

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

October 23, 2024

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:00 pm

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

GUESTS PRESENT:

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 September 2024 Board meeting
- 2) Manager's Report: September 2024
- 3) Financial Report: September 2024
- 4) Check Register: September 2024
- 5) Stifel Investments: September 30, 2024
 - Endowment Care: 4.11% - Up .02
 - Endowment Care Interest: 4.01% - down .22
 - Land Acquisition: 3.98% - up .01
 - Pre Need: 3.81% - down .07

Vicky Bosworth moved to accept the Consent Calendar as presented. Motion seconded by Sue Fitzpatrick. Unanimous.

REGULAR AGENDA ITEMS

- 1) **Discuss Land Acquisition:** The Board discussed various properties for sale in the District and decided to create a Land Acquisition committee.
Lisa Oakley moved to create a Land Acquisition Committee to look for property on behalf of the Board for cemetery expansion. Motion seconded by Sue Fitzpatrick. Unanimous.
Sue Fitzpatrick moved to appoint Norman Koepernik and Vicky Bosworth to the Land Acquisition Committee. Motion seconded by Lisa Oakley. Unanimous.
- 2) **Report on Tranquility Garden Statue:** Norman Koepernik reported he has ordered the statue for Tranquility Garden. The statue will take 8 weeks to arrive.
- 3) **Review design plan for Block 76 :** The Board discussed the latest design submitted by Lees + Associates. No changes made. Steve Albright will contact Lees + Associates to proceed with plans.
- 4) **Report on the Madronia entrance arch:** Steve Albright reported the Madronia arch has been installed. Steve will plant flowers under arch.
- 5) **Discuss 2024 Wreaths Across America:** Lisa Oakley reported that Wreaths Across America will be held December 14th at 11:00 am. The key note speaker will be Brigadier General Christopher Cook. DAR has collected funds to purchase 672 wreaths.
- 6) **Discuss Arboretum:** The three tree species planted in Tranquility Garden and the Palo Verde tree in Block 88 will be added to Madronia's tree inventory list.
- 7) **Manager's report:**
 - a) Steve Albright reported he attended the CAPC conference October 11 – 12 in San Luis Obispo. The theme of the conference was "Board's Role in Finance & Fiscal Accountability."
 - b) Steve Albright has been working with the Local Edward Jones representative to transfer 401(a) and 457 retirement plans from Nationwide to Edward Jones. The transfer should take place by the end of the year.
 - c) Steve Albright needs the Board President to sign Board Resolution 2024-4 to transfer County M&O funds to Stifel Endowment Care Interest.
 - d) Steve Albright needs a Board member to speak to BMO Bank about the issue we are having with the scheduled ACH transfer to Stifel.
- 8) **Agenda Items for the next Board meeting:**
 - 1) Discuss Land Acquisition in Closed Session.
 - 2) Report on Tranquility statue.
 - 3) Discuss Block 76 design.
 - 4) Discuss Wreaths Across America.
 - 5) Discuss Madronia Arboretum tree replacement in Block 86.
 - 6) Manager's report
 - 7) Agenda items for the next Board meeting.

NEXT REGULAR BOARD MEETING: November 20, 2024 @ 5:00 pm

AJOURNMENT: 6:42 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 Koepernik, Chairperson


Lisa Oakley, Vice Chairperson


Sue Fitzpatrick, Treasurer


Vicky Bosworth, Trustee

,Trustee