

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTOR OF
THE SARATOGA CEMETERY DISTRICT

February 28, 2024

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:02 pm

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

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 January 2024 Board meeting
- 2) Manager's Report: January 2024
- 3) Financial Report: January 2024
- 4) Check Register: January 2024
- 5) Stifel Investments: January 31, 2024
 - Endowment Care: 3.70% - up .08
 - Endowment Care Interest: 3.76% - up .12
 - Land Acquisition: 3.25% - down .05
 - Pre Need: 3.37% - up .09

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

REGULAR AGENDA ITEMS

- 1) **Discuss Land Acquisition:** No Discussion/No action taken.
- 2) **Discuss Tranquility Garden benches and fountain:** Steve Albright reported he has not received the contract from Liquid Gardener for the installation of the fountain. Norman Koepernik will contact the electrician and plumber to prepare for the fountain installation upon approving Liquid Gardener's contract.
Norman has been in contact with Palomar Furnishings to purchase teak benches. They are currently out of stock.
- 3) **Review design plan for Block 76:** Steve Albright reported he had sent the two columbarium drawings to Lee+Associates for reproduction. Josh Bernsen suggested the Board select just one of the drawings for now. The Board selected plan A. Steve will work with Josh to have the new drawing for the next Board meeting.
Norman Koepernik presented the concept of a metal memorial tree to the Board.
- 4) **Report on the Madronia entrance arch:** Norman Koepernik reported he went to Brian Cook's shop to access the progress of the Madronia arch. Brian had repaired the scrolls and is working on replacing the legs. Brian would like the Board to select the desired finish.
- 5) **Review Resolution 2024-2:** The Board reviewed Resolution 2024-2 to move \$133,000.00 of County funds to Stifel Endowment Care Interest. Vicky Bosworth moved to pass Resolution 2024-2. Sue Fitzpatrick seconded the motion. Unanimous.
- 6) **Manager's report:**
 - a. Steve Albright asked the Board for details of the Special meeting held on October 5, 2022 so he can complete the minutes.
 - b. Steve Albright reported he had received a power of attorney from Huimin Mu which gives her authority to purchase interment rights for brother. She also wants to use the power of attorney to purchase interment rights for her children through her brother. Steve forwarded the documentation to District attorney, Kirsten Powell to review. Kirsten responded the documentation does not give the brother authorization to purchase for her children. The Board requested the March agenda include a review of A.R. 502 Restrictions on Sale of Interment Rights.
 - c. Steve Albright reported he had been contacted by Sandra Wheeler of Stifel Investments. Sandra emailed Steve information about the Stifel product Smart Rate. Sandra encourages the Board to invest extra BMO funds in Smart Rate for a higher yield of investment. Steve will add Stifel Smart rate discussion to the March agenda.
 - d. Steve Albright presented the invitation to the Saratoga City Council Joint Session meeting on April 17, 2024. The Board has been invited to give a ten minute presentation to the City Council during the meeting. Steve will add "Plan for the Saratoga City Council Joint meeting" to the March agenda.

Agenda items for next Board Meeting:

- 1) Discuss Tranquility benches and fountain.
- 2) Discuss Land Acquisition.
- 3) Review design for Block 76.
- 4) Report on Madronia arch.
- 5) Discuss purchase limits for Eligible Non-Residents.
- 6) Conference call from Sandra Wheeler about investing in Stifel Money Market fund.
- 7) Plan for City Council Joint Session.
- 8) Manager's report.
- 9) Agenda items for next Board meeting.

NEXT REGULAR BOARD MEETING: March 20, 2024 at 5:00 pm

AJOURNMENT: 6:05 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



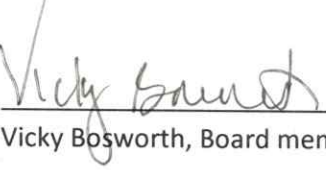
Norman Koepnik, Chairperson



Lisa Oakley, Vice Chairperson



Sue Fitzpatrick, Treasurer



Vicky Bosworth, Board member