

SARATOGA CEMETERY DISTRICT

MINUTES

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

Via Zoom

April 28, 2021

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:02 pm

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

GUESTS PRESENT: David Farnsworth

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

5) Stifel Investments: March 31, 2021

- a) Endowment Care: 2.36%
- b) Endowment Care: 2.47%
- c) Land Acquisition: 2.40%
- d) Pre Need: 2.33%

Norman Koepernik moved to accept the Consent Calendar as presented. Motion second by Sue Fitzpatrick. Unanimous.

REGULAR AGENDA ITEMS

1) 2020 Audit report from David Farnsworth: David Farnsworth reported that in his opinion the Districts' financial practices are in accordance with accepted accounting principles in the United States of America.

David also reported that there were three material weaknesses that were found and corrected. There is no indications of fraud or difficulties with management and no abuse or wasteful spending.

2) Review progress of Cremation Garden: Steve Albright reported that the District has received two landscaping bids. Steve is working on obtaining a third bid before the next Board meeting.

The Cremation Garden committee will meet in May to decide on the tree and shrub list.

Steve will contact Sunset Memorials to schedule the columbarium installation.

3) Discuss developing Blocks 85, 86, 87, 88: The Board discussed the drawing of blocks 85 – 88 included in the Board packet. Steve will redraw the blocks and submit it in the May Board packet.

The Board also discussed the tree and shrub selection. No decisions were made and will be forwarded to the May Board meeting.

Gene Ebertowski from Floraterra would like to help the Board with their tree and shrub selection. Steve will schedule a meeting in May.

4) Discuss Financial Reporting Method: Steve Albright met with Sheila Couch to discuss BP 413 "Financial Officer Duties" and discussed the creation of a biannual financial report for the District treasurer.

Steve will create the biannual report and submit it to Sheila for review. Steve will also create a single page monthly financial report for the Board to review at the May Board meeting.

5) Review Endowment Care Fund transfer Resolution No. 2021-2: Norman Koepernik moved to accept Resolution No. 2021-2 as written. Motion second by Sheila Couch. Unanimous.

6) Financial transaction Report: nothing reported.

7) Manager's Report:

a) Steve Albright would like the Board to review B.P. 508 about adding casket requirements. Most cemeteries do not allow cardboard caskets. The District has no written policy.

b) The Board has received an inquiry about placing flags for Memorial Day from a local Boy Scout troop. Steve Albright thought and will work with the Boy Scout troop to finalize arrangements.

c) The Staveley family would like to donate a pink Flowering Dogwood tree on behalf of their father who is interred in Block 75. Steve has located a site near their father. The Board approved the tree donation.

d) Steve Albright reported District attorney, Kirsten Powell responded she will help with the process of recovering old unused interment spaces.

9) 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) Discuss "casket policy".

5) Present 2021-2022 Budget for approval.

6) Financial Transaction Report.

7) Manager's report

8) Agenda items for next Board meeting.

NEXT BOARD MEETING: Via Zoom May 26 , 2021 at 5:00 pm

AJOURNMENT 6:29 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

