

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

Via Zoom

June 23, 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 May Board Meeting
- 2) Manager's Report: May 2021
- 3) Financial Report: May 2021
- 4) Check Register: May 2021

5) Stifel Investments: May 31, 2021

- a) Endowment Care: 2.31%
- b) Endowment Care Interest: 2.44%
- c) Land Acquisition: 2.34%
- d) Pre Need: 2.28%

Norman Koepernik moved to accept the Consent Calendar as presented. Motion second by Sheila Couch. Unanimous.

### **REGULAR AGENDA ITEMS**

1) Review progress of Cremation Garden: Steve Albright presented a bid from Mercoza for the hardscape only. Steve will contact Flora terra to ask for a competing bid for the July meeting.

Steve Albright reported that Sunset Memorials now has the clearance to travel into the U.S. and will schedule the columbarium installation. Steve will follow up with Sunset as to the installation schedule.

2) Discuss development of Blocks 85, 86, 87, 88: Steve Albright presented a proposal from Flora terra for additional enhancements to Blocks 85-88. The total costs for the additional enhancements totaled \$143,900.00.

Vicky Bosworth moved to accept the proposal from Flora terra as presented. Motion second by Sheila Couch. Unanimous.

Steve Albright and Norman Koepernik purchased the Palo Verde, Crimson Maple and 9 Japanese Blueberry trees. Installation is scheduled for July 10<sup>th</sup>.

3) Discuss the addition of B.P. 512 "Caskets": B.P. 512 was presented to the Board. Board members consented to conduct the 1<sup>st</sup> reading at the July Board meeting.

4) Discuss raising the disinterment fees, recording fee and create a Property Transfer fee: The Board discussed all fees associated with A.R. 405-3 "Disinterment Policy and Fees." The Board decided that the disinterment fee will be \$2500.00 plus the current open & close fee. Other associated fees were decided as follows: Vault Disposal- \$1000.00; Administrative fee-\$200.00; Burial Permit \$75.00 and Backhoe rental-\$1000.00. The Board requested that A.R. 405-3 be updated and presented for the 1<sup>st</sup> reading at the July Board meeting.

5) Financial Report: Floraterra has raised the cost of Opening & Closings as per our contract with them. Steve Albright suggests that we raise our Opening & Closing prices.

The Board has consented to add Opening & Closing price increase to the July agenda.

The Board would also like to create a Board Policy that requires the Board to review the current price schedule annually. Steve Albright will prepare a draft for the July Board meeting.

6) Review email to Vicky Bosworth from Wayne McIntyre: Vicky Bosworth received an email from ex- Board member Wayne McIntyre concerning The Home of Christ Church adjacent to Madronia. Wayne recommends the District approach the Church in regards to the sale of the property to the District with a long term lease agreement.

7) Manager's Report:

a) Steve Albright reported that General Manager and Employee evaluations are to be conducted before the July Board meeting and a Closed Session will be required during the July Board meeting. Steve will email the General Manager evaluation to the Board in advance of the meeting.

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) Conduct first reading of B.P. 512.
- 4) Conduct first reading of A.R. 405-3.
- 5) Discuss raising Open & Closing prices.
- 6) Discuss Land Acquisition.
- 7) Manager's report
- 8) Agenda items for next Board meeting.

**NEXT BOARD MEETING VIA ZOOM: July 28, 2021 at 4:30 pm**

**AJOURNMENT 6:05 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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Lisa Oakley, Chairperson

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Sue Fitzpatrick, Vice Chairperson

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Norman Koepernik, Trustee

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Sheila Couch, Treasurer

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Victoria Bosworth, Trustee