

# **SARATOGA CEMETERY DISTRICT**

## **MINUTES**

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

**September 26, 2018**

**14766 Oak Street, Saratoga, California**

**5:00 p.m.**

**CALL TO ORDER:** 5:04 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 August 2018 Board Meeting
- 2) Manager's Report: August 2018
- 3) Financial Report: August 2018
- 4) Check Register: August 2018
- 5) Wells Fargo Advisors: August 2018
  - a) Endowment Care fixed income securities: 2.27%
  - b) Endowment Care Interest fixed income securities: 2.11%
  - c) Land Acq. Fixed income securities: 2.56%
  - d) Pre Need fixed income securities: 2.12%

Vicky Bosworth moved to approve consent calendar with the exception of the minutes that require changes.

Motion second by: Judy Johnstone. Unanimous.

## **REGULAR AGENDA ITEMS**

1) Discuss the Cremation Garden Columbarium: Norman Koepernik presented a set of drawings that detail features that are desired in the construction of the columbarium. Norman feels that the drawings will be beneficial in obtaining comparative bids.

2) Discuss obtaining an Endowment Care Actuarial review: Steve Albright contacted Heyden Burrus of HB Actuarial Services. Hayden invited the Board to visit his website "Perpetual Care Adequacy.com" for more information. Hayden would like to arrange a conference call to address the Board at the October Board meeting.

3) Review informal bidding process and overall purchasing policy: No action taken. The Board would like to invite District attorney Kirsten Powell to the October Board meeting to discuss BP and AR 412.

4) Discuss arboretum and historical brochure: The Board briefly discussed the need and process of creating a historical brochure for Madronia Cemetery. Yan Zhao volunteered to contact Annette Strandsky to see if she would be willing to work on the brochure. No action was taken on the arboretum brochure.

5) Discuss District goals and priorities: The Board discussed each topic on the "Madronia Cemetery Board Goals" list. The Board added a Cenotaph wall under the high priority portion of the list and agreed to complete the Endowment Care review, the Cremation Garden and begin the development of Blocks 85 -88 in 2019.

Vicky Bosworth volunteered to update the list for the Board.

6) Manager's report:

a) Steve Albright reported that the number of interment has been well above average over the last two months keeping the staff very busy.

b) Steve Albright reported that the contractor's vehicles are often broken and inoperable so Steve will let them use our vehicles to complete interments. Steve will have a meeting with Gene from Floratera to resolve the issue.

7) Discuss the purchase of a new grounds vehicle: Steve Albright researched three ground vehicles that might be an option to purchase. A vehicle from John Deere, a vehicle from Toro, and a vehicle from Club Car. Toro delivered a vehicle so we could test drive it for a week. Steve will research these vehicles and others before he has the board approve any purchase.

## **NEXT BOARD MEETING, October 24, 2018**

### **Agenda items:**

- 1) Discuss Cremation Garden columbarium.
- 2) Review Bidding process and Purchasing policy:
- 3) Discuss Endowment Care Actuarial review.
- 4) Discuss Historical Brochure.
- 5) Discuss grounds vehicle purchase.
- 6) Review District goals.
- 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

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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

