

# SARATOGA CEMETERY DISTRICT

## MINUTES

### REGULAR MEETING

### OF THE BOARD OF DIRECTORS OF THE SARATOGA CEMETERY DISTRICT

June 26, 2024

14766 Oak Street, Saratoga, California

5:00 pm

**CALL TO ORDER:** 5:00 pm

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

**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 May 2024 Board meeting
- 2) Manager's Report: May 2024
- 3) Financial Report: May 2024
- 4) Check Register: May 2024
- 5) Stifel Investments: May 30, 2024
  - Endowment Care: 4.11 - up .06
  - Endowment Care Interest: 4.04% - down .03
  - Land Acquisition: 3.77% - up .13
  - Pre Need: 3.79% - up .16

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 has become aware of two properties coming on the market in the District. One is 30 acres on Booker Creek Rd and the other is 60 acres on Congress Springs Rd. Norman has asked the Board to visit the properties if possible.
- 2) **Report on Tranquility Garden benches and fountain:** The fountain has been completed and running for about a week. The fountain runs every day from 8:00 am to 5:00 pm. The benches are still on backorder for another 30 -60 days.
- 3) **Review design plan for Block 76 :** The Board reviewed the conceptual drawing of the cremation garden from Lees + Associates. Vicky Bosworth moved to accept the cremation garden conceptual drawing as presented. Motion seconded by Lisa Oakley. Unanimous.
- 4) **Report on the Madronia entrance arch:** No report. Steve Albright will contact Brian Cook to ask that the sample finishes be available for the next Board meeting.
- 5) **Conduct the first reading of revised A.R. 502 "Restriction on the sale of interment rights":** Steve Albright conducted the first reading of A.R. 502 that has been revised to limit the number of interment rights sold to eligible non-residents. The Board made changes to the first reading and will conduct another first reading at the next Board meeting.
- 6) **Report on the Saratoga Joint City Council meeting held on June 5<sup>th</sup>:** The Board and District Manager Steve Albright attended the Saratoga Joint City Council meeting to promote the future expansion of the Saratoga Cemetery District.
- 7) **Manager's report:**
  - a. Steve Albright reported he attended a Public Cemetery Association meeting in Santa Cruz on June 10<sup>th</sup>. The meeting included a session with attorney Brian Hughes to discuss Eligible Non Residents. Brian touched on various sections of the Health and Safety Code that we should review at a future Board meeting.
  - b. AT&T will be switching our copper wire phone lines with a VOIP system next month.

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

- 1) Closed session to review employees.
- 2) Review and adjust employee wages.
- 3) Discuss Land Acquisition.
- 4) Discuss Tranquility benches.
- 5) Review Block 76 design.
- 6) Discuss Madronia arch.
- 7) First reading of A.R. 502 "Restrictions on the sale of Interment rights".
- 8) Manager's report
- 9) Agenda items for next Board meeting.

**NEXT REGUALR BOARD MEETING: July 24, 2024 @ 4:30**

**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 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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Norman Koepnik, Chairperson

  
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Lisa Oakley, Vice Chairperson

  
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Sue Fitzpatrick, Treasurer

  
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Vicky Bosworth, Board member

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,Trustee