

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF
THE SARATOGA CEMETERY DISTRICT

February 26, 2025

14766 Oak Street, Saratoga, California

5:00 pm

CALL TO ORDER: Lisa Oakley call the meeting to order at 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).

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 Board Meeting.
- 2) Manager's Report: January 2025.
- 3) Financial Report: January 2025.
- 4) Check Register: January 2025.
- 5) Stifel Investments: January 31, 2025.
 - Endowment Care: 4.14% - Down .07
 - Endowment Care Interest: 4.06% - down .04
 - Land Acquisition: 4.01% - up .07
 - Land Acquisition (General Fund): 4.14%- down .01
 - Pre Need: 4.14% - up .13

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

REGULAR AGENDA ITEMS

- 1) **Discuss Land Acquisition:** The Board discussed Bank account balances for to cover any future deposits required for land acquisition.
- 2) **Report on Tranquility Garden Statue:** The statue is scheduled to be installed in Tranquility on February 28th.
- 3) **Discuss Block 76 development:** Steve Albright notified Josh Bernson the Board has completed all changes to the cremation garden design and asked that the plans be sent to the District. No plans have been received. Steve will follow up with Josh at the CAPC meeting in March.
- 4) **Discuss BMO bank activities and plan of action:** Vicky Bosworth reported there were several unauthorized withdrawals from the BMO bank account. Vicky and Steve Albright then worked with our BMO Bank representative to reverse the unauthorized withdrawals. Steve reported all funds were replaced within a few days. Steve Albright reported he had interviewed the branch managers from both Wells Fargo and Chase banks located on Big Basin Way. Steve reported his findings to the Board. Vicky Bosworth moved to pursue opening an account with Wells Fargo Bank. Motion seconded by Norman Koepernik. Unanimous.
- 5) **Discuss ADA Website compliance:** The Board discussed ADA website compliance. No action taken. Steve Albright will email the correspondence Sue Fitzpatrick received from Jan Johnpier.
- 6) **Discuss Madronia arboretum (new tree):** Sue Fitzpatrick reported SAR will donate any type of tree to Madronia and DAR my assist financially as well. Vicky Bosworth made a motion to approve a Strawberry tree as a donation. Sue Fitzpatrick seconded the motion. Unanimous.
- 7) **Discuss monument height requirement:** The Board discussed modifying the current monument size regulations to allow for taller monuments. No action taken.
- 8) **Manager's report:**
 - a. Steve Albright reported the hard drive in our BSM record keeping computer crashed and we lost all the data on the hard drive. The hard drive was replaced and most of the data was restored. The staff from BSM is working to restore the missing data.
- 9) **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) Review progress of Wells Fargo bank account.
 - 6) Discuss ADA website compliance.
 - 7) Discuss stolen flower issue.
 - 8) Manager's report.
 - 9) Agenda items for the next Board meeting

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

AJOURNMENT: 6:20 PM by Lisa Oakley

- 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



Lisa Oakley, Chairperson



Sue Fitzpatrick, Vice-Chairperson



Victoria Bosworth, Treasurer



Norman Koepnik, Trustee

,Trustee