

SARATOGA CEMETERY DISTRICT

MINUTES

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

Via Zoom

January 27, 2021

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:06 pm

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

GUESTS PRESENT: None

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.)

Jane Lee Chiang submitted a written request to donate a Red Maple tree to the cemetery in memory of her father. Vicky Bosworth move to accept the donation of the Red Maple tree. Motion 2nd by Sheila Couch. Unanimous.

Steve Albright will work with the donator to find a location for the tree.

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

5) Stifel Investments: December 31, 2020

- a) Endowment Care: 2.36%
- b) Endowment Care: 2.42%
- c) Land Acquisition: 2.42%
- d) Pre Need: 2.34%

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

REGULAR AGENDA ITEMS

1) District Board Election: Norman Koepernik nominated Lisa Oakley as the District Chairperson and Sue Fitzpatrick as District Vice Chairperson. Vicky Bosworth moved to accept Lisa Oakley as District Chairperson and Sue Fitzpatrick as District Vice Chairperson. Motion 2nd by Sheila Couch. Unanimous.

Sheila Couch will remain District Treasurer.

Lisa Oakley will need to come to the District Office to sign the District Chairperson resolution.

2) Report on the Santa Clara County Special Districts meeting and LAFCO election: Sue Fitzpatrick attended both SCCSD meeting and LAFCO election. Sue reported that the SCCSD meets quarterly with several Santa Clara County Special Districts to discuss community involvement.

3) Review Wreaths Across America programs for 2020: Lisa Oakley reported that 384 wreaths were placed by volunteers on Friday December 18th and a service was available online Saturday December 19th. Lisa Oakley and Joe Simitian each provided a video message for the service and two Boy Scouts placed the 7 ceremonial wreaths at the cemetery.

Lisa Oakley will contact Doug Beck of Apple Computer to pursue Apple Computer as a future sponsor of the event.

4) Review progress of Cremation Garden: The District has received the building permit for the Cremation Garden columbarium.

Steve Albright presented bids from JZ Construction for \$46,917.00 and Villalobos & Associates for \$28,800.00 to construct the foundation for the columbarium. Vicky Bosworth moved to accept the bid from Villalobos. Motion 2nd by Norman Koepernik. Unanimous.

5) Discuss developing Blocks 85,86,87,88: Norman Koepernik presented his plan for developing blocks 85-88 with the Board. Normans design included 318 monument graves sites, 465 flat marker grave sites and 96 half graves for a total of 879 grave sites.

The other option reviewed was an all flat markers concept that would yield 1071 grave sites.

In December Steve Albright invited three local Landscape contractors to bid on the development of Blocks 85-88. Development will require weed removal, preparing soil, seed or sod and irrigation modifications. Only Floraterra Landscaping provided a bid. Steve will invite bids from other contractors for the next Board meeting.

6) Discuss Financial reporting method: No Action taken. Forward to February meeting.

7) Discuss Irrigation Fertilization: No action taken.

8) Financial Transaction Report: Steve Albright discussed the need to deposit Endowment care fund from the general fund. Steve will prepare the financial information and Board resolution for the February Board meeting.

Steve Albright presented the invoice from California Special Districts Association to renew our membership for 2021 in the amount of \$5,478.00. Steve felt we may not renew our membership because of a lack of involvement with the CSDA in the past few years. The Board agreed that we have others sources for legal and professional guidance so a CSDA membership is not necessary at this time.

9) Manager's Report:

a) The Board was given the calendar year 2020 burial and sales report in their Boards packets. Steve Albright asked for questions or concerns. The Board raised the questions as to amount of grave space available for sales until blocks 85 -88 is ready for interments. Steve felt there is still 10 months of availability.

b) Steve Albright reported he had an inquiry from a woman whose father has recently deceased with no proof of District eligibility and she would like her father interred at Madronia. Steve asked what the Death Certificate listed as residence. She replied Alberto Way in Los Gatos. She said the she was going to have The Death Certificate amended to read Saratoga as his residence to obtain eligibility.

After speaking to the Funeral home that will file the amended Death Certificate, we were informed that no proof was needed to make this amendment. Therefore, we will not honor this amended Death Certificate as proof.

10) Agenda items for next Board meeting:

Agenda items:

- 1) Review progress of Cremation Garden.
- 2) Discuss the development of blocks 85, 86, 87, and 88
- 3) Discuss financial report revision.
- 4) Financial Transaction Report
- 5) Manager's Report.
- 6) Agenda items for next Board meeting.

NEXT BOARD MEETING: Via Zoom February 24, 2021 at 5:00 pm

AJOURNMENT 6:15 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

Lisa Oakley, Chairperson

Sue Fitzpatrick, Vice Chairperson

Norman Koepernik, Trustee

Sheila Couch, Treasurer

Victoria Bosworth, Trustee

