

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

January 26, 2022

Zoom meeting 860 3536 8325
14766 Oak Street, Saratoga, California
5:00 pm

CALL TO ORDER: 5:05 pm

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

GUESTS PRESENT: 2 guests

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.) N/A

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

5) Stifel Investments: December 31, 2021

- a) Endowment Care: 2.44%
- b) Endowment Care Interest: 2.47%
- c) Land Acquisition: 2.27%
- d) Pre Need: 2.18%

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

REGULAR AGENDA ITEMS

1) Conduct Board elections: Vicky Bosworth nominated Sue Fitzpatrick as District Chairperson. Motion second by Norman Koepernik. Unanimous.

Lisa Oakley nominated Vicky Bosworth as District Vice Chairperson. Motion second by Norman Koepernik, Unanimous.

Vicky Bosworth nominated Norman Koepernik as District Treasurer. Motion second by Lisa Oakley. Unanimous.

2) Review progress of Cremation Garden: Steve Albright reported all walkways have been completed and trees will be planted in February.

The Cremation Garden committee will need to meet in February to make decisions about shrubbery, fencing, etc.

District received a partial shipment of the cremation monuments from Roquemore Memorial. Roquemore is unable to confirm when order will be completed.

3) Discuss Block 76 development: The District received a proposal for conceptual drawings from Lees and Associates and Eda Land Planning. The Board would like more clarification from each company to proceed with the proposal decision.

Steve Albright will contact each company for further clarification before the February Board meeting.

4) Review Madronia pricing for adjustment: The Board reviewed Madronia's Price Schedule and made the following price adjustments.

- Raised Monument Graves Blocks 79-84 - \$10,000.00
- Raised Monument Half Graves Blocks 79-84 - \$5,000.00
- Niche Opening & Closing - \$200.00
- Granite engraving \$8.00 per character/\$125.00 minimum
- Doric President urn vault - \$500.00
- Beige Fibrelyte urn vault -\$175.00
- Pyramid urn vault – 145.00
- Sheet Bronze urn - \$80.00

5) Discuss Land Acquisition: Steve Albright reported he had spoken to Tiger Teerlink about representing the District in finding land to acquire. Tiger would like to attend a Board meeting to interview with the Board.

Steve will invite Tiger to the February Board meeting.

6) Review 2021 Burial & Sales Report: The Board reviewed the 2021 Burial & Sales Report which reports 2021 totals and compares the previous 10 year totals.

7) Report on the Santa Clara County Special Districts Association meeting: Sue Fitzpatrick attended the meeting and reported the meeting discussed the current Santa Clara County drought and water conservation plan.

8) Financial Report: no report

9) Manager's Report:

a) Steve Albright has hired Jesse Cardenas full time as a grounds worker. Jesse has three years of cemetery maintenance experience and will be compensated \$24.00 per hour.

b) Steve Albright would like to update the current flower policy at the next Board meeting.

c) With the resignation of Sheila Couch from the Board, Steve Albright has communicated with Eva Choi and Douglas Helmuth about the new Board of Directors opening. Each has expressed interest in becoming a Board member.

d) Steve Albright reminded the Board of the upcoming California Association of Public Cemeteries meeting in March. Norman Koepernik and Vicky Bosworth expressed interest in attending. Steve will contact Norman and Vicky to finalize.

10) Agenda items for next Board meeting:

Agenda items:

1) Discuss land acquisition.

2) Review progress of Cremation Garden.

3) Discuss development of Block 76.

4) Review Flower Policy.

5) Financial report

6) Manager's Report

7) Agenda items for the next Board meeting.

NEXT BOARD MEETING February 23, 2022 at 5:00pm via Zoom

AJOURNMENT 6:14 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

Sue Fitzpatrick, Chairperson

Victoria Bosworth, Vice Chairperson

Lisa Oakley, Trustee

Norman Koepernik, Treasurer

, Trustee

