

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

October 27, 2021

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 4:35 pm

ROLL CALL: Trustees present: Norman Koepernik, Sue Fitzpatrick, Lisa Oakley, Sheila Couch, Vicky Bosworth. 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.) No comments.

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 September Board Meeting
- 2) Manager's Report: September 2021
- 3) Financial Report: September 2021
- 4) Check Register: September 2021

5) Stifel Investments: September 31, 2021

- a) Endowment Care: 2.38%
- b) Endowment Care Interest: 2.50%
- c) Land Acquisition: 2.31%
- d) Pre Need: 2.20%

Vicky Bosworth moved to accept the Consent Calendar as presented. Motion second by Norman Koepernik. Unanimous.

REGULAR AGENDA ITEMS

1) Tour Madronia's undeveloped and discuss future development: The Board toured the undeveloped 1.6 acres located along the south border of the cemetery. Norman Koepernik shared his development thoughts with the Board. The Board would like Steve Albright to contact Lees & Associates to help with interment design.

2) Review progress of Cremation Garden: Steve Albright reported the hardscape portion of the cremation garden should be completed before the next Board meeting and we should decide on the softscape portion of the project as soon as possible.

The project will require some road modification in front of the cremation garden. Steve Albright will contact Southbay Paving to review the project.

3) Discuss development of Blocks 85- 88: Steve Albright reported all construction is complete except for the roses.

Dan Cable of Latitude 24 will be out on October 28th to check measurements before the mapping can begin.

4) Discuss District's Non Resident Fee: Board discussed the Non Resident fee. No action taken. Forward to November Board meeting.

5) Review Resolution 2021-4: Resolution 2021-4 was presented to the Board to transfer County Maintenance & Operation funds to Stifel Endowment Care Interest. Vicky Bosworth moved to accept Resolution 2021-4 as presented. Motion second by Sheila Couch. Unanimous.

6) Create an urn capacity policy for the new columbarium: The Board discussed the urn capacity. Steve Albright reported the niche will hold six standard urns, but it would be difficult to place six individual inscriptions on the granite shutter.

Norman Koepernik moved to set the urn capacity to 4 urns. Motion second by Sue Fitzpatrick. Unanimous.

7) Discuss Land Acquisition: The Board would like to invite local realtor Tiger Tierlink to the January Board meeting to discuss representing the District in acquiring land for the District.

The Board will discuss the details of the meeting with Mr. Tierlink at the November Board meeting.

8) Manager's Report:

a) Steve Albright reported on the California Association of Public Cemeteries conference on October 8th & 9th. The first day of the conference was about Trustee role in the District. The second day included a question and answer session and harassment training as required by California law.

b) Steve Albright reported government code 12950.1 requires Special District supervisors receive two hours of anti-harassment training every two years. Staff and trustees are required to receive one hour of anti-harassment training every two years.

10) Agenda items for next Board meeting:

Agenda items:

- 1) Discuss undeveloped land along Madronia's south border.
- 2) Review progress of Cremation Garden.
- 3) Review progress of Blocks 85 – 88 development.
- 4) Discuss Non Resident Fee pricing.
- 5) Name the Cremation Garden & columbarium.
- 6) Discuss Land Acquisition realtor criteria.
- 7) Financial report
- 8) Manager's report
- 9) Agenda items for next Board meeting.

NEXT BOARD MEETING November 17, 2021 at 5:00pm

AJOURNMENT 6:00 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

