

SARATOGA CEMETERY DISTRICT

MINUTES

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

Via Zoom

May 26, 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, 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 April Board Meeting
- 2) Manager's Report: April 2021
- 3) Financial Report: April 2021
- 4) Check Register: April 2021

5) Stifel Investments: April 30, 2021

a) Endowment Care: 2.34%

b) Endowment Care: 2.47%

c) Land Acquisition: 2.31%

d) Pre Need: 2.38%

Norman Koepernik moved to accept the Consent Calendar as presented with the deletion of item 3, second sentence of the Regular Agenda Items. Motion second by Vicky Bosworth. Unanimous.

REGULAR AGENDA ITEMS

1) Review progress of Cremation Garden: Steve Albright reported the Cremation Garden committee met on May 25th to discuss tree and shrub selection. The committee decided to have the hardscape installed before the trees and shrubs are selected.

Steve Albright will solicit bids for the hardscape of the Cremation Garden for the June Board meeting.

Steve Albright asked the Board if he could order the cremation posts for the Cremation Garden. Delivery will be 4-6 months. Norman Koepernik moved to order the cremation posts for the Cremation Garden. Motion second by Sheila Couch. Unanimous

2) Discuss development of Blocks 85, 86, 87, 88: Norman Koepernik and Steve Albright met with Gene Ebertowski of Floraterra to discuss additional landscaping of Blocks 85-88.

Norman and Steve proposed the addition of a Palo Verde tree backed by a hedge of Japanese Blueberry trees in the southwest corner of block 88; a Red Maple Tree in block 85; a wire fence of climbing roses to follow the redwood fencing in blocks 85-88; three small gardens of boulders, shrubs and Japanese Maples in the unusable triangular areas of blocks 85 and block 88.

In addition, they proposed removing to small trees in block 88 and two trees in block 85 to accommodate the additional landscaping

Steve Albright presented a drawing that includes the plot layout and additional landscaping of blocks 85-88 for Board consideration.

Norman Koepernik moved to accept the landscaping design of blocks 85-88, with the inclusion of the Palo Verde tree and Japanese Blueberry trees. Motion 2nd by Vicky Bosworth. Unanimous.

Norman and Steve will purchase the Palo Verde tree, Japanese Blueberry trees and Red Maple tree for planting before the landscaping begins.

Steve Albright will obtain a proposal from L24 Project Services to draw the plot layout and landscaping changes for the June Board meeting.

3) Discuss Financial Reporting method: Steve Albright created a single page Monthly Financial report for the Board. The Board would like to use the presented Monthly Financial report beginning in July 2021.

4) Present and approve 2021-2022 Annual Budget: Steve Albright presented the 2021-2022 Annual Budget to the Board. Sheila Couch moved to accept the 2021-2022 Annual Budget as presented. Motion second by Vicky Bosworth. Unanimous.

5) Discuss adding casket requirements to the Board policies: Steve Albright will write a casket requirement policy and present it to the Board at the June Board meeting.

6) Financial Report: Steve Albright would like to add an Interment Right Transfer fee and review the Disinterment fees at the June Board meeting. Steve will include these two topics to the June Agenda.

Sheila Couch reported on the Zoom meeting with our Stifel representative, Sandra Wheeler, Steve Albright and herself on May 25th. Sandra reviewed the performance of the District's investments and fielded Sheila's questions. Sandra suggested a remote meeting with the Board Treasurer, General Manager and herself quarterly to review the District's investments. Sheila and Steve felt a quarterly meeting would be very beneficial.

7) Manager's Report:

a) Steve Albright will need Lisa Oakley to come into the office to sign Certificate of Interment Rights and Resolution 2021-2.

b) All Board members will need to come into the office to sign new Santa Clara county Authorized Transaction Signature Cards by June 15th.

c) A local Boy Scout troop will place flags for Memorial Day on Saturday May 29th.

8) Agenda items for next Board meeting:

Agenda items:

1) Review progress of Cremation Garden.

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

3) Discuss the addition of a "Casket Policy".

- 4) Discuss raising the Disinterment Fees, Recording Fee and create a Property Transfer Fee.
- 5) Financial Report.
- 6) Review and discuss email from Wayne McIntyre.
- 7) Manager's report
- 8) Agenda items for next Board meeting.

NEXT BOARD MEETING: June 23 , 2021 at 5:00 pm

AJOURNMENT 6:03 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

