

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

October 22, 2025

14766 Oak Street, Saratoga, California

4:00 pm

**ALL TO ORDER:** Lisa Oakley called the meeting to order at 3:57 pm.

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

**GUESTS PRESENT:** Dan Cable

**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 September Regular Board Meeting.
- 2) Manager's Report: September 2025.
- 3) Financial Report: September 2025.
- 4) Check Register: September 2025.

## CONSENT CALENDAR CONTINUED:

### 5) Stifel Investments: September 30, 2025.

Endowment Care: 4.37 – down .02

Endowment Care Interest: 4.37% - up .04

Land Acquisition: 4.12% - up .10

Land Acquisition (General Fund): 3.73% - down .10

Pre Need: 4.23 - up .26

Norman Koepernik moved to accept the Consent Calendar as presented. Motion seconded by Sue Fitzpatrick. Unanimous.

## **REGULAR AGENDA ITEMS**

- 1) **Discuss Block 75 & 76 development with Dan Cable from EDA Lan Planning:** Dan Cable recommended we add 80 to 90 full monument graves to the end of Block 75. Dan also recommended we rotate the graves in Block 76 to east. This will allow the addition of 42 graves and will be easier to access for grave openings and maintenance. Dan suggested we remove the cremation monuments graves and columbariums from the block 76 design and add cremation gardens within the various unused areas of the cemetery.
- 2) **Review and discuss progress of the Lomita property repairs and improvement:** Steve Albright reported all repairs have been completed except for the removal of the swimming pool.
- 3) **Sign BMO signature cards:** Steve Albright suggested we postpone signatures until all Board members are available to sign.
- 4) **Discuss Congress Springs property survey:** Norman Koepernik reported the scheduling of the survey is still in the works.
- 5) **Discuss article for California Special Districts Association:** Steve Albright reported he had spoken to Colleen Healy from CSDA about the article about achieving a level 2 arboretum status. Steve felt it was a premature for an article. Colleen will contact us next year.
- 6) **Discuss implementing an "Annual District Report:** No discussion/ No action.
- 7) **Manager's report:**
  - a. Steve Albright reported on the California Association of Public Cemeteries conference. The topics addressed were ADA website compliance; Prevailing Wage law, Abandon Grave recovery and Fraud prevention.
  - b. Steve Albright reported that Sandra Gonzalez will be eligible for Medicare next month. Steve will cancel her healthcare policy with the district and implement a stipend to cover the cost of her Medicare.
  - c. Steve Albright reported a monument was damaged due to a fallen tree. Steve will check to see if our insurance will cover the replacement cost.
  - d. Steve Albright reported the first payment to FFB is due October 29, 2025.
  - e. Reagan Ballo has requested the opportunity to make a presentation on behalf of Five Star Bank at the next Board meeting.

8) **Agenda Items for the next Board meeting:**

- 1) Review progress of the Lomita property repairs.
- 2) Discuss Block 75 and 76 designs and development.
- 3) Sign BMO signature cards.
- 4) Discuss Congress Springs property survey.
- 5) Discuss a "District Annual Report."
- 6) Manager's report.
- 7) Agenda items for next board meeting.

**NEXT REGULAR BOARD MEETING: November 19, 2025 at 5:00pm**

**AJOURNMENT: 5:37pm by Lisa Oakley**

- 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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Lisa Oakley, Chairperson

  
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Sue Fitzpatrick, Vice-Chairperson

  
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Victoria Bosworth, Treasurer

  
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Norman Koepnick, Trustee