

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTOR OF  
THE SARATOGA CEMETERY DISTRICT

August 23, 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 July 2023 Board meeting
- 2) Manager's Report: July 2023
- 3) Financial Report: July 2023
- 4) Check Register: July 2023
- 5) Stifel Investments: July 31, 2023
  - a) Endowment Care: 3.07% – up .02
  - b) Endowment Care Interest: 3.45% -down .21
  - c) Land Acquisition: 3.09 – up .10%
  - d) Pre Need: 3.08 – up .27

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

## REGULAR AGENDA ITEMS

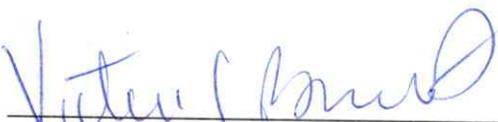
- 1) **Discuss Land Acquisition:** Norman Koepernik reported he, Lisa Oakley and Steve Albright met with Saratoga City officials, City Geologist, Andrew Mead and Jitka Cymbal from Westfall engineers on July 26, 2023 to discuss easement and geological issues with tract 6628 in Saratoga. City officials feel the open space easement will not be able to be altered to accommodate a cemetery and city geologist reported both deep and shallow landslides that would prevent the development of the property.  
Norman and Steve also met with David Dorcich from the city of Saratoga and Andrew Mead again on August 11, 2023 to determine the cost to stabilize the shallow landslides that would allow for the development of the property. Andrew could not respond with an estimate due to the lack of information. Norman urged the Board to pursue research on tract 6628 because Norman feels the District can overcome the stated issues. The Board agreed to continue research.  
Lisa Oakley suggested the District pursue a place on the next City of Saratoga council meeting agenda to talk about the need for a new District cemetery.
- 2) **Discuss Tranquility Garden signage, benches and statues:** Norman Koepernik received the signage letters and brought them to the meeting. Norman will install the signage letters.
- 3) **Review design plan for Block 76:** Norman Koepernik measured and laid out the columbarium design for Block 76 for the Board to review. The Board reviewed the design. Norman will draw the design for the next Board meeting.
- 4) **Discuss cemetery software:** Vicky Bosworth reported she met with office staff in July to determine if the District can use Quickbooks software for cemetery recordkeeping. Vicky recommended purchasing cemetery specific software for record keeping. The Board reviewed the proposal from WebCemeteries for \$8,269.00.  
Lisa Oakley moved to accept the proposal from WebCemeteries. Sue Fitzpatrick seconded the motion. Unanimous.
- 5) **Review new employee healthcare policy A.R. 307:** The Board conducted the first reading of "Employee Benefits" A.R. 307. The Board approved the first reading of A.R. 307 as written and will conduct the second reading at the next Board meeting.
- 6) **Manager's Report:**
  - a) Josh Burgart was terminated by the District on August 14, 2023. He was replaced by Robert Andrade on August 21, 2023.
  - b) Steve Albright presented the Board with the final budget from 2022-2023.
  - c) Steve Albright is working on an irrigation renovation on several areas of the cemetery. The costs will be charged to capital expenses.
- 7) **Agenda items for next Board Meeting:**
  - 1) Discuss Land Acquisition.
  - 2) Review Progress of Tranquility and discuss benches and fountain.
  - 3) Review design for Block 76.
  - 4) Second reading of A.R. 307 "Employee Benefits".
  - 5) General Manager Evaluation, Employee and salary review.
  - 6) Manager's report
  - 7) Agenda items for next Board meeting.

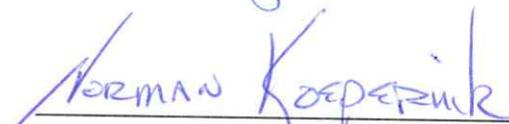
**NEXT REGUALR BOARD MEETING: September 27, 2023 4:30 pm.**  
**Closed and regular session.**

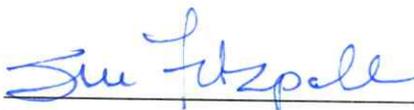
**AJOURNMENT: 6:17 PM**

- 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

  
\_\_\_\_\_  
Sue Fitzpatrick, Trustee

  
\_\_\_\_\_  
Lisa Oakley, Treasurer

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,Trustee