

SARATOGA CEMETERY DISTRICT

MINUTES

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

November 19, 2025

14766 Oak Street, Saratoga, California

5:00 pm

ALL TO ORDER: Lisa Oakley called the meeting to order at 5:00 pm.

ROLL CALL: Present: 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 October Regular Board Meeting.
- 2) Manager's Report: October 2025.
- 3) Financial Report: October 2025.
- 4) Check Register: October 2025.

CONSENT CALENDAR CONTINUED:

5) Stifel Investments: October 31, 2025.

Endowment Care: 4.37 – up .04

Endowment Care Interest: 4.40% - up .03

Land Acquisition: 4.14% - up .02

Land Acquisition (General Fund): 3.48% - down .25

Pre Need: 4.12 – down .11

Vicky Bosworth 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:** Steve Albright presented the Board with a packet of design drawings by EDA Landscape Planning of Block 75, 76, 88 southwest corner and the fountain area. The Board approved the design of Block 75. They would like to see the following changes to Block 76. Change the direction of the graves to a south to north configuration, change the row lettering of Block 76B to match the row lettering of 76A, add a parking area to the Block 76B west road and convert the walkway on the north end of Block 76A to a road.
- 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:** The Board signed the BMO signature documents. Steve Albright will forward them to BMO.
- 4) **Discuss Congress Springs property survey:** Norman Koepernik submitted a bid from Westfall Engineering to survey the east border of APN 517-04-067. Vicky Bosworth moved to accept the bid from Westfall Engineering. Norman Koepernik seconded the motion. Unanimous.
- 5) **Discuss implementing an "Annual District Report:** Sue Fitzpatrick reported she has researched other District's Annual Reports on their website. Vicky Bosworth will research other District's Annual reports and report at the next Board meeting.
- 6) **Manager's report:**
 - a. Steve Albright reported the bathroom remodel of the Manager's house has been completed.
 - b. Steve Albright asked for a report of the upcoming "Wreaths Across America" event scheduled in December. Lisa Oakley reported the event is scheduled on December 13, 2025 at 11:00am. She will organize the wreath delivery day and confirm the delivery of the speaker system. Madronia staff was asked to supply 75 chairs and a table.
 - c. Steve Albright reported he will send the Board information about the CAPC meeting in March 2026.

7) Agenda Items for the next Board meeting:

- 1) Board Elections.
- 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) Discuss Ethics training.
- 7) Manager's report.
- 8) Agenda items for next board meeting.

NEXT REGULAR BOARD MEETING: January 28, 2026 at 5:00pm

ADJOURNMENT: 6:07pm 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



Lisa Oakley, Chairperson



Sue Fitzpatrick, Vice-Chairperson



Victoria Bosworth, Treasurer



Norman Koepernik, Trustee