

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

Via Zoom

March 24, 2021

14766 Oak Street, Saratoga, California

5:00 pm

**CALL TO ORDER:** 5:01 pm

**ROLL CALL:** Trustees present: Norman Koepernik, Sue Fitzpatrick, Lisa Oakley, Vicky Bosworth. Sheila Couch. 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.) 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 February Board Meeting
- 2) Manager's Report: February 2021
- 3) Financial Report: February 2021
- 4) Check Register: February 2021

5) Stifel Investments: February 28, 2021

- a) Endowment Care: 2.35%
- b) Endowment Care: 2.47%
- c) Land Acquisition: 2.44%
- d) Pre Need: 2.36%

Sue Fitzpatrick moved to accept the Consent Calendar as presented. Motion second by Vicky Bosworth. Unanimous.

### **REGULAR AGENDA ITEMS**

1) Review progress of Cremation Garden: Steve Albright reported the columbarium foundation will begin March 29<sup>th</sup>. The project will take up to two weeks to complete and 28 days to cure. Steve will contact Sunset Memorials to schedule installation.

Steve is working on obtaining three bids for the hard and soft scape of the cremation garden.

The Cremation Garden committee will try to meet in April to decide on the tree and shrub list.

2) Discuss developing Blocks 85, 86, 87, 88: Steve Albright reported he was unable to obtain more bids for turf installation and irrigation modification. The two bids received are from Floraterra bid at \$81,049 for sod and \$63,290 for hydroseed and Mercoza Landscape Management bid came in at \$148,149 for sod and \$86,724 for hydroseed. Vicky Bosworth moved to accept the Floraterra bid at \$81,049 for sod. Motion second by Sheila Couch. Unanimous.

The Board also discussed Norman Koepernik's plan and the number of monument rows that will be developed. Norman Koepernik moved to develop four Monument rows in Blocks 85-88. Motion second by Sheila Couch. Unanimous.

Steve Albright will draw out blocks 85-88 with trees and shrubbery for Board consideration at the April Board meeting.

3) Discuss Financial Reporting Method: The Board reviewed a draft of the proposed Monthly Financial Report included in the Board packet. Steve Albright suggested the Board not move forward until the Board reviews BP 413. BP 413 defines the function of the Board Treasurer.

Steve will meet with Sheila Couch before the April Board meeting to discuss BP 413 and financial reports. Steve will also create a one page format of the Monthly Financial Report for the Board to review.

4) Endowment Care Fund Transfer: Sue Fitzpatrick moved to transfer \$385,775.00 from Santa Clara County Maintenance & Operation fund to Stifel Endowment Care Interest fund. Motion second by Norman Koepernik. Unanimous.

5) Santa Clara County Special District meeting report: Sue Fitzpatrick reported that the main topic of the meeting was addressing the county covid 19 protocol and the possibility of moving into orange phase.

6) Review letter from A.C. Erdel: The Board reviewed a letter submitted by former resident A.C. Erdel asking permission to purchase interment rights even though they moved out of the District Past the ten year limit allowed in California Health and Safety code 9061 (c-1). After reviewing the letter Norman Koepernik moved to not allow A.C. Erdel purchase interment rights as a former resident. Motion second by Sheila Couch. Unanimous.

7) Financial transaction Report: nothing reported.

8) Manager's Report:

a) Sandra Gonzalez will be away from work from March 22, 2021 to April 5, 2021 due to minor surgery.

b) The Board discussed the fiscal 2020 preliminary Audit report and would like to schedule the auditor's report at the regularly scheduled Board meeting in April.

c) Steve Albright proposed that the District exercise Health and Safety code 9069 and file a petition with the Superior court to reclaim abandoned interment plots. The Board authorized Steve Albright to contact District attorney, Kirsten Powell to begin this process.

9) Agenda items for next Board meeting:

**Agenda items:**

1) Fiscal 2020 Audit report.

2) Review progress of Cremation Garden.

3) Discuss the development of blocks 85, 86, 87, and 88

4) Discuss financial report revision.

5) Discuss Endowment Care transfer to Stifel.

6) Present Endowment Care transfer 2021-2.

7) Financial Transaction Report.

8) Manager's report.

9) Agenda items for next Board meeting.

**NEXT BOARD MEETING: Via Zoom April 28, 2021 at 5:00 pm**

**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

---

Lisa Oakley, Chairperson

---

Sue Fitzpatrick, Vice Chairperson

---

Norman Koepernik, Trustee

---

Sheila Couch, Treasurer

---

Victoria Bosworth, Trustee

