

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

August 25, 2021

14766 Oak Street, Saratoga, California

4:30 pm

CALL TO ORDER: 4:32 pm

ROLL CALL: Trustees present: Norman Koepernik, Sue Fitzpatrick, Lisa Oakley, Sheila Couch, 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.

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 Board Meeting
- 2) Manager's Report: July 2021
- 3) Financial Report: July 2021
- 4) Check Register: July 2021

5) Stifel Investments: July 31, 2021

- a) Endowment Care: 2.35%
- b) Endowment Care Interest: 2.42%
- c) Land Acquisition: 2.37%
- d) Pre Need: 2.27%

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

REGULAR AGENDA ITEMS

1) Review progress of Cremation Garden: Sunset Memorial is currently on site installing our columbarium. Installation will take two weeks.

The Board reviewed hardscape bids from Flora Terra and Mercoza. No decision was made about which bid to accept. Steve Albright will meet with Mercoza to discuss the bid in more detail. Steve will report at the September Board meeting.

Board members conducted a site visit at the end of the Board meeting.

2) Discuss development of Blocks 85- 88: Norman Koepernik reported he had contacted David Austin Roses and received a quote to purchase Rambler roses in pastel colors for \$55.00 - \$60.00 each. Norman will calculate the number of roses to order. Vicky Bosworth motioned to approve the purchase of David Austin rambler roses at a cost not to exceed \$4000.00. Motion 2nd by Sheila Couch. Unanimous.

The roses will be delivered in January or February of 2022.

Steve Albright presented a proposal from L24 Project Specialist to draw the plot layout for Blocks 85-88. The proposal included design work the Board found unnecessary. No action taken. Steve will contact L24 to define the scope of work we require and solicit a revised proposal.

Board member conducted a site visit at the end of the Board meeting.

3) Second reading of B.P. 512 "Caskets": The Board conducted the second reading of B.P. 512. Vicky Bosworth motioned to approve B.P. 512 "Caskets" as presented. Norman Koepernik second motion. Unanimous.

4) Discuss Employee Salary increases: The Board discussed salary increases based on the inflation rate for FY 2020-2021. Sheila Couch motioned to increase employee salaries by 5%. Motion second by Norman Koepernik. Unanimous.

5) Discuss Open & Closing, recording fee and transfer fee price increase: The Board reviewed the Proposed Price Increase document provided by Steve Albright. The Document included the current Open & Closing costs, margin, cost & margin and

proposed price for all casket open & closings, recording fee, burial permit refile and transfer fee. Vicky Bosworth motioned to accept the proposed price increases as presented. Motion second by Sue Fitzpatrick. Unanimous.

6) Discuss pricing of Blocks 85-88: The Board discussed pricing of Raised Monument and Flat Marker interment sites in Blocks 85 – 88. Vicky Bosworth motioned to set the price of Raised Monument interment sites at \$10,000.00 and Flat Marker interment sites at \$5000.00. Motion second by Norman Koepernik. Unanimous.

Amendment to motion: Vicky Bosworth motioned to set the Non Resident fee at \$10,000.00. Motion second by Norman Koepernik. Unanimous.

Rescindment of Amendment: Vicky Bosworth motioned to rescind the Non Resident fee amendment. Motion second by Sheila Couch. Unanimous.

7) Review Capital Fund transfer & Resolution 2021-3. The Board reviewed the list of Capital improvement projects for 2021 – 2022 and their estimated costs. Sheila Couch motioned to accept Resolution 2021-3 to transfer \$572,951.71 of Santa Clara County Land Acquisition & Capital Improvement (2891) funds to Bank of the West account #0320051116. Motion second by Sue Fitzpatrick. Unanimous.

8) Discuss Land Acquisition: Steve Albright distributed a map of Madronia which highlighted the areas for future development. Steve estimated that Madronia would be able to continue to sell interment rights for the next 21 – 26 years.

9) Manager's Report:

a) Management approved the Saratoga History Museum cemetery tour on October 23rd and 24th.

b) Management sent District attorney, Kirsten Powell the list of 50 year graves to assist the District in reclaiming 32 interment sites.

10) Agenda items for next Board meeting:

Agenda items:

- 1) Review progress and proposals of Cremation Garden.
- 2) Review progress of Blocks 85 – 88.
- 3) Discuss Non Resident law and Non Resident Fee pricing.
- 4) Discuss Interment Rights pricing.
- 5) Discuss future land development.
- 6) Discuss Land Acquisition.

- 7) Financial report
- 8) Manager's report
- 9) Agenda items for next Board meeting.

NEXT BOARD MEETING September 22, 2021 @ 5:00 via zoom

AJOURNMENT 6:20 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

