

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTOR OF
THE SARATOGA CEMETERY DISTRICT

January 24, 2024

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:00 pm

ROLL CALL: Norman Koepernik, Sue Fitzpatrick, Lisa Oakley. Vicky Bosworth – 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 November 2023 Board meeting
- 2) Manager's Report: November and December 2023
- 3) Financial Report: November and December 2023
- 4) Check Register: November and December 2023
- 5) Stifel Investments: December 31, 2023
 - Endowment Care: 3.62% - up .26
 - Endowment Care Interest: 3.64% - up .08
 - Land Acquisition: 3.30% - up .08
 - Pre Need: 3.28% - Down .10

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

REGULAR AGENDA ITEMS

- 1) **Board elections:** Sue Fitzpatrick nominated Norman Koepernik to the office of Board Chairman. Nomination seconded by Lisa Oakley. Unanimous.
Norman Koepernik nominated Lisa Oakley to the office of vice chairperson. Nomination seconded by Sue Fitzpatrick. Unanimous.
Lisa Oakley nominated Sue Fitzpatrick to office of Treasurer. Nomination seconded by Norman Koepernik. Unanimous.
- 2) **Discuss Land Acquisition:** Norman Koepernick expressed the desire to pursue the purchase of tract 6628. Bret Stange informed Norman of a 65 acre parcel on Congress Springs Road that will be coming on the market soon.
- 3) **Discuss Tranquility Garden signage, benches and statues:** Norman Koepernik reported he received a bid for the fountain from Liquid Gardener Inc. The bid is not a fixed price bid. The cost will be based on time and materials and has the estimated cost of \$7000.00. In addition, we need to have someone do some electrical and plumbing work. Norman estimates the electrical and plumbing will be \$2000.00. The Board would like to sign a contract with Liquid Gardens rather than Pacific Water Art considering the bid from Pacific Water Art came in at \$23,675. Norman will contact the electrical and plumbing contractors.
Norman has received the spout for the fountain and will drill the hole for installation.
- 4) **Review design plan for Block 76:** Norman presented two conceptual columbarium drawings to the Board. Norman would like Lee's & Associates to reproduce both drawings for the Board to evaluate. Norman also suggested the columbarium garden be moved further west as to not interfere with the well equipment and allow more room for the garden and remove a difficult space. Norman suggested we design a sculpted tree to use as a memorial feature.
- 5) **Review program for "Wreaths Across America":** Lisa Oakley reported "Wreaths Across America" program went well, but was a little short. The program and wreath placement lasted about 75 minutes. Lisa suggested we plan a longer program and instruct the audience in a more respectful way to place the wreaths.
- 6) **Report on the Madronia entrance arch:** Steve Albright reported Brian Cook has picked up the arch. Norman reported he has been to Brian's shop and has seen the beginning of the restoration process and discussed the desired finish.
- 7) **Manager's report:**
 - a. Steve Albright reported he has reviewed the current cost of all the burial vaults and urn vaults and will need to make price adjustments before February.
 - b. Steve Albright reported he has delayed moving endowment care funds to Stifel because of recent poor return on investments. Now that the return on investments has increased Steve move all endowment care funds for year 22-23 and propose a resolution to move excess County funds to Stifel Endowmwnt Care Interest fund at the next Board meeting.
 - c. Steve Albright made a request for District resident Wendy Cheng. Wendy is requesting the Board make an equal exchange for burial rights when transferring within the cemetery for like property. Upon reviewing AR 405-1 which states the original purchase

price paid by the purchaser shall be credited towards the purchase of the new burial right. The Board concluded they will not make the exception.

Agenda items for next Board Meeting:

- 1) Discuss Land Acquisition.
- 2) Discuss Tranquility benches and fountain.
- 3) Review design for Block 76.
- 4) Report on Madronia arch.
- 5) Manager's report
- 6) Agenda items for next Board meeting.

NEXT REGULAR BOARD MEETING: February 28, 2024 at 5:00 pm

AJOURNMENT: 5:56 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


Norman Koepnik, Chairperson


Lisa Oakley, Vice Chairperson


Sue Fitzpatrick, Treasurer


Vicky Bosworth, Board member