

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTOR OF
THE SARATOGA CEMETERY DISTRICT

July 19, 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.

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 June 2023 Board meeting
- 2) Manager's Report: June 2023
- 3) Financial Report: June 2023
- 4) Check Register: June 2023
- 5) Stifel Investments: June 30, 2023
 - a) Endowment Care: 3.05% – up .03%
 - b) Endowment Care Interest: 3.24% -down .13%
 - c) Land Acquisition: 2.90 – up .07%
 - d) Pre Need: 2.81 – up .07%

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

REGULAR AGENDA ITEMS

- 1) **Discuss Land Acquisition:** Norman Koepernik reported the district has submitted a \$5,000.00 deposit to the City of Saratoga to schedule a meeting between the district, Westfall engineering and city engineers to discuss any issues with the tract 6628, Saratoga Ca.
- 2) **Discuss Tranquility Garden signage, benches and statues:** Norman Koepernik reported the signage letters have been ordered but not received. Norman will be looking at more benches before the next board meeting. Norman has also been looking at spouts for the fountain in Tranquility Garden.

The Board would like Steve Albright to obtain a bid to install a small fountain in the garden.

- 3) **Review design plan for Block 76:** The Board reviewed and discussed the design plans prepared by Lees+Associates. The Board discussed several minor changes to the plans. No action taken. Norman will stake out the cremation garden measurements for the Board to review at the next Board meeting.

Steve Albright reported the additional design work from Lees+Associates will cost \$3200.00.

- 4) **Discuss new cemetery software:** The District office has a meeting scheduled with Vicky Bosworth on Tuesday July 25 at 10:00 am to review Quickbooks as a software option.
- 5) **Review new employee healthcare policy A.R. 307:** Steve Albright presented the new employee healthcare policy added to Employee Benefits A.R. 307. The Board made minor alterations and will conduct the first reading of Employee Benefits A.R. 307 at the next Board meeting,
- 6) **Manager's Report:**
 - a) Josh Burgart has asked management if he could rent the District's cottage. Management felt it is too premature to consider. Management may consider this in the next 6-12 months and give the current tenants several months' notice.
 - b) Management met with a representative of Holman Capital. Holman Capital specializes in obtaining loans for government agencies. Management will retain all contact information and correspondence from Holman Capital.

7) Agenda items for next Board Meeting:

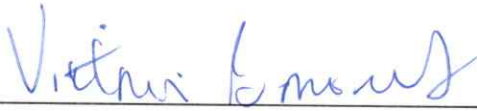
- 1) Discuss Land Acquisition.
- 2) Review progress of Tranquility Garden signage, benches and fountain.
- 3) Review Block 76 design.
- 4) Discuss Cemetery Software.
- 5) First reading of Employee Benefits A.R. 307.
- 6) Manager's Report
- 7) Agenda items for next Board meeting.

NEXT REGULAR BOARD MEETING: August 23, 2023 at 5:00 pm

ADJOURNMENT: 5:57 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