

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF

THE SARATOGA CEMETERY DISTRICT

January 28, 2026

14766 Oak Street, Saratoga, California

ALL TO ORDER: Lisa Oakley called the meeting to order at 5:01 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 November 2025 Regular Board Meeting.
- 2) Manager's Report: November and December 2025.
- 3) Financial Report: November and December 2025.
- 4) Check Register: November and December 2025.

CONSENT CALENDAR CONTINUED:

5) Stifel Investments: Decamber 31, 2025.

Endowment Care: 4.44 – up .07

Endowment Care Interest: 4.48% - up .08

Land Acquisition: 4.16% - up .02

Land Acquisition (General Fund): 3.83% - up .35

Pre Need: 4.23 – up .11

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

REGULAR AGENDA ITEMS

- 1) **Conduct Board Elections:** Vicky Bosworth nominated Sue Fitzpatrick as Board Chairperson; Vicky Bosworth as Vice Chairperson and Norman Koepernik as Treasurer. Norman Koepernik seconded nominations. Unanimous.
- 2) **Discuss Block 75 & 76 development with Dan Cable from EDA Lan Planning:** Steve Albright presented the Board with the new design drawing by EDA Landscape Planning of Block 76A & B. The Board agreed to remove the small parking lot on the Sobrato side of Block 76B and keep road easements the Sobrato side of 76B and office side of 76A. In addition, they would like to see the design with a wide road between Blocks 76A and 76B that runs to the church property line.
- 3) **Review and discuss progress of the Lomita property repairs and improvement:** Nothing to report.
- 4) **Sign BMO signature cards:** The Board signed the new version of the BMO signature documents. Steve Albright will forward them to BMO.
- 5) **Review 2025 Sales and Burial Statistics:** Steve Albright reviewed the 2025 Sales and Burial statistics with the Board.
- 6) **Report on the Congress Springs property survey:** The District has not received a report from Westfall Engineering.
- 7) **Discuss implementing an "Annual District Report:** After researching other Special District's Annual Reports, Vicky Bosworth recommended to withdraw the pursuit of implementing an Annual report. The Board determined the report information is already on our website.
- 8) **Manager's report:**
 - a. Steve Albright reported the certified mail the District is sending to our Congress Springs Lessee is not being picked up. Steve will try to deliver as allowed in the Use of Property Agreement.
 - b. Steve Albright reported the District is required to pay the property tax invoice received. The Santa Clara County Assessor confirmed the District will not be assessed Property Tax in the future, but this invoice must be paid. The Assessor stated the tax amount will be refunded.

- c. Steve Albright relayed the request of Eva Wu requesting the Board to pay the \$500.00 insurance deductible for the replacement of her monument that was damaged when a tree branch fell on it. The Board referenced Board Policy section 4, paragraph J stating the District is not responsible for loss or damage beyond its reasonable control.
- d. Steve Albright presented Resolution 2026-1 to the Board approving the transfer of County Maintenance & Operations funds to Stifel Endowment Care Interest. Sue Fitzpatrick signed the resolution.
- e. Steve Albright reported the efforts to find a new Trustee. Steve has placed a small ad on our website and has advertised in local publication.

9) Agenda Items for the next Board meeting:

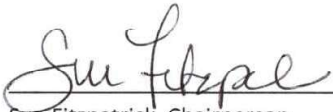
- 1) Discuss Block 75 and 76 designs and development.
- 2) Review progress of the Lomita property.
- 3) Review progress of Congress Springs property survey.
- 4) Discuss Ethics training.
- 5) Manager's report.
- 6) Agenda items for next board meeting.

NEXT REGULAR BOARD MEETING: February 25, 2026 at 5:00pm

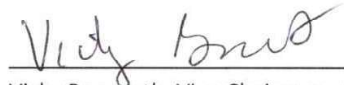
AJOURNMENT: 6:10pm by Sue Fitzpatrick

- 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.

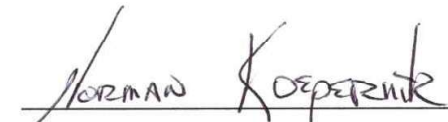
Minutes by Steve Albright

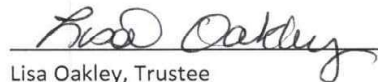


Sue Fitzpatrick, Chairperson



Vicky Bosworth, Vice-Chairperson


Norman Koepernik, Treasurer


Lisa Oakley, Trustee

, Trustee