

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING AND CLOSED SESSION OF THE BOARD OF  
DIRECTORS OF THE SARATOGA CEMETERY DISTRICT

Via Zoom

August 26, 2020

14766 Oak Street, Saratoga, California

4:30 pm

**CALL TO ORDER:** 4:40 pm

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

**GUESTS PRESENT:** None

**CLOSED SESSION:** 4:41 pm

**RECONVENE TO OPEN SESSION:** 5:10 pm. The board conducted General Manager and employee reviews. Steve Albright received a score of 4.6 out of 5.0 possible points. Ron Davey received a score of 3.48 out of 4.0 possible points and Sandra Gonzalez received a score of 3.55 out of 4.0 possible points.

The Board approved a 2% salary increase for all staff.

### **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.)

None

## **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 July 2020 Board Meeting
- 2) Manager's Report: July 2020
- 3) Financial Report: July 2020
- 4) Check Register: July 2020
- 5) Stifel Investments:
  - a) Endowment Care: 2.37%
  - b) Endowment Care: 2.38%
  - c) Land Acquisition: 2.43%
  - d) Pre Need: 2.22%

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

## **REGULAR AGENDA ITEMS**

1) Discuss progress of the Cremation Garden: The Cremation Garden Committee met on August 18 and approved the revised Cremation Garden plan.

Steve Albright will schedule meetings with the Saratoga Planning and Building Departments for plan approval before the September Board meeting.

2) First reading of AR 502-2: The Board conducted the first reading of AR 502-2. Sue Fitzpatrick move to accept AR 502-2 as written. Motion second by Lisa Oakley. Unanimous.

3) Discuss the development of Blocks 85, 86, 87, 88: The Board was asked to visit the undeveloped site to help formulate a plan for this area.

4) Discuss Financial Reporting method: No action taken. Forward to September agenda.

5) Review Brown Act requirements: The Board discussed responding to emails from the District office to all Board members about checks, questions, etc. The Brown Act requires that the response only be returned to the District employee who sent the email and not to other Board members. If a response is shared with the majority of the Board, then it becomes a meeting. Board meetings that do not follow Brown Act protocol are illegal.

6) Discuss advertising with the Saratoga Spotlight magazine: The District received a quotation from the Saratoga Spotlight magazine to advertise with them for the cost of 467.80 a month. After discussion the Board decided not to advertise with the Saratoga Spotlight magazine. The Board would like to investigate the option of advertising with the Saratoga Outlook newspaper.

7) Discuss Irrigation Fertilization: Steve Albright will contact and report at the September Board meeting.

6) Manager's Report:

a) District audit will be conducted by David Farnsworth, CPA in office from August 31st through September 3<sup>rd</sup>. The audit will take another 10 to 12 weeks to complete.

b) Steve Albright will submit a tree removal permit with the City of Saratoga to remove two large dying trees within the cemetery grounds.

7) Agenda items for next Board meeting:

**Agenda items:**

- 1) Review progress of Cremation Garden.
- 2) Discuss the development of blocks 85, 86, 87, 88.
- 3) Review financial reporting methods.
- 4) Discuss Irrigation Fertilization program.
- 5) Review 5-10 year plan.
- 6) Discuss Wreaths across America program for 2020.
- 7) Discuss advertising with the Saratoga Outlook newspaper.
- 8) Manager's Report.
- 9) Agenda items for next Board meeting.

**NEXT BOARD MEETING: September 23, 2020 at 5:00 pm**

**AJOURNMENT 5:30 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

