

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF  
THE SARATOGA CEMETERY DISTRICT

June 22, 2022

14766 Oak Street, Saratoga, California

5:00 pm

**CALL TO ORDER:** 4:55 pm

**ROLL CALL:** Trustees present: Norman Koepernik, Sue Fitzpatrick, Lisa Oakley, Vicky Bosworth. Staff present: Steve Albright

**GUESTS PRESENT:** David Farnsworth CPA and Jessica Hutfless.

### **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.

Jessica Hutfless presented an incident summary to the Board in regards to discussion with Steve Albright while she was visiting the cemetery with her dog. She also gave the Board a copy of U.S Dept. of Justice Service Dog Guidelines and suggested that the District update our policies about Service Dogs.

## **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 May 2022 Board Meeting
- 2) Manager's Report: May 2022
- 3) Financial Report: May 2022
- 4) Check Register: May 2022
- 5) Stifel Investments: May 31, 2022
  - a) Endowment Care: 2.64%
  - b) Endowment Care Interest: 2.55%
  - c) Land Acquisition: 2.41%
  - d) Pre Need: 2.21%

Lisa Oakley moved to accept the Consent Calendar as presented. Motion seconded by Sue Fitzpatrick. Unanimous.

## **REGULAR AGENDA ITEMS**

- 1) Discuss Land Acquisition: Norman Koepernik suggested two possible properties that are or were previously on the market. No addresses were available and no action taken.
- 2) Audit Report: David Farnsworth presented his financial report to the Board concluding with an unmodified opinion the District financials are acceptable to current accounting principles.

David fielded questions from the Board and reported on a few changes necessary to comply with GASB 84.

- 3) Review progress of Tranquility Cremation Garden: Steve Albright reported he has received and signed an irrigation proposal from Floraterra in the amount of \$7476.00.

The final step will be to install the granite cremation monuments.

- 4) Discuss progress of Block 76 development: Steve Albright has a zoom meeting scheduled June 27, 2022. Nothing to report.
- 5) First reading of B.P 314: the Board conducted the first reading of B.P. 314, “ Electric Vehicle Policy.” The Board has requested the second reading at the July Board meeting.
- 6) First reading of A.R. 314: The Board conducted the first reading of A.R. 314, “Electric Vehicle policy.” Sue Fitzpatrick moved to accept A.R. 314 as presented. Motion seconded by Lisa Oakley. Unanimous.

7) Manager’s report:

a) Steve Albright reported he advertised for bids for the District Maintenance and Interment contract for the next three years. Only one bid was received by the District before the closing date.

The bid was from Florraterra Landscape Management. The Maintenance contract was for \$9900.00 a month for year 1, \$10,150.00 a month for year 2 and \$10,400.00 a month for year 3. The interment bid for a single depth grave is \$1600.00 for year1, \$1650.00 for year 2 and \$1700.00 for year 3. Double depth interments will be \$1800.00 for year 1, \$1850.00 for year 2 and \$1900.00 for year 3.

District employees will be responsible for cremation placements.

Steve will sign the proposal and return it to Florraterra.

8) Agenda Items for the next Board meeting.

**Agenda items:**

- 1) Discuss land acquisition.
- 2) Review progress of Cremation Garden.
- 3) Discuss development of Block 76 design work.
- 4) Second reading of B.P. 314.
- 5) Review incident report and ADA requirements for service dogs submitted by Jessica Hutfless.
- 6) Manager’s report.
- 7) Agenda items for next Board meeting.

**NEXT BOARD MEETING: June 22, 2022**

Closed session to begin at 5:00 pm to review employee evaluation and salaries. Open session will begin after Closed session has concluded.

**AJOURNMENT: 6:02 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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Sue Fitzpatrick, Chairperson

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Victoria Bosworth, Vice Chairperson

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Lisa Oakley, Trustee

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Norman Koepernik, Treasurer

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, Trustee

