

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

January 22, 2025

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: 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). The Board received and read a letter from Nazi Ghotbi in regards to missing flowers and flower pots. The Board instructed Steve Albright to place the topic of missing flowers on the agenda for the February Board meeting.

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 November 2024 Board meeting and December 2024 Special meeting.
- 2) Manager's Report: November 2024 and December 2024.
- 3) Financial Report: November 2024 and December 2024.
- 4) Check Register: November 2024 and December 2024.
- 5) Stifel Investments: December 31, 2024.
 - Endowment Care: 4.21% - Up .01
 - Endowment Care Interest: 4.10% - up .13
 - Land Acquisition: 3.94% - up .04
 - Land Acquisition (General Fund): 4.15%
 - Pre Need: 4.05% - up .45

Vicky Bosworth moved to accept the Consent Calendar as presented except for the December 2024 Special Meeting minutes to be amended. Motion seconded by Lisa Oakley. Unanimous.

Vicky Bosworth moved to accept the amended December 2024 Special Meeting minutes. Motion seconded by Lisa Oakley. Unanimous.

REGULAR AGENDA ITEMS

- 1) **Conduct Board election for year 2025:** Norman Koepernik moved to nominate Lisa Oakley as Board Chairperson and Sue Fitzpatrick as Vice Chairperson. Motion seconded by Vicky Bosworth. Unanimous.
Lisa Oakley moved to nominate Vicky Bosworth as Treasurer. Motion seconded by Sue Fitzpatrick. Unanimous
- 2) **Discuss Land Acquisition:** Norman Koepernik reported he met with Santa Clara County Assessor's office to discuss the Tax exemption for property purchased by the District.
- 3) **Report on Tranquility Garden Statue:** The statue ordered from Kenneth Lynch & Sons has been received. Staff will have it installed by next Board meeting.
- 4) **Review design plan for Block 76 :** The Board has completed all changes to the columbarium design submitted by Lees + Associates. The Board would like Lees to complete the final drawing and submit to the Board.
- 5) **Discuss 2024 Wreaths Across America:** Lisa Oakley reported that the event received many positive comments from attendees. The attendance was estimated to be 80 people.
- 6) **Review annual burial and sales numbers:** Steve Albright reviewed the District's 2024 burial and sales numbers and the 10 year burial and sales statistics with the Board.
- 7) **Discuss BMO bank signature cards and recent activities:** The Board discussed changing banks rather than signing new signature cards due to several unauthorized or fraudulent withdrawals on our BMO account. Steve Albright will research several banks on Big Basin Way before the next Board meeting.
- 8) **Discuss ADA Website compliance:** Steve Albright reported the District website is only 63% ADA compliant and our current website manager does not have the knowledge to make the necessary corrections. Steve suggests we change our website manager.
Sue Fitzpatrick will interview a new website manager and report at the next Board meeting.
- 9) **Discuss Madronia arboretum (new tree):** Sue Fitzpatrick reported she has been working with Silicon Valley DAR to donate a liberty tree to the District. Sue has proposed the donation of a Frontier Elm for placement in Block 86.
Norman Koepernik proposed planting a Strawberry Tree, Peppermint Willow or a Western Redbud for the location on Block 86. No action taken.
- 10) **Discuss monument height requirement:** Norman Koepernik proposed amending the current raised monument size restriction to allow for taller monuments. No Action taken.
- 11) **Manager's report:**
 - a. Steve Albright reminded the Board that registration for the March CAPC meeting is due in two weeks so Board members who want to attend should to notify me by February 1st.

12) Agenda Items for the next Board meeting:

- 1) Discuss Land Acquisition.
- 2) Report on Tranquility statue.
- 3) Discuss Block 76 design.
- 4) Discuss Madronia Arboretum tree replacement in Block 86.
- 5) Discuss fraud issues and changing banks.
- 6) Discuss ADA website compliance.
- 7) Discuss stolen flower issue.
- 8) Discuss monument height requirement.
- 9) Manager's report.
- 10) Agenda items for the next Board meeting.

NEXT REGULAR BOARD MEETING: February 26, 2025 @ 5:00 pm

AJOURNMENT: 6:50 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