

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING AND CLOSED SESSION

OF THE BOARD OF DIRECTOR OF

THE SARATOGA CEMETERY DISTRICT

SEPTEMBER 27, 2023

14766 Oak Street, Saratoga, California

4:30 pm

**CALL TO ORDER:** 4:30 pm

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

**GUESTS PRESENT:** None

**CLOSED SESSION:** Employee and salary review. 4:31 pm

**RECONVENE TO OPEN SESSION:** 4:49 PM

The Board reported the overall score of the General Manager Evaluation is 4.70 points out of 5.0. Sue Fitzpatrick moved to increase the General Manager's salary by 2.5%. Motion seconded by Lisa Oakley. Unanimous.

The Board reported the overall score of the Office Manager review is 3.73 points out of 4.0 points. Norman Koepernik moved to increase the Office Manager's salary by 4.5%. Motion seconded by Sue Fitzpatrick. Unanimous.

**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 August 2023 Board meeting
- 2) Manager's Report: August 2023
- 3) Financial Report: August 2023
- 4) Check Register: August 2023
- 5) Stifel Investments: August 31, 2023
  - Endowment Care: 3.08% - up .01
  - Endowment Care Interest: 3.43% - down .02
  - Land Acquisition: 3.08% - down .01
  - Pre Need: 3.10% - up .02

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

### **REGULAR AGENDA ITEMS**

- 1) **Discuss Land Acquisition:** No discussion or action.
- 2) **Discuss Tranquility Garden signage, benches and statues:** Norman Koepernik will order the spout for the fountain and install signage letters before the October Board meeting. Steve Albright is pursuing a price quote for the fountain installation from Pacific Water Art.
- 3) **Review design plan for Block 76:** Norman Koepernik presented his design with the Board. No action taken.
- 4) **Second reading of A.R. 307 "Employee Benefits:** The Board conducted the second reading of "Employee Benefits" A.R. 307. Lisa Oakley moved to accept A.R. 307 as presented. Sue Fitzpatrick seconded the motion. Unanimous.
- 5) **Manager's Report:**
  - a. Steve Albright reported he is currently working with two separate attorneys in regards to interment right issues. In both cases, the attorneys' clients are attempting to inter a family member in Madronia without proper authority. Steve is trying to talk to District attorney, Kirsten Powell about each case but have not received a response. Steve will write Kirsten Powell a letter about continued interest in representing the District. Steve will continue to work on both cases as he perceives correct.
  - b. Steve Albright reported there is a current problem with young deer getting stuck in the front fence between the rails attempting to enter the cemetery. Staff has placed chicken wire across the entire fence as a temporary fix. Steve would like to pursue a permanent solution by adding rails or wire.

**Agenda items for next Board Meeting:**

- 1) Discuss Land Acquisition.
- 2) Review Progress of Tranquility and discuss benches and fountain.
- 3) Review design for Block 76.
- 4) Discuss Wreaths Across America program.
- 5) Manager's report

**NEXT REGULAR BOARD MEETING: October 25, 2023 at 5:00 pm**

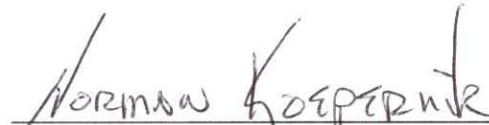
**AJOURNMENT: 5:36 PM**

- 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



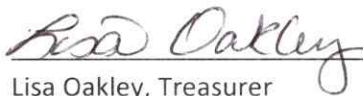
Victoria Bosworth, Chairperson



Norman Koepernik, Vice Chairperson



Sue Fitzpatrick, Trustee



Lisa Oakley, Treasurer

\_\_\_\_\_  
,Trustee