

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTOR OF
THE SARATOGA CEMETERY DISTRICT

March 20, 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.

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 February 2024 Board meeting
- 2) Manager's Report: February 2024
- 3) Financial Report: February 2024
- 4) Check Register: February 2024
- 5) Stifel Investments: February 29, 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

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

REGULAR AGENDA ITEMS

- 1) **Conference call with Sandra Wheeler about investing in Stifel Money Market and Stifel Smart Rate:** Board called Sandra Wheeler to conduct conference call. Sandra explained both Stifel Smart Rate and Stifel Money Market fund are currently yielding 5.00% and offer one day liquidity. Smart Rate is FEIC insured up to \$250,000 and Money Market Fund is backed by the US Government.
The Board agreed to have Sandra send the paperwork to the Board.
- 2) **Discuss Land Acquisition:** No discussion/No action
- 3) **Discuss Tranquility Garden benches and fountain:** No progress on the benches.
The proposal from Liquid Gardens has been signed and the work will begin in April.
- 4) **Review design plan for Block 76:** Steve Albright reported he met with the representatives from Lee+Associates at the CAPC conference last week. They reported they are working on the new conceptual drawings and would like to schedule a Zoom meeting at the April Board to present the drawing.
- 5) **Report on the Madronia entrance arch:** No report/No action
- 6) **Discuss purchase limit for Eligible Non-Residents:** Steve Albright reported the District does not have a policy regarding purchase limits for eligible non-residents. Currently A.R. 502 limits residents to 4 per household. Steve would like the Board to consider a limit policy for eligible non-residents. The Board discussed the topic and options with no action taken. The Board will continue the discussion at the April Board meeting.
- 7) **Plan presentation for the Saratoga City Council Joint Session:** The Board agreed to have Norman Koepernik will introduce our cemetery and Steve Albright will present how important it is for Saratoga to have a cemetery for residents and ask for support in locating land for a new cemetery.
- 8) **Manager's report:**
 - a. Steve Albright reported staff has asked to be covered by disability insurance through payroll deductions with no additional cost to the District.
 - b. Steve Albright would like to review the current budget and prepare to submit the 2024-2025 budget at the April Board meeting.
 - c. Steve Albright reported the following staff are due on their Ethics training: Norman Koepernik , Vicky Bosworth and Sue Fitzpatrick. Steve Also reported Form 700 is due April 1, 2024. Steve Albright and Sue Fitzpatrick have not completed Form 700.
 - d. Steve Albright reported on the California Association of Public Cemeteries annual conference on March 15 & 16 in San Diego. Steve reported the topics addressed were heat illness prevention, Ethics Training, Manager and Trustee break-out discussion and Work place violence.