

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

April 24, 2025

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: Lisa Oakley call the meeting to order at 5:01 pm

ROLL CALL: Present: 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).

- 1) Asia Martin would like to interview someone from the District about the recent Lomita property purchase for Silicon Valley Business Journal.
- 2) Rob Pankratz from Wulff, Hansen & Co. submitted an email about assisting the District with a loan with the ability to close in 30 days.

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 March Regular Board Meeting and the March 26, 2025, April 7, 2025 and April 11, 2025 Special Meetings.
- 2) Manager's Report: March 2025.
- 3) Financial Report: March 2025.
- 4) Check Register: March 2025.
- 5) Stifel Investments: March 31, 2025.
 - Endowment Care: 4.39% - up .29
 - Endowment Care Interest: 4.00% - down .03
 - Land Acquisition: 3.85% - down .14
 - Land Acquisition (General Fund): 3.85%- down .14
 - Pre Need: 4.01% - down .0

Vicky Bosworth moved to accept the Consent Calendar as presented. Motion seconded by Sue Fitzpatrick. Unanimous.

REGULAR AGENDA ITEMS

- 1) **Review and approve Resolution No 2025-8 authorizing the purchase of APNs 517-04-065, 517-04-066, 517-04-067, 517-04-068, 517-04-069 and authorizing the District Manager and Board Chairman to execute all documents necessary to finalize the transaction:** The Board reviewed Resolution 2025-8. Sue Fitzpatrick moved to approve Resolution 2025-8. Motion seconded by Vicky Bosworth. Unanimous. Lisa Oakley signed Resolution 2025-8. Attested by Steve Albright.
- 2) **Review and approve Resolution 2025-9 to authorize loan with Holman Capital:** The Board reviewed Resolution 2025-9. Vicky Bosworth moved to approve Resolution 2025-9. Motion seconded by Norman Koepernik. Unanimous. Lisa Oakley signed Resolution 2025-9. Attested by Steve Albright.
- 3) **Review list and authorize District Manager to make repairs and improvements to 20604 Lomita Avenue, APN 517-12-0303:** Norman Koepernik reviewed the list of repairs he deemed necessary with the Board. The Board authorized the following: Repair rear deck as needed, rear roof as needed, rear rain gutter and down spout, rear sliding glass door latch. Replace garage doors with openers, remove pool and gazebo and purchase refrigerator.
- 4) **Report on the installation of the Tranquility statue:** Steve Albright reported the statue has not been installed.
- 5) **Discuss Block 76 development:** Steve Albright reported he spoke to Josh Bernsen of Lees+ Associates last week and our plans will be sent out at the end of this week. Steve Albright also asked the Board to consider the amount of land the columbarium will use and reconsider a design with fewer niches that take up less land due to the recent land acquisition revenue needs.
- 6) **Discuss BMO bank activities and Wells Fargo bank account progress:** Steve Albright reported there were no unauthorized withdrawals in March from the BMO account and Wells Fargo has not approved the District for an account until the proper documentation has been submitted..

- 7) **Discuss ADA Website compliance:** The Board discussed ADA website compliance. The Board asked Steve Albright to contact our webmaster, Jeff Johnson to ask him if he would be willing to educating himself in ADA website compliance so the District would be in compliant with ADA requirements.
- 8) **Discuss Madronia arboretum tree donation:** Sue Fitzpatrick reported there will not be a Strawberry tree donation coming from SAR or DAR. Steve Albright will look that the 24" box and 36" box Strawberry trees at Moon Valley Nursery before the May Board meeting.
- 9) **Discuss issue of missing flowers:** Steve Albright reported the office receives missing flower complaints once or twice a month. From the complaints, it seems the flowers are mostly being removed after office hours. The Board asked staff keep the pedestrian gate locked at all times and program the automatic vehicle gate to open at 7:15am and close at 5:15pm daily.
- 10) **Manager's report:**
- a. Steve Albright reported he will be involved in our audit within the next few weeks. Audit usually occupy most of his time for 5-6 days.
 - b. Steve Albright presented District financials that reflect District revenues, land acquisition payouts and fund balances to help the Board with loan decisions.
- 11) **Agenda Items for the next Board meeting:**
- 1) Review and discuss progress of the Lomita property repairs and improvements.
 - 2) Report on Tranquility statue.
 - 3) Discuss Block 76 design.
 - 4) Report on Strawberry tree for Block 86.
 - 5) Discuss BMO banking activities.
 - 6) Report on ADA website compliance.
 - 7) Report on missing flowers.
 - 8) Manager's report.
 - 9) Agenda items for the next Board meeting.

NEXT REGUALR BOARD MEETING: May28, 2025 @ 5:00 pm

AJOURNMENT: 6:55pm 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 Koepnik, Trustee

,Trustee