

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTOR OF
THE SARATOGA CEMETERY DISTRICT

May 24, 2023

14766 Oak Street, Saratoga , California

5:00 pm

CALL TO ORDER: 5:00 pm

ROLL CALL: Norman Koepernik, Lisa Oakley, Sue Fitzpatrick. Vicky Bosworth – absent.

GUESTS PRESENT: David Farnsworth

PUBLIC COMMENT TIME: (This is the opportunity for individuals to make and/or submit written or oral comments to the Board of Directors 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)

CONSENT CALENDAR: (The Consent Calendar 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 residing Chairperson).

- 1) Minutes from the April 2023 Board meeting
- 2) Manager's Report: April 2023
- 3) Financial Report: April 2023
- 4) Check Register: April 2023
- 5) Stifel Investments: April 30, 2023
 - a) Endowment Care: 2.97% - up
 - b) Endowment Care Interest: 3.15% - up
 - c) Land Acquisition: 2.81 – up
 - d) Pre Need: 2.77 – up

Sue Fitzpatrick moved to accept the Consent Calendar as presented. Motion seconded by Lisa Oakley. Unanimous.

REGULAR AGENDA ITEMS

- 1) **Audit report by David Farnsworth:** David Farnsworth reported the 2022 audit was clean with no significant findings. The only minor finding was the bank reconciliation was not completed within the 90 day deadline.
- 2) **Review and motion on 2023 -2024 Budget:** Steve Albright presented the prepared 2023-2024 Budget. Most categories increased with an overall increase of about 6%. Lisa Oakley moved to pass the 2023 – 2024 budget as presented. Motion seconded by Sue Fitzpatrick. Unanimous.
- 3) **Discuss Land acquisition:** Norman Koepernik reported the he, Lisa Oakley and Steve Albright met with Saratoga City Manager, James Lindsay to discuss the easements associated with the property at 21511 Congress Springs Rd. James offered to look at the language of the easement documents to see if they can be removed. Easement changes are obtained by majority vote of the City Council and Planning Department approval. Norman Koepernik will deliver the easement documents to James Lindsay before the June Board meeting.
- 4) **Discuss Tranquility garden benches and statuary:** No discussion or action taken.
- 5) **Review Block 76 design:** Steve Albright presented two design proposals from Lees+Associates depicting only the cremation garden section of Block 76. The Board discussed each design. The Board needed clarification on columbarium placement. Steve Albright will contact the architect before the June Board meeting to obtain clarification.
- 6) **Managers' Report:**
 - a) The Stifel financial report with Sandra was cancelled and will be rescheduled for the June Board meeting.
 - b) Memorial Day program is scheduled for Monday May 29th at 10:00 am.
 - c) Steve Albright would like to place a discussion of new cemetery software for the June Board meeting.
 - d) Steve Albright would like to place on the June agenda a discussion of raising the employee health care stipend.

NEXT REGUALR BOARD MEETING: JUNE 28, 2023 at 5:00 pm

AJOURNMENT: 6:30 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 accommodations for this meeting should notify the District Secretary 24 hours prior to the meeting at (408) 867-3717.

Minutes by Steve Albright

Victoria Bosworth

Victoria Bosworth, Chairperson

Norman Koepernik

Norman Koepernik, Vice Chairperson

Sue Fitzpatrick

Sue Fitzpatrick, Trustee

Lisa Oakley

Lisa Oakley, Treasurer

,Trustee