

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING AND CLOSED SESSION

OF THE BOARD OF DIRECTORS OF

THE SARATOGA CEMETERY DISTRICT

JULY 24, 2024

14766 Oak Street, Saratoga, California

4:30 pm

CALL TO ORDER: 4:30 pm

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

GUESTS PRESENT: Auditor, David Farnsworth

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 June 2024 Board meeting
- 2) Manager's Report: June 2024
- 3) Financial Report: June 2024
- 4) Check Register: June 2024
- 5) Stifel Investments: June 30, 2024
 - Endowment Care: 4.11 - up .00
 - Endowment Care Interest: 4.24% - up .20
 - Land Acquisition: 3.86% - up .09
 - Pre Need: 3.74% - down .04

Vicky Bosworth moved to accept the Consent Calendar as presented. Motion seconded by Lisa Oakley. Unanimous.

Closed Session: 5:00 – Employee Reviews

Reconvene to Open Session: 5:16 – No Reportable Action

REGULAR AGENDA ITEMS

- 1) **Audit report from David Farnsworth:** David Farnsworth reviewed the 7/1/2022 – 6/30/2023 audit with the Board. David stated the opinion was clean with no deficiencies.
- 2) **Discuss Employee wage increase:** The Board discussed wage increases for all employees. The Board agreed to increase Sandra’s hourly rate from \$34.50 to \$35.50 and Robert’s hourly rate from \$28.00 to \$29.00. The Board also agreed to increase Steve’s salary by 3%.
- 3) **Discuss Land Acquisition:** Norman Koepernik reported he has been looking at properties in the district to determine if they are suitable as cemetery property. Norman would like the district to send financial information to Holman Capital to determine eligibility for a loan of a sufficient amount. Lisa Oakley moved to provide Holman Capital with our financials to determine if a loan is obtainable for land Acquisition. Vicky Bosworth seconded the motion. Unanimous. Steve Albright will contact Lance Holman and send the financials requested.
- 4) **Report on Tranquility Garden benches and fountain:** No report.
- 5) **Review design plan for Block 76 :** The Board reviewed the conceptual drawing of the cremation garden from Lees + Associates. The Board agreed to remove the reliquary shelves and connect the columbarium together. Steve Albright will contact Josh Bernsen to make this change.
- 6) **Report on the Madronia entrance arch:** Brian Cook delivered sample finishes for the arch. The Board approved the finish provided. Steve Albright will contact Brian to proceed with the finishing.
- 7) **Conduct the first reading of revised A.R. 502 “Restriction on the sale of interment rights”:** Steve Albright conducted the first reading of A.R. 502. Vicky Bosworth moved to accept the first reading A.R. 502 as written. Lisa Oakley seconded the motion. Unanimous. The second reading of A.R. 502 will be conducted at the August board meeting.
- 8) **Manager’s report:** No Report

Agenda items for next Board Meeting:

- 1) Discuss Land Acquisition.
- 2) Discuss Tranquility benches.
- 3) Review Block 76 design.
- 4) Discuss Madronia arch.
- 5) Second reading of A.R. 502 “Restrictions on the sale of Interment rights”.
- 6) Manager’s report
- 7) Agenda items for next Board meeting.

NEXT REGUALR BOARD MEETING: August 28th, 2024 @ 5:00 pm

AJOURNMENT: 6:20 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.

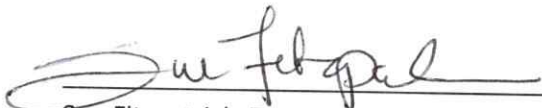
Minutes by Steve Albright



Norman Koepnik, Chairperson



Lisa Oakley, Vice Chairperson



Sue Fitzpatrick, Treasurer



Vicky Bosworth, Board member

,Trustee