

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING AND CLOSED SESSION OF THE BOARD OF DIRECTORS OF THE SARATOGA CEMETERY DISTRICT

August 28, 2019

14766 Oak Street, Saratoga, California

4:30 pm

CALL TO ORDER: 4:30 pm

ROLL CALL: Trustees present: Vicky Bosworth, Norman Koepernik, Lisa Oakley,
Sheila Couch, Sue Fitzpatrick. Staff present: Steve Albright

CLOSED SESSION: 4:33 pm, discuss employee and salary review.

RECONVENE TO OPEN SESSION: 4:50 pm, the Board approved a 2.5% increase in salary
for both Steve Albright and Ron Davey.

GUESTS PRESENT: None

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.)

Steve Albright read a letter from Paul F. Gentzkow requesting permission to purchase one additional interment right that would exceed the four allowed per household.

After discussion, the Board denied the request because by utilizing the District's current interment right policies the Gentzkow family already have the ability to inter their immediate family and their spouse.

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 2019 Board Meeting
- 2) Manager's Report: July 2019
- 3) Financial Report: July 2019
- 4) Check Register: July 2019
- 5) Wells Fargo Advisors: July 2019
 - a) Endowment Care fixed income securities: 2.35%
 - b) Endowment Care Interest fixed income securities: 2.30%
 - c) Land Acq. Fixed income securities: 2.53%
 - d) Pre Need fixed income securities: 2.49%

Lisa Oakley moved to accept the consent calendar as presented provided that Lori Logan's name be added to the Guests Present portion of the Minutes.

Motion second by Sheila Couch. Unanimous.

REGULAR AGENDA ITEMS

1) Report on progress of Historical brochure: Sheila Couch presented a mock brochure to the Board for review. The Board will review the mock brochure and comment on it at the September Board meeting.

Maria Terry will create a revised map for the Historical brochure before she retires.

Lisa Oakley requested that Kevin Moran be added to the list of notables in the brochure.

The committee will research the cost of publishing the brochure and present it at a future Board meeting.

2) Conduct the second reading of BP 412 "Bidding and Purchasing policy". The Board conducted the second reading of BP 412. Vicky Bosworth invited a motion from the Board.

Sheila Couch moved to accept BP 412 as presented. Motion second by Lisa Oakley. Unanimous.

3) Vote on the eligibility policy stated in the Saratoga Cemetery District policies and regulations document: The Board reviewed the policy and Vicky Bosworth invited a motion from the Board.

Norman Koepernik moved to accept the eligibility policy as written. Motion second by Sheila Couch. Unanimous.

4) Discuss progress of the Cremation Garden: Steve Albright presented the contract from Westfall Engineers for the structural design of the columbarium foundation. The cost is quoted at \$1425.00.

Norman Koepernik moved to accept the contract from Westfall Engineers.

Motion second by Sheila Couch. Unanimous.

5) First reading of AR 406 "Endowment Care" policy: Steve Albright read the first reading of AR 406. The Board felt the policy wasn't easily understood and worked together on a new draft.

Steve also discussed a revision to the policy that would lower the endowment care fee for unendowed interment rights because staff felt that it should be less. The Board felt no change in policy was necessary for unendowed interment rights.

The revised policy will be submitted at the September meeting for the first reading.

6) Review revised B.P. 302 "Harassment Policy": District counsel, Kirsten Powell prepared a revision of B.P. 302 to bring it current with California state law. The Board received the revised copy for review.

The Board will conduct the first reading of B.P. 302 at the September Board meeting.

7) Discuss a Non Resident fee increase: Steve Albright expressed to the Board that the amounts suggested at the July Board meeting is too high and the staff came up with lower proposed amounts. The Board will continue to discuss Non Resident fees and invite a motion at the September Board meeting.

8) Manager's Report:

a) Steve Albright received three resumes from qualified applicants for the Office Manager position. Steve interviewed all three applicants and decided to offer the job to Sandra Gonzalez. Sandra has 13 years of cemetery administration experience. She has accepted the position at \$29.00 per hour with our standard benefit package.

Sandra will begin September 11, 2019.

b) Steve reported that Mel Lewis, our long time burial vault vendor and CAPC supporter suddenly passed away on August 20th. Steve Albright would like to attend his funeral service on August 30th in Lodi, CA on behalf of the District.

9) Agenda items for next Board meeting:

Agenda items:

- 1) Report on progress of historical brochure.
- 2) Review progress of Cremation Garden.
- 3) First reading of AR 406 "Endowment Care".
- 4) First reading of B.P. 302 "Harassment Policy".
- 5) Discuss and invite motion on Non Resident fee increase.
- 6) Manager's report.

NEXT BOARD MEETING, September 25, 2019

AJOURNMENT 6:15 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

Vicky Bosworth, Chairperson

Norman Koepernik, Vice-Chairperson

Lisa Oakley, Treasurer

Sue Fitzpatrick, Trustee

Sheila Couch, Trustee

