

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTOR OF  
THE SARATOGA CEMETERY DISTRICT

November 29, 2023

14766 Oak Street, Saratoga, California

5:00 pm

**CALL TO ORDER:** 4:57 pm

**ROLL CALL:** Norman Koepernik, Sue Fitzpatrick, Vicky Bosworth, Lisa Oakley.

**GUESTS PRESENT:** None

**PUBLIC COMMENT TIME:** (This is the opportunity for individuals to make and/or submit written or oral comments to the Board of Directors 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 Calendar 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 residing Chairperson).

- 1) Minutes from the October 2023 Board meeting
- 2) Manager's Report: October 2023
- 3) Financial Report: October 2023
- 4) Check Register: October 2023
- 5) Stifel Investments: October 31, 2023
  - Endowment Care: 3.36% - up .28
  - Endowment Care Interest: 3.57% - up .11
  - Land Acquisition: 3.22% - up .10
  - Pre Need: 3.38% - up .31

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

## **REGULAR AGENDA ITEMS**

- 1) **Discuss Land Acquisition:** No action taken. Norman Koepernik will work with the city of Saratoga to obtain soil testing reports and geological reports for tract 6628.
- 2) **Discuss Tranquility Garden benches and statues:** Norman Koepernik reported he is waiting for a fountain bid from Liquid Gardener Inc. Norman also suggested we consider teak benches and benches with backs for Tranquility Garden. Norman will look for options.
- 3) **Review design plan for Block 76:** Vicky Bosworth suggested we consider a memorial wall that consisted of a metal tree and memorial leaves that can be engraved.
- 4) **Review program for "Wreaths Across America":** Lisa Oakley reported "Wreaths Across America" is scheduled for December 16, 2023 at 11:00 am. The program will include keynote speaker Brigadier General Mcloughlin, flag ceremony, bag piper and placing of wreaths.
- 5) **Report on the Madronia entrance arch:** Steve Albright suggested the Board consider a new area for the placement of the Madronia arch. Steve suggested a location in Block 49 facing the current entrance. Lisa Oakley moved to accept the location of the arch in Block 49. Motion seconded by Sue Fitzpatrick. Unanimous.
- 6) **Manager's report:**
  - a. Steve Albright reminded the Board that elections are scheduled to be held at the January 2024 Board meeting.
  - b. It was reported that WebCemeteries has scheduled data transfer to their software in April 2024.
  - c. Steve Albright reminded the Board the annual CAPC conference is scheduled March 14-16 2024 in San Diego and registration is due in January. If you plan to attend please let him know in December.
- d. Steve Albright reported the office is in need of several wall repairs due to the recent computer relocation. Steve suggested painting the office after the repairs are completed.

### **Agenda items for next Board Meeting:**

- 1) Discuss Land Acquisition.
- 2) Discuss Tranquility benches and fountain.
- 3) Discuss design for Block 76.
- 4) Report on the 2023 "Wreaths Across America" program.
- 5) Board elections
- 6) Manager's report

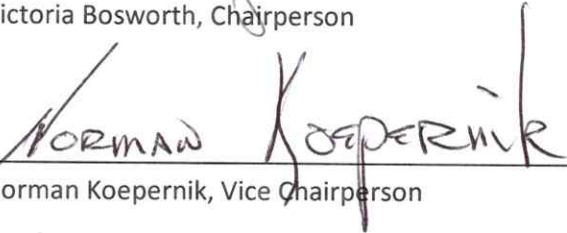
**NEXT REGULAR BOARD MEETING: January 24, 2024 at 5:00 pm**

**AJOURNMENT: 5:56 PM**

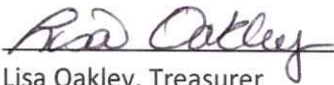
- Any disclosable public records related to an open session item on the agenda and distributed to all or a majority of the Commissioners less than 72 hours prior to that meeting are available for public inspection at the business office located at 14766 Oak street, Saratoga, California, during normal business hours.
- In compliance with the Americans with Disabilities Act, those requiring accommodations 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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Victoria Bosworth, Chairperson

  
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Norman Koepernik, Vice Chairperson

  
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Sue Fitzpatrick, Trustee

  
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Lisa Oakley, Treasurer

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,Trustee