

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF  
THE SARATOGA CEMETERY DISTRICT

January 18, 2023

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:03 pm

**ROLL CALL:** Trustees present: Norman Koepernik, Sue Fitzpatrick, Lisa Oakley, Vicky Bosworth. 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.) 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 October 2022 Board Meeting
- 2) Manager's Report: October 2022
- 3) Financial Report: October 2022
- 4) Check Register: October 2022

5) Stifel Investments: November

- a) Endowment Care: 2.92%
- b) Endowment Care Interest: 2.93%
- c) Land Acquisition: 2.69%
- d) Pre Need: 2.66%

Stifel Investments: December

- a) Endowment Care: 2.93%
- b) Endowment Care Interest: 2.93%
- c) Land Acquisition: 2.76%
- d) Pre Need: 2.67%

Norman Koepernik moved to accept the consent calendar as presented. Motion seconded by Vicky Bosworth. Unanimous.

**REGULAR AGENDA ITEMS**

1) Conduct Board Elections: Board Election proceeded as follows:

Lisa Oakley nominated Vicky Bosworth as Board Chairperson.

Vicky Bosworth nominated Norman Koepernik as Board Vice Chairman.

Sue Fitzpartrick seconded Vicky Bosworth as Board Chairperson and Norman Koepernik as Vice Chairman.

Vicky Bosworth nominated Lisa Oakley as Treasurer.

Vicky Bosworth moved to accept all nominations.

Lisa Oakley seconded all nominations.

Vote was taken: Unanimous.

2) Review Wreaths Across America: 900 wreaths were purchased and placed on Saturday December 17<sup>th</sup>.

A short video was created and will be uploaded the Madronia website.

The Wreaths Across America mobile unit will be at the Saratoga City Hall on January 28<sup>th</sup> from 10:00am – 3:00pm to educate the public about the Wreaths Across America program.

3) Discuss using electronic distribution of Board packets: The Board would like to begin sending the Board packets electronically via email.

Sue Fitzpatrick moved to send Board packets electronically. Motion seconded by Lisa Oakley. Board vote resulted in a 3 yes and 1 no vote. Motion passed.

4) Discuss Board Acquisition: Steve Albright reported that Bank of the West will lend the District less than \$1,000,000 to purchase property for the District.

Norman Koepernik reported that he walked the property at 12511 Congress Springs Rd after the weeks of above average rainfall to assess the overall drainage of the property. Norman reported that the property drained properly, but found three areas where water percolated from the ground. Norman felt the percolating areas are not concern, but we need to proceed with due diligence.

The Board would like to schedule a closed special meeting on February 8, 2023 at 5:00 pm at the District office.

Steve Albright is to invite District counsel Kirsten Powell to the meeting.

5) Review progress of Tranquility Cremation Garden: Steve Albright reported the cremation monuments sales map is complete and sales will begin on February 1, 2023.

Steve Also reported the Poda Carpus trees will need additional staking. He will work with Flora Terra Landscaping on this.

6) Review progress of Block 76: No action taken. The Board will schedule a special meeting in early March to review the plans in detail.

7) 2022 Sales and Interment totals: The Board reviewed the included 2022 Sales and Interment totals and graph.

The 2022 totals for all interments at 158 are the highest the District has ever reported.

Manager's report:

a) The California Association of Public Cemetery included in their newsletter an article about new laws pertaining to Endowment Care contributions. Steve Albright distributed the article to the Board and this item will be added to the February agenda.

b) Steve Albright distributed the "Communication with Those Charged with Governance during planning" letter for our auditor.

c) Steve Albright reminded the Board of the California Association of Public Cemeteries Conference on March 23 –March 25 in Seaside.

Steve will send the Board an Email requesting commitment of attendance.

6) Agenda Items for the next Board meeting.

**Agenda items:**

- 1) Review Wreaths Across America mobile unit visit.
- 2) Discuss land acquisition
- 3) Discuss development of Block 76 design work.
- 4) Review progress of Cremation Garden.
- 5) Review Health & Safety code 8738 and discuss changing our current Endowment Care policy.
- 6) Manager's report.
- 7) Agenda items for next Board meeting.

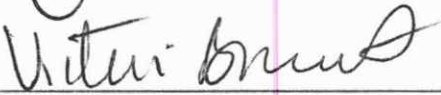
**NEXT REGULAR BOARD MEETING: February 22, 2023 at 5:00 pm**

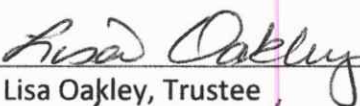
**AJOURNMENT: 6:20**


- 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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Sue Fitzpatrick, Chairperson

  
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Victoria Bosworth, Vice Chairperson

  
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Lisa Oakley, Trustee

  
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Norman Koepernik, Treasurer