

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF  
THE SARATOGA CEMETERY DISTRICT

September 22, 2021

14766 Oak Street, Saratoga, California

5:00 pm

**CALL TO ORDER:** 5:03 pm

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

**GUESTS PRESENT:** Kirsten Powell

### **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 the August Board Meeting
- 2) Manager's Report: August 2021
- 3) Financial Report: August 2021
- 4) Check Register: August 2021

5) Stifel Investments: August 31, 2021

- a) Endowment Care: 2.39%
- b) Endowment Care Interest: 2.52%
- c) Land Acquisition: 2.36%
- d) Pre Need: 2.24%

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

### **REGULAR AGENDA ITEMS**

1) Review progress of Cremation Garden: The Board reviewed hardscape bids from Flora Terra and Mercoza. Vicky Bosworth moved to accept the bid from Mercoza. Motion 2<sup>nd</sup> by Sheila Couch. Unanimous.

Steve Albright suggested the sales of the columbarium will begin after the completion of the walkway.

The District's landscape committee will meet before the October Board meeting to discuss cremation garden landscaping. Steve Albright will contact the committee to schedule the meeting.

2) Discuss development of Blocks 85- 88: The Board reviewed the proposal from Latitude 24 to produce the grave layout map of blocks 85- 88. Sheila Couch moved to accept the proposal from Latitude 24 for \$5200.00. Motion 2<sup>nd</sup> by Norman Koepernik. Unanimous.

3) Discuss District's Non Resident Fee: Kirsten Powell addressed the California Health and Safety code as it applies to non-resident fees. Kirsten stated the code has a non-resident fee minimum, but no maximum limit. However, H&S code 9001 states that District cemeteries are to be cost effective for eligible purchasers.

Kirsten has prepared a memorandum to the Board addressing non-resident fees. The Board will receive the memorandum in the next Board packet to be discussed at the October Board meeting.

4) Discuss cemetery pricing: The Board discussed increasing the price of interment rights for the flat marker interment sites in blocks 79-82. Vicky Bosworth moved to raise the price of interment rights in blocks 79-82 to \$4,000.00 each effective October 1, 2021. Motion 2<sup>nd</sup> by Norman Koepernik. Unanimous.

The Board discussed setting the price on niches and cremation posts in the cremation garden currently under construction. Vicky Bosworth moved the set the price of all niches and cremation posts at \$3,000.00. Motion 2<sup>nd</sup> by Norman Koepernik. Unanimous.

5) Discuss Land Acquisition: The Board would like to solicit the help of a local realtor to acquire land for the District.

6) Discuss future cemetery development of Madronia's undeveloped land: The Board would like to begin the development of Madronia's undeveloped land.

Steve Albright will send a copy the existing plan for Board members to view before the October Board meeting.

The Board will meet for a site visit at the October Board meeting.

7) Report on the Santa Clara County Special Districts Association meeting: Sue Fitzpatrick reported the focus of the meeting was on the current water situation of the county and plans for a water conservation campaign.

8) Financial Report: Steve Albright reported the District collected \$127,000 in endowment care for fiscal year 2020-2021. The District is required to transfer \$173,000 from the county M&O fund to compensate for the Boards commitment of a \$300,000 endowment care deposit each year. Steve Albright will present a resolution for approval at the October Board meeting.

9) Manager's Report:

a) Ron Davey will be retiring for the District on December 31, 2021. Steve Albright will begin looking to fill the position of grounds worker in November.

b) Steve Albright reported the length of time it takes to reclaim abandoned graves will be at least 18 months because of a mandatory waiting period after the court decision.

10) Agenda items for next Board meeting:

**Agenda items:**

- 1) Site visit and discuss future land development.
- 2) Review progress of Cremation Garden.
- 3) Review progress of Blocks 85 – 88 development.
- 4) Discuss Non Resident law and Non Resident Fee pricing.
- 5) Create urn capacity policy for new columbarium.
- 6) Discuss Land Acquisition.
- 7) Financial report

8) Manager's report

9) Agenda items for next Board meeting.

**NEXT BOARD MEETING October 27, 2021 at 4:30pm**

**AJOURNMENT 6:24 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

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Lisa Oakley, Chairperson

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Sue Fitzpatrick, Vice Chairperson

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Norman Koepernik, Trustee

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Sheila Couch, Treasurer

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Victoria Bosworth, Trustee

