

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

May 22, 2024

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: 5:05 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 April 2024 Board meeting
- 2) Manager's Report: April 2024
- 3) Financial Report: April 2024
- 4) Check Register: April 2024
- 5) Stifel Investments: April 30, 2024
 - Endowment Care: 4.05 - up .10
 - Endowment Care Interest: 4.07% - up .07
 - Land Acquisition: 3.64% - up .18
 - Pre Need: 3.63% - up .06

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

REGULAR AGENDA ITEMS

- 1) **Discuss Land Acquisition:** No discussion/No action
- 2) **Discuss Tranquility Garden benches and fountain:** No progress on the benches. The fountain is in the process of being installed. Liquid Gardens will have their work completed within the week. Schwab Electric will be out to run the electrical line afterwards. All work should be completed by the next Board meeting.
- 3) **Review design plan for Block 76 :** No review/No action
- 4) **Report on the Madronia entrance arch:** Steve Albright reported the repair of the top portion of the arch is complete and the legs are still being worked on. The Board will have a sample of the available finishes at the next Board meeting.
- 5) **Discuss purchase limit for Eligible Non-Residents:** The Board discussed a policy that would limit the number of burial rights an eligible non-resident may purchase. The Board asked Steve Albright to write a new policy that would limit the number of burial rights an eligible non-resident may purchase to one. The Board will conduct the first reading of the policy at the next Board meeting.
- 6) **Present and invite a motion for the final 2024-2025 Budget:** Steve Albright reviewed the 2024-2025 final Budget with the Board. Vicky Bosworth moved to accept the 2024-2025 Budget. Motion seconded by Lisa Oakley. Unanimous.
- 7) **Manager's report:**
 - a. Steve Albright reported the "Contractor Interments" category of the 2023- 2024 Budget is \$55,000.00 over budget and is likely to be \$85,000.00 over budget by the end of the June 30th fiscal year. Steve explained the primary cause of the overage is due to an excessive number of late contractor billings and an unforeseeable increased number of interments this fiscal year. Vicky Bosworth moved to increase the "Contractor Interments" category of the 2023-2024 Budget to \$196,000.00. Motion seconded by Sue Fitzpatrick. Unanimous.
 - b. Steve Albright reported a family has requested to place a heart shaped flat marker at the grave site of her mother. Steve was shown a picture of the heart shaped marker and told the family it does not meet our size restriction. But, he would ask the Board of Directors for their permission. The Board responded that any memorial that does not conform to our size restrictions is not allowable.
 - c. Steve Albright requested a conformation of the Board Members that will be attending the Joint City Council Meeting being held on June 5, 2024.
 - d. Steve Albright asked the Board to modify staffs paid holiday list by removing Memorial Day and adding another Federal holiday to replace it. Board suggested adding an additional personal holiday upon removing Memorial Day.

Agenda items for next Board Meeting:

- 1) Discuss Land Acquisition.
- 2) Discuss Tranquility benches and fountain.
- 3) Review Block 76 design.
- 4) Report on Madronia arch.
- 5) First reading of policy to establish purchase limits for eligible non-residents.
- 6) Report on Joint City Council meeting.
- 7) Manager's report
- 8) Agenda items for next Board meeting.

NEXT REGULAR BOARD MEETING: June 26, 2024 at 5:00 pm

AJOURNMENT: 5:45 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, Board member