

SARATOGA CEMETERY DISTRICT

MINUTES

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

JULY 28, 2021

14766 Oak Street, Saratoga, California

4:30 pm

CALL TO ORDER: 4:34 pm

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

GUESTS PRESENT: None

CLOSED SESSION: 4:35 pm

RECONVENE TO OPEN SESSION: 5:03pm

The Board conducted the General Manager evaluation. The Board rated General Manager, Steve Albright as follows:

Relationship with the Board- 33 out of 35 points; Management and Leadership skills- 38.1 out of 45 points; Service to Community- 34.4 out of 35 points; Fiscal Management- 32.9 out of 35 points; Personal and Professional Attributes- 43.3 out of 45 points. Overall rating- 181.7 out of 190 total points.

Steve Albright reported on the performance evaluation of Assistant Manager, Ron Davey and Office Manager, Sandra Gonzalez.

Ron Davey received the following rating: Job understanding 3.5 out of 4 points; Job performance- 3.48 out of 4 points; Dependability/ Reliability- 3.55 out of 4 points; Communication skills- 3.50 out of 4 points, Computer skills- 3.0 out of 4 points. Total average- 3.40 out of 4 points.

Sandra Gonzalez received the following rating: Job understanding- 3.75 out of 4 points; Job performance 3.46 out of 4 points; Dependability/Reliability- 3.6 out of 4 points; Communication skills- 3.75 out of 4 points; Computer skills- 3.50 out of 4 points. Total average- 3.62 out of 4 points.

The Board discussed an employee salary increase with no decision. Employee salary increase will be added to the August agenda.

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.) Annette Stransky, from the Saratoga Historical Museum sent Lisa Oakley an email asking permission to conduct a cemetery tour on October 23rd and October 24th.

Steve Albright will contact Annette for more details. Steve will report at the August Board meeting.

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 June Board Meeting
- 2) Manager's Report: June 2021
- 3) Financial Report: June 2021
- 4) Check Register: June 2021
- 5) Stifel Investments: June 30, 2021
 - a) Endowment Care: 2.31%
 - b) Endowment Care Interest: 2.43%
 - c) Land Acquisition: 2.37%
 - d) Pre Need: 2.27%

Norman Koepernik moved to accept the Consent Calendar as presented. Motion second by Sheila Couch. Unanimous.

REGULAR AGENDA ITEMS

1) Review progress of Cremation Garden: Steve Albright reported that Sunset Memorial has scheduled the columbarium installation for the week of August 9th.

Steve is working to get comparative bids from Flora Terra and Mercoza for the hardscaping of the cremation garden.

2) Discuss development of Blocks 85, 86, 87, 88: Steve Albright the 11 trees that were purchased from Moon Valley Nursery were planted on July 10th.

Steve is also working with L24 Consultants to produce a scale plot map of blocks 85-88.

Norman Koepernik has obtains a catalog of David Austin Roses which we would like to use for the rose fence in blocks 85-88.

3) First reading of B.P. 512 "Caskets": The Board conducted the first reading of B.P. 512 and consented to proceed with the 2nd reading at the August Board meeting.

4) First reading of A.R. 405-3: The Board conducted the first reading of A.R. 405-3. Sue Fitzpatrick moved to accept A.R. 405-3 as written. Norman Koepernik 2nd the motion. Unanimous.

5) Discuss Open & Closing, recording fee and transfer fee price increase: Steve Albright reviewed the current Opening & Closing costs and proposed price increase for each. The Board would like a written proposal for discussion at the August Board meeting.

6) Discuss pricing of Blocks 85-88: The Board discussed pricing for Monument and flat marker plots in Blocks 85 – 88. No motion was presented. The Board would like to extend this item to the August Board meeting.

The Board would like all monument plot pricing removed from the current price list.

7) Financial Report: Steve will be transferring \$275,800.00 from Bank of the West to our Stifel Endowment Care account and \$385,775.00 from the County to our Stifel Endowment Care Interest account by August 15th.

Steve Albright will provide a written estimate for the Board of the Capital expenditures anticipated for 2021-2022 fiscal year. Steve will present this at the August Board meeting.

8) Discuss Land Acquisition: The Board would like Steve Albright to estimate the longevity of Madronia. Steve will provide the estimate to the Board at the August meeting.

9) Manager's Report: No report.

10) Agenda items for next Board meeting:

Agenda items:

- 1) Review progress of Cremation Garden.
- 2) Review progress of Blocks 85 – 88 development.
- 3) Conduct 2nd reading of B.P. 512.
- 4) Discuss raising Open & Closing, recording fee and transfer fee prices.
- 5) Discuss employee salary increase
- 6) Discuss pricing for Blocks 85 – 88.
- 7) First reading of B.P. 416.
- 8) Discuss Land Acquisition.
- 9) Manager's report
- 10) Agenda items for next Board meeting.

NEXT BOARD MEETING August 25 at 4:30 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