

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF  
THE SARATOGA CEMETERY DISTRICT

May 28, 2025

14766 Oak Street, Saratoga, California

5:00 pm

**CALL TO ORDER:** Lisa Oakley call the meeting to order at 5:02 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). **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 April Regular Board Meeting and the April 28, 2025 Special Meeting.
- 2) Manager's Report: April 2025.
- 3) Financial Report: April 2025.
- 4) Check Register: April 2025.

CONSENT CALENDAR CONTINUED:

5) Stifel Investments: April 30, 2025.

Endowment Care: 4.39% - up .29

Endowment Care Interest: 4.41% - down .36

Land Acquisition: 4.00% - up.02

Land Acquisition (General Fund): 3.83%- down .02

Pre Need: 3.86% - down .15

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

**REGULAR AGENDA ITEMS**

- 1) **Review and discuss progress of the Lomita property repairs and improvement:** Steve Albright reported the pool has been drained and Flora Terra has included the Lomita property in the maintenance contract.
- 2) **Discuss Block 76 development and approve RFP for grading and roads:** Norman Koepernik presented a revised columbarium for Block 76 and details on proposed roadways. Steve Albright will create an RFP to obtain bids for grading, roadways and pool removal.
- 3) **Review Landscape Maintenance and Interment contract Bids:** Steve Albright reported the District received only one bid for the Maintenance and Interment contract. The bid was from our current contractor, Flora Terra Landscape Maintenance. The Board reviewed the terms of the bid. Vicky Bosworth moved to accept the Bid from Flora Terra as proposed. Norman Koepernik seconded the motion. Unanimous.
- 4) **Report on BMO account activities:** Steve Albright reported the District bank account with BMO has had no unauthorized withdrawals for two months.
- 5) **Discuss ADA Website compliance:** Upon review the Board has asked Steve Albright to contact our current Website manager to access if he would update our current website to be more ADA compliant. Steve will report at the next Board meeting.
- 6) **Report on Strawberry Tree for Block 86:** Steve Albright presented to the Board photographs of 24 inch and 36 inch boxed Strawberry Trees from Moon Valley Nursery. Vicky Bosworth moved to purchase a 36 inch boxed Strawberry Tree for installation in Block 86 from Moon Valley Nursery. Motion seconded by Norman Koepernik. Unanimous.
- 7) **Discuss issue of missing flowers:** Steve Albright reported staff is still receiving missing flower complaints. Probably happening on the weekends. The Board discussed the situation. No action taken.
- 8) **Manager's report:**
  - a. Steve Albright reported the 401(a) and 457(b) retirement funds have been moved from Nationwide Retirement Solutions to Empower Investments as of May 19<sup>th</sup>.
  - b. Steve Albright presented new Santa Clara County Controller signature cards to the Board for fiscal year 2025-2026.

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

- 1) Review and discuss progress of the Lomita property repairs and improvements.
- 2) Discuss Block 76 design.
- 3) Report on Strawberry tree for Block 86.
- 4) Discuss BMO banking activities.
- 5) Report on ADA website compliance.
- 6) Present and approve 2025-2026 Budget.
- 7) Present and approve 2024-2025 Budget revision.
- 8) Manager's report.
- 9) Agenda items for the next Board meeting.

**NEXT REGULAR BOARD MEETING: June 25, 2025 @ 5:00 pm**

**ADJOURNMENT: 5:53pm 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 Koepernik, Trustee

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