal bids. The Board has agreed that the funds for this project should come from Capital Improvement fund.

c) Steve Albright reported the South Bay Paving has completed the road paving project. The bid amount was for \$152,366.00 and the completed project cost was \$168,020.00. The additional expense was for concrete work done in the parking area, curbing and manager's house driveway

d) Steve Albright was approached by a representative of Alameda Family Mortuary to partnership on a local advertising project. Steve felt that this is not an appropriate relationship due to our status as a Government agency. The Board stated that as a public agency we are not allowed to endorse specific private businesses.

NEXT BOARD MEETING: July 25, 2018

Agenda items:

- 1) Discuss Cremation Garden plans and columbarium.
- 2) First reading of revised B.P. 511.
- 3) Review long term plan.
- 4) Discuss Tree Varieties List.
- 5) Discuss Board member replacement.
- 6) Manager's report.
- 7) Agenda items for next Board meeting.

AJOURNMENT 6:00 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

