

SARATOGA CEMETERY DISTRICT

MINUTES

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

Via Zoom

February 24, 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.) 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 January Board Meeting
- 2) Manager's Report: January 2021
- 3) Financial Report: January 2021
- 4) Check Register: January 2021

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5) Stifel Investments: January 31, 2021

- a) Endowment Care: 2.37%
- b) Endowment Care: 2.43%
- c) Land Acquisition: 2.43%
- d) Pre Need: 2.35%

Sheila Couch moved to accept the Consent Calendar as presented. Motion second by Sue Fitzpatrick. Unanimous.

REGULAR AGENDA ITEMS

1) Review progress of Cremation Garden: Steve Albright reported he has signed the contract with Villalobos & Associates to construct the columbarium foundation and inquired to the completion of the foundation template. Norman Koepernik responded that he is working on it and will be completed in a few weeks.

Steve Albright will begin to obtain landscaping bids for the balance of the Cremation Garden.

2) Discuss developing Blocks 85, 86,87, 88: Steve Albright reported he has received two bids for turf installation and irrigation modification. Floraterra's bid came in at \$81,049 for sod and \$63,290 for hydroseed. Mercoza's bid came in at \$148,149 for sod and \$86,724 for hydroseed. The Board would like one more bid before a decision is made.

The Board discussed the grave layout of these blocks. The Board has asked Steve Albright provide a scaled drawing of three monument rows verses four monument rows. Steve will also place strings in these blocks to denote the location of monument rows for Board members to consider.

3) Discuss Financial Reporting Method: The Board reviewed a draft of the proposed Monthly Financial Report included in the Board packet.

Steve Albright explained each category of the report to the Board for clarification.

The Board asked Steve to recreate the report in such a way that it may include quarterly totals in addition to the monthly totals.

4) Financial Transaction Report: Steve Albright reviewed the Endowment Care Report included in the Board packet. The report details Endowment Care received for years 2019 and 2020. It also details the amount needed to fulfil the Board's commitment of a \$300,000.00 deposit each year in the Endowment Care Fund.

The Board requested the Endowment Care Funds transfer be placed on the March agenda for a motion.

5) Manager's Report:

a) The Board approved the donation of a Red Maple tree at the January 2021 Board meeting. Steve Albright met with the family to determine the location. Because of the large potential size, Steve thought Block 85 might be a good location. The Board asked Steve to provide a map and mark the location for the Board to review. The Board will discuss the placement at the March Board meeting.

b) The Board authorized transaction signature document has expired with Santa Clara County Controller. The new document is ready to sign. All Board members need to come to the District office to sign by March 12th. Steve Albright will send an email to the Board as a reminder.

c) Steve Albright reported the audit from David Farnsworth CPA is almost complete. The Board requested they each receive the completed audit report two weeks in advance of the auditor's report to the Board.

d) Steve Albright has been speaking on the phone with Mrs. Eslambolchi about her father's eligibility to be interred at Madronia Cemetery. Steve has not met with Mrs. Eslambolchi or received any documentation in regards to his eligibility. All documentation offered as proof of residency has been verbally denied for various reasons. Steve has requested to communicate with the decedent's son who owns residential property in the District with no response.

Mrs. Eslambolchi agreed to drop off documentation to the office for the Board to review and decide eligibility.

Mrs. Eslambolchi called the office on February 23rd stating she was not dropping off any documentation and was going to sue the District for the way she has been treated.

6) Agenda items for next Board meeting:

Agenda items:

- 1) Report on the Santa Clara County Special Districts Association meeting.
- 2) Review progress of Cremation Garden.
- 3) Discuss the development of blocks 85, 86, 87, and 88
- 4) Discuss Endowment Care transfer to Stifel.
- 5) Discuss financial report revision.
- 6) Financial Transaction Report
- 7) Manager's Report.
- 8) Agenda items for next Board meeting.

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

AJOURNMENT 6:06 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

