

SARATOGA CEMETERY DISTRICT

MINUTES

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

August 22, 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 July 2018 Board Meeting
- 2) Manager's Report: July 2018
- 3) Financial Report: July 2018
- 4) Check Register: July 2018
- 5) Wells Fargo Advisors: July 2018
 - a) Endowment Care fixed income securities: 2.26%
 - b) Endowment Care Interest fixed income securities: 2.12%
 - c) Land Acq. Fixed income securities: 2.56%
 - d) Pre Need fixed income securities: 2.13%

Vicky Bosworth moved to approve consent calendar.

Motion second by: Norman Koepernik. Unanimous.

REGULAR AGENDA ITEMS

1) Second reading of B.P. 511, Tree Donstion Policy: The Board conducted the second reading of B.P. 511. Norman Koepernik moved to accept B.P. 511 as written. Motion 2nd by Judy Johnstone. Unanimous.

2) Biennial Review of Conflict of Interest Code: The Board authorized Steve Albright to sign the Biennial Review of Conflict of Interest Code and submit the signed copy to the Office of County Counsel if no amendment is needed. Vicky Bosworth so moved. Motion 2nd by Judy Johnstone. Unanimous.

3) Discuss Endowment Care Actuarial Review: The Board agreed that it would be beneficial to have an Endowment Care Actuarial review performed. Steve Albright located HB Acturial Services that can conduct an Endowment Care analyses. The Board asked Steve Albright to make first contact with HB Acturial Services and report any details at the September meeting.

4) Discuss the Cremation Garden Columbarium bids: Board members were issued bids from Salem Stones, Carrier Mausoleum and Sunset Memorials. The Board discussed the basic details of each bid.

District attorney Kirsten Powell discussed the proper bidding process for public works projects and suggested that the columbarium may fall under a professional service contract or a design and build contract.

Steve Albright and Kirsten Powell will review the District's bidding policy to determine the proper bidding procedure.

5) Discuss Conflict of Interest Policy: It was determined that the District uses the Santa Clara County Conflict of interest Code as its policy. The District also has AR 412 that includes a Conflict of Interest section for District employees and Board members.

District Attorney Kirsten Powell has counseled that District employees and Board members cannot receive any past, present or future income from companies or contractors that do business with the District. Also, Board members that are involved in obtaining bids may have to forfeit their vote when the Board votes on the related bids.

6) Manager's report:

a) Steve Albright reported that Health and Safety Code Part IV, Chapter 3, Sections 9020, 9022 & 9031 limits Board member pay to \$100.00 per meeting, including committee meetings and conferences not to exceed 4 meeting per month.

b) Steve Albright feels that the time has come to obtain a new cemetery grounds vehicle. The current vehicles are 28 and 12 years old and replacement parts are no longer available. Steve will obtain three comparable bids to submit at the September Board meeting for consideration.

NEXT BOARD MEETING, SEPTEMBER 26, 2018

Agenda items:

- 1) Discuss Cremation Garden columbarium.
- 2) Review Bidding process and Purchasing policy:
- 3 Discuss Endowment Care Actuarial review.
- 4) Discuss Arboretum and Historical Brochure.
- 5)) Discuss Goals and Priorities.
- 6) Manager's report.
- 7) Agenda items for next Board meeting.

AJOURNMENT 6:25 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

