

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

April 26, 2023

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.

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 March 2022 Board Meeting
- 2) Manager's Report: March 2022
- 3) Financial Report: March 2022

- 4) Check Register: March 2022
- 5) Stifel Investments: March 31, 2023
 - a) Endowment Care: 2.97%
 - b) Endowment Care Interest: 3.15%
 - c) Land Acquisition: 2.81%
 - d) Pre Need: 2.77%

Sue Fitzpatrick moved to accept the consent calendar as presented. Motion seconded by Lisa Oakley. Unanimous.

REGULAR AGENDA ITEMS

- 1) Discuss Land Acquisition: Westfall Engineers are still reviewing the easement documents from the property at 21511 Congress Springs Road. Norman Koepernik will follow up with them before the May Board meeting.
- 2) Review progress of Tranquility Garden & discuss benches: Norman Koepernik reported he had visited A. Silvestri Co. to look for benches and a statue. He showed the Board a selection of benches and statues. No action taken. The Board will continue discussion at the May Board meeting.
- 3) Discuss Block 76 design: Members of the Board met with the representative from Lee+Associates at the CAPC meeting in Seaside on March 24th to review changes to the current concept design. The Board is awaiting a new set of concept designs. No action taken.
- 4) Discuss location for the old Madronia entrance arch: Steve Albright suggested the old Madronia entrance arch be placed in front of the sitting area in Block 84. The Board went out to the site to discuss the location.

Norman Koepernik moved to place the Madronia arch over the walkway in front of the sitting area in Block 84. Motion seconded by Sue Fitzpatrick. Unanimous.

- 5) Manager's report:
 - a) Steve Albright has identified two applicants to fill the position of Assistant Manager. Steve will interview each candidate one more time before making the final decision.
 - b) Steve Albright has scheduled the annual investment review with Sandra Wheeler of Stifel for May 24, 2023. This appointment corresponds with the May Board meeting.
 - c) Steve Albright reported the walking path that follows the cemeteries west boundary was repaired and resurfaced this week. The cost was proportionally split with the adjacent homeowners association.

6) Agenda Items for the next Board meeting.

Agenda items:

- 1) Audit report by David Farnsworth.
- 2) Review and pass 2023-2024 Budget.
- 3) Discuss land acquisition.
- 4) Review progress of Cremation Garden and discuss benches and statue.
- 5) Discuss development of Block 76 design work.
- 6) Manager's report.
- 7) Agenda items for next Board meeting.

NEXT REGULAR BOARD MEETING: May 24, 2023 at 5:00 pm


AJOURNMENT: 6:19

- 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



Victoria Bosworth, Chairperson



Norman Koepernik, Vice Chairperson



Sue Fitzpatrick, Trustee



Lisa Oakley, Treasurer