

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF  
THE SARATOGA CEMETERY DISTRICT

March 23, 2022

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. Staff present: Steve Albright

**GUESTS PRESENT:** Tiger Teerlink

### **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 February 2022 Board Meeting
- 2) Manager's Report: February 2022
- 3) Financial Report: February 2022
- 4) Check Register: February 2022

5) Stifel Investments: February 28, 2022

- a) Endowment Care: 2.46%
- b) Endowment Care Interest: 2.44%
- c) Land Acquisition: 2.29%
- d) Pre Need: 2.14%

Lisa Oakley moved to accept the Consent Calendar as presented. Motion second by Vicky Bosworth. Unanimous.

**REGULAR AGENDA ITEMS**

1) Discuss Land Acquisition: The Board invited Tiger Teerlink to report on any properties for sales that the District may be interested in purchasing.

Tiger reported that a 5 acre property just came on the market located at 22200 Mt. Eden Road. The price is not set yet.

Norman Koepernik and Steve Albright will look at the site to determine if the property is acceptable for further consideration.

Steve Albright will contact District attorney, Kirsten Powell for guidance on District land purchases.

2) Audit Report: No report. Scheduled report for April's Board meeting.

3) Review progress of Cremation Garden: Steve Albright reported the trees are scheduled to be planted on April 12<sup>th</sup> and the drain has been completed.

4) Review design proposals for Block 76: The Board reviewed the proposals from Lees+Associates and EDA Land planning.

The Board asked Steve Albright to contact Erik Lees for clarification on the content of the final drawing.

5) Discuss Flower policy changes: No discussion or action. Forward to April's Board meeting.

6) Report on the California Association of Public Cemeteries Conference March 11<sup>th</sup> & 12<sup>th</sup>: Vicky Bosworth, Norman Koepernik and Steve Albright attended the conference. They reported on the topics of Trustee's role in the district on the first day and a question and answer session the second day that included attorney input. The conference conducted ethics training for all attendees. District attendee's met with Erik Lees and various other vendors involved in cemetery operations.

7) Report on research of Septimus Moutrey grave owner and descendants: Lisa Oakley researched and reported to the Board that there are no descendants of Mrs. H.B. MacDonald as grave owner and the descendants of Septimus Moutrey are very distant.

The Board will allow the E Clampus Vitus organization to place a memorial marker on the grave of Septimus Moutrey as long as the memorial marker is within our marker regulations.

Vicky Bosworth moved to allow Steve Albright to contact the E Clampus Vitus organization to guide them through our requirements.

Motion second by Norman Koepernik. Unanimous.

8) Discuss Employee Protection policy: No Discussion.

9) Manager's report:

a) Steve Albright recommends the Board adopts an electric vehicle charging policy. Topic will be reviewed at a future Board meeting.

10) Agenda items for next Board meeting:

**Agenda items:**

- 1) Auditor's conference
- 2) Discuss land acquisition and determine process.
- 3) Review progress of Cremation Garden.
- 4) Discuss development of Block 76.
- 5) Review Flower Policy.
- 6) Discuss a "Protection Policy".
- 7) Report on the Santa Clara County Special Districts Association meeting.
- 8) Manager's Report.
- 9) Agenda items for the next Board meeting.

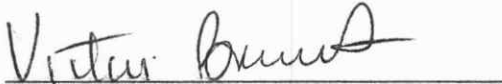
**NEXT BOARD MEETING April 27th, 2022 at 5:00pm**

**AJOURNMENT 6:20 pm**

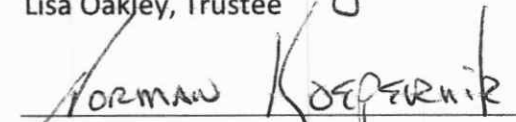
- Any disclosable public records related to an open session item on the agenda and distributed to all or a majority of the Commissioners less than 72 hours prior to that meeting are available for public inspection at the business office located at 14766 oak Street, Saratoga, California, during normal 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

  
Sue Fitzpatrick, Chairperson

  
Victoria Bosworth, Vice Chairperson

  
Lisa Oakley, Trustee

  
Norman Koepernik, Treasurer

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, Trustee