

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

April 27, 2022

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:04 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.)

- 1) Huimin Mu submitted a letter for Board consideration to purchase 8 interment sites for her family. The Board requested this letter be added to the May agenda for discussion.
- 2) Chitao Yuan submitted a letter for Board consideration offering to donate several rare Japanese Maple trees to Madronia Cemetery. The Board requested to add this letter to the May agenda for discussion.
- 3) Debra Cramer submitted a letter to the Board requesting the District download and distribute a brochure directed towards overcoming grief published by JW.org. The Board will not take any action to pursue this request.

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 March 2022 Board Meeting
- 2) Manager's Report: March 2022
- 3) Financial Report: March 2022
- 4) Check Register: March 2022
- 5) Stifel Investments: March 31, 2022
 - a) Endowment Care: 2.52%
 - b) Endowment Care Interest: 2.46%
 - c) Land Acquisition: 2.27%
 - d) Pre Need: 2.17%

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

REGULAR AGENDA ITEMS

1) Discuss Land Acquisition: The Board invited Tiger Teerlink to report on the progress of the 22200 Mt. Eden Rd. property listing. Tiger and the listing agent would like to schedule a tour of the property for the Board of directors on May 2nd, May 4th or May 6th. The Board requested the property tour on May 2nd at 2:00 pm.

The Board will meet at the property at 2:00 pm.

2) Audit Report: No report. Schedule report for May's Board meeting.

3) Review progress of Cremation Garden: Steve Albright reported the Podocarpus hedge and trees have been planted. The shrubbery should be planted by the next Board meeting.

Currently we have received 37 single and 10 companion cremation monuments. Another 46 companion monuments will be shipped next week. Once we receive the shipment we can begin the installation.

Steve reported the irrigation designed for the cremation garden will not work properly with the shrubbery selected and should be redesigned before installation. Steve will work with Floraterra Landscape Management to design and install the irrigation.

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

The Board held two conference calls with Erik Lees to clarify the details of the proposal.

Vicky Bosworth moved to accept the proposal of Lees+Associates. Motion second by Norman Koepernik. Unanimous.

5) Discuss Flower policy changes: Steve Albright reported the flower policy committee met on April 13 to tour the cemetery and discuss flower policy changes.

Steve presented a modified version of the flower policy for approval.

Vicky Bosworth moved to accept the revised flower policy with the size requirement moved to the third position on the requirement list and the height changed to 24 inches. Motion second by Norman Koepernik.

6) Report on the Santa Clara County Special Districts Associations: Sue Fitzpatrick attended the meeting and reported that she had been nominated and approved as the new Vice Chairperson of the SCCSDA.

7) Discuss Employee protection policy: No discussion

8) Manager's report:

a) Steve Albright recommends the Board adopts an electric vehicle charging policy. The Board has asked Steve to write a policy to present at the May Board meeting.

10) Agenda items for next Board meeting:

Agenda items:

- 1) Auditor's conference
- 2) Discuss land acquisition.
- 3) Review progress of Cremation Garden.
- 4) Discuss development of Block 76 design work.
- 5) 2022-2023 Budget approval.
- 6) Discuss a "Employee protection Policy".
- 7) Review and action of Electric Vehicle charging policy.

- 8) Discuss and action on letter from Huimin Mu.
- 9) Discuss and action on letter from Chiao Yuan.
- 10) Manager's Report
- 11) Agenda items for the next Board meeting.

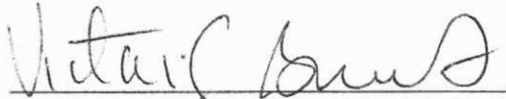
NEXT BOARD MEETING: May 25, 2022 at 5:00 pm via zoom.

AJOURNMENT: 6:46 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