

# SARATOGA CEMETERY DISTRICT

## MINUTES

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

July 22, 2020

14766 Oak Street, Saratoga, California

5:00 pm

**CALL TO ORDER:** 5:00pm

**ROLL CALL:** Trustees present: Norman Koepernik, Sue Fitzpatrick, Lisa Oakley, Sheila Couch. Absent: Vicky Bosworth. Staff present: Steve Albright

**GUESTS PRESENT:** None

**CLOSED SESSION:** Cancelled. Rescheduled for the August Board meeting.

**RECONVENE TO OPEN SESSION:** No Report

### **PUBLIC COMMENT TIME**

(This is the opportunity for individuals to make and/or submit written or oral comments to the Board 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.)

The Board reviewed letters submitted to each Board member by Dennis and Lorraine Plaza asking to honor the cost of their Non Resident Fee quoted in 2016. After reviewing the letters and upon discussing District practices and policies it was decided by the Board not to honor pricing from 2016. Steve Albright will convey the Boards decision to the Plaza's in writing.

## **CONSENT CALENDAR**

(The Consent Agenda 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 President.)

- 1) Minutes from the June 2020 Board Meeting
- 2) Manager's Report: June 2020
- 3) Financial Report: June 2020
- 4) Check Register: June 2020
- 5) Stifel Investments:
  - a) Endowment Care: 2.27%
  - b) Endowment Care: 2.44%
  - c) Land Acquisition: 2.40%
  - d) Pre Need: 2.24%

Sue Fitzpatrick moved to accept the Consent Calendar as presented. Motion second by Lisa Oakley. Unanimous.

## **REGULAR AGENDA ITEMS**

1) Discuss progress of the Cremation Garden: The District received the revised plan from Reed & Associated that will be copied and distributed to the Cremation Garden committee.

The District also received a bid for the columbarium foundation from JZ construction for \$46,917.00.

The Cremation Garden Committee will schedule a meeting to approve the plan and select a bidding contractor for the foundation.

2) First reading of AR 502-1 and AR 502-2: The Board received only AR 502-1. AR 502-1 was discussed by the Board. Lisa Oakley moved to accept AR 502-1 as written. Motion 2<sup>nd</sup> by Sue Fitzgerald. Unanimous.

The first reading of AR 502-2 will be done at the August Board meeting.

3) Discuss the development of Blocks 85,86,87,88: The Board briefly discussed options for blocks 85-88. It was determined that a decision for development should be made by the end of the 2020. The Board will continue discussion at the August Board meeting.

4) Discuss Financial Reporting method: Sheila Couch shared with the Board her view as Treasurer, for the need to revise the District's financial statements. Sheila's revision includes a financial statement that is easier to understand; more inclusive and addresses problem areas. Sheila would like to work on this revision with District staff and possibly our CPA.

Discussion will continue at the August Board meeting.

5) Discuss Irrigation Fertilization: No action taken. Forward to August agenda.

6) Manager's Report:

a) Steve Albright reviewed the completed 2019-2020 budget with the Board.

b) Steve Albright will schedule appointments with each Board member to sign the minutes from the past several months.

7) Agenda items for next Board meeting:

**Agenda items:**

1) Review progress of Cremation Garden.

2) First reading of A.R 502-2.

3) Discuss the development of blocks 85, 86, 87, 88.

4) Discuss Irrigation Fertilization program.

5) Review financial reporting methods.

6) Review Brown Act requirements.

7) Manager's Report.

8) Agenda items for next Board meeting.

**NEXT BOARD MEETING: August 26, 2020 at 4:30 pm via ZOOM**

**AJOURNMENT 5:55 pm**

- 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 accommodation 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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Norman Koepnik, Chairman

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Lisa Oakley, Vice Chairperson

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Sue Fitzpatrick, Trustee

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Sheila Couch, Treasurer

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Victoria Bosworth, Trustee

