

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTOR OF
THE SARATOGA CEMETERY DISTRICT

June 28, 2023

14766 Oak Street, Saratoga , California

5:00 pm

CALL TO ORDER: 5:02 pm

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

GUESTS PRESENT: None

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). None

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 May 2023 Board meeting
- 2) Manager's Report: May 2023
- 3) Financial Report: May 2023
- 4) Check Register: May 2023
- 5) Stifel Investments: May 31, 2023
 - a) Endowment Care: 3.02% – up .03%
 - b) Endowment Care Interest: 3.11% -down .02%
 - c) Land Acquisition: 2.90 – up .08%
 - d) Pre Need: 2.81 – no change

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

REGULAR AGENDA ITEMS

- 1) **Stifel financial review with Sandra Wheeler:** The Board held a conference call with Sandra Wheeler of Stifel Investments to review the District investments. Sandra reviewed past and possible future financial trends. She reported fiscal earnings to date of \$376,545. Sandra asked the Board to contact her if we foresee the need liquidate investments for cash within the next 12 to 18 months so she has time to prepare.
- 2) **Discuss Land Acquisition:** Norman Koepernik reported he delivered the easement language of tract 6628 to Saratoga City manager James Lindsay for review. Norman also distributed maps of tract 6628 showing buildable sites, open space and slide areas. Norman suggested the Board meet with Saratoga City officials to discuss the usability of tract 6628 for cemetery purposes. The financial deposit to schedule this meeting will be \$5,000.00. Sue Fitzpatrick moved to pursue a meeting with Saratoga City officials to discuss the usability of tract 6628 for cemetery purposes. Norman Koepernik seconded the motion. Unanimous.
- 3) **Discuss Tranquility Garden benches, statuary and signage:** Norman Koepernik reported he ordered 8inch bronze letters to install as the sign for Tranquility Garden. Norman will be installing the letters. There was no action on the benches or statuary.
- 4) **Review Block 76 design:** The Board reviewed the two columbarium designs for block 76. Board members offered various changes. No action taken.
- 5) **Discuss Cemetery software:** The Board discussed the possibility of using Quick Books as our cemetery record keeping system. Vicky Bosworth will meet with office staff on July 25th at 10:00 am to investigate the possibility.
- 6) **Discuss the results of 2022 Audit report:** The Board felt we may need to review the results of the audit report from the previous month. No action taken.
- 7) **Discuss increasing the health care stipend:** Steve Albright suggested that instead on increasing the health care stipend, the District may offer a health care plan to employees. After receiving a quote from Kaiser Permanente, Steve felt it would benefit the employee more and cost the District less to offer one of Kaiser's health care plans. Steve will modify our current benefit policy to include an employee health care plan to present to the Board in July.
- 8) **Manager's report:**
 - a. Management reported the above ground water pump non functional and must be replaced. We received an estimated of \$18,000.00 from Superior Pump to replace the pump. Norman Koepernik suggested we call Bruce Barton Pump for a second estimate.

9) Agenda items for next Board Meeting:

- 1) Discuss Land Acquisition.
- 2) Review progress of Tranquility Garden benches and statuary.
- 3) Review Block 76 design.
- 4) Discuss Cemetery Software.
- 5) Present revised Employee Benefits A.R. 307.
- 6) Manager's Report
- 7) Agenda items for next Board meeting.

NEXT REGULAR BOARD MEETING: July 19, 2023 at 5:00 pm

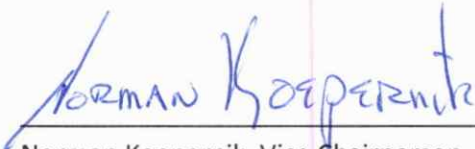
AJOURNMENT: 6:37 PM

- 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.

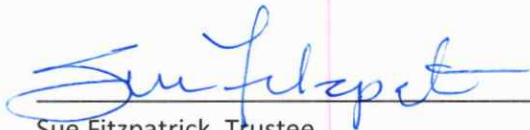
Minutes by Steve Albright



Victoria Bosworth, Chairperson



Norman Koepernik, Vice Chairperson



Sue Fitzpatrick, Trustee



Lisa Oakley, Treasurer

,Trustee