

SARATOGA CEMETERY DISTRICT

MINUTES

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

Via Zoom

September 23, 2020

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:07 pm

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

GUESTS PRESENT: Kirsten Powell, District Attorney.

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 September 2020 Board Meeting
- 2) Manager's Report: September 2020
- 3) Financial Report: September 2020
- 4) Check Register: September 2020

5) Stifel Investments: September 2020

- a) Endowment Care: 2.37%
- b) Endowment Care: 2.40%
- c) Land Acquisition: 2.42%
- d) Pre Need: 2.27%

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

REGULAR AGENDA ITEMS

1) Establish Covid protocol policy: The Board was presented a Covid protocol policy that was drafted by Kirsten Powell to protect District staff, Funeral Home staff and funeral attendees from transmission of Covid-19 infection.

Vicky Bosworth moved to accept Covid-19 protocol policy as presented. Motion 2nd by Sue Fitzpatrick. Unanimous.

It was also suggested by the Board that an interior air filtration system be implemented in the District office.

2) Discuss progress of the Cremation Garden: Steve Albright reported that the Cremation Garden plans were accepted by the Saratoga City Planning Department and are now being reviewed by the Building Department.

The Building Department has asked the District to correct a few errors in the plans and have asked for additional information about the columbarium.

Steve Albright is working on correcting the errors and obtaining the additional information to submit to the Building Department.

3) Discuss Wreaths Across America program: Wreaths Across America is scheduled for December 19, 2020. Lisa Oakley reported that 262 wreaths and 7 service wreaths have been purchased for this year's Wreaths Across America program.

Lisa is working with the Saratoga Senior Center to create an onsite virtual program. She will need 20 volunteers to support the program and to place the wreaths.

4) Discuss the development of Blocks 85, 86, 87, 88: Norman Koepernik will present a plan to the Board for the development of Blocks 85-88. The plan will include both raised monument and flat marker burial spaces.

- 5) Discuss Financial Reporting method: Sheila Couch will meet with Steve Albright to revise the Financial Report so it will be easier for Board members to understand.
- 6) Discuss 5-10 year cemetery plan: The Board received the Madronia Cemetery Board Goals last revised October 24, 2018. Vicky Bosworth will review the list and will address the Board at the January Board meeting.
- 7) Discuss Fertigation (irrigation fertilization): Steve Albright has contacted Ecologel Solutions LLC about fertigation system installation and the Temecula Cemetery District about their fertigation system. Ecologel Solutions does not install these systems and Temecula Cemetery has not responded to the inquiry. Steve will follow up with Temecula for next meeting.
- 8) Manager's Report:
- a) Cemsites has prepared a quotation to replace our current record keeping software with a cloud based records management system. The quote totaled \$27,280.00. The quote included many add on modules that may be deleted to lower the cost. Steve Albright will email the quote to each Board member for review.
 - b) Steve Albright would like to add a financial report section to each Board meeting agenda. This would help with transparency and allow financial discussion at each Board meeting.
 - c) The District will be making a \$1,000,000.00 fund transfer from County Maintenance & Operations to County Land Acquisition Fund. The balance of the County M&O fund is in excess of \$2,000,000.00. The balance of the County M&O fund will still be in excess of 250% of the minimum standard.
 - d) All incomplete Board Minutes signatures are ready to sign. The District office will email each Board member to schedule an appointment to sign these Minutes.

9) 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) Discuss financial report modification.
- 4) Covid-19 guidelines for funeral services review.
- 5) Discuss Wreaths across America program for 2020.
- 6) Discuss Irrigation Fertilization program.

7) Manager's Report.

8) Agenda items for next Board meeting.

NEXT BOARD MEETING: Via Zoom November 18, 2020 at 5:00 pm

AJOURNMENT 6:05 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

Norman Koepnik, Chairman

Lisa Oakley, Vice Chairperson

Sue Fitzpatrick, Trustee

Sheila Couch, Treasurer

Victoria Bosworth, Trustee