

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

November 17, 2021

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:02 pm

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

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.) No comments. 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 October Board Meeting
- 2) Manager's Report: October 2021
- 3) Financial Report: October 2021
- 4) Check Register: October 2021

5) Stifel Investments: October 31, 2021

- a) Endowment Care: 2.47%
- b) Endowment Care Interest: 2.51%
- c) Land Acquisition: 2.27%
- d) Pre Need: 2.20%

Norman Koepernik moved to accept the Consent Calendar as presented. Motion second by Sue Fitzpatrick. Unanimous.

REGULAR AGENDA ITEMS

1) Discuss undeveloped land along Madronia's south boarder: Steve Albright suggested that we refer to this area as "Block 76" during the planning process.

Steve will follow up with Lee's & Associates and Latitude 24 Project Specialists to proceed with development concepts and proposals.

2) Review progress of Cremation Garden: Steve Albright reported the hardscape portion of the cremation garden may be delayed because of a shortage of brick. More brick has been ordered.

Southbay Paving will be able to make the road modifications during this down time.

The Cremation Garden committee will need to meet to discuss tree and plant design.

Norman Koepernik suggested the Board review Cremation Garden pricing at the January Board meeting after all development costs are finalized.

3) Discuss development of Blocks 85- 88: Latitude 24 Project Specialist submitted two different plot layout maps today for approval. Option 1 followed the layout approved by the Board and Option 2 was a concept developed by the designer that increased raised monument plots.

Norman Koepernik moved to accept Option 1 as submitted. Motion 2nd by Sheila Couch. Unanimous.

4) Discuss District's Non Resident Fee: Board discussed the Non Resident fee. No action taken.

5) Name the Cremation Garden: The Board reviewed the list of names submitted by Vicky Bosworth. Sheila Couch moved to accept "Tranquility" as the name for the Cremation Garden. Motion 2nd by Sue Fitzpatrick. Unanimous.

6) Discuss land acquisition realtor criteria: The criteria for land acquisition determined by the Board is as follows: 5 -10 acres or more within the District boundaries, accessible to the public and useable as a cemetery.

Steve Albright will invite Tiger Teerlink to the January Board meeting to interview with the Board.

7) Review Financial Analysis of Blocks 85-88: The Board reviewed the financial analysis submitted by Sheila Couch in regards to pricing related to the cost of replacement.

8) Manager's Report:

a) Management is securing bids to replace the deteriorating fence around the maintenance building. Steve will award the contact to the lowest bidder.

b) Management will arrange a retirement dinner for Ron Davey in December for staff and Board members.

c) Lisa Oakley will be receiving a DocuSign document from Nationwide Retirement Solutions to complete our plan restatement.

10) Agenda items for next Board meeting:

Agenda items:

1) Conduct Board elections.

2) Discuss development of Block 76.

3) Review progress of Cremation Garden.

4) Review cemetery pricing.

5) Discuss land acquisition with Tiger Teerlink.

6) Report on Santa Clara County Special Districts Association Meeting.

7) Financial report

8) Manager's report

9) Agenda items for next Board meeting.

NEXT BOARD MEETING January 26, 2022 at 5:00pm

AJOURNMENT 6:34 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

Lisa Oakley, Chairperson

Sue Fitzpatrick, Vice Chairperson

Norman Koepernik, Trustee

Sheila Couch, Treasurer

Victoria Bosworth, Trustee