

SARATOGA CEMETERY DISTRICT

MINUTES

REGULAR MEETING

OF THE BOARD OF DIRECTORS OF THE SARATOGA CEMETERY DISTRICT

June 25, 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).

- 1) Nazi Ghotbi addressed a letter to the Board about flower theft.
- 2) Reagan Ballo provided the Board information about Five Star Bank for review.
- 3) Rosemary Wong addressed a letter to the Board about installing decorative iron work on the top of the monument.

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 May Regular Board Meeting and the May 22, 2025 Special Meeting.
- 2) Manager's Report: May 2025.
- 3) Financial Report: May 2025.
- 4) Check Register: May 2025.

CONSENT CALENDAR CONTINUED:

5) Stifel Investments: May31, 2025.

Endowment Care: 4.39% - up .00

Endowment Care Interest: 4.05% - down .36

Land Acquisition: 4.01% - up.1

Land Acquisition (General Fund): 3.83%- down .00

Pre Need: 4.11% - up .25

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

REGULAR AGENDA ITEMS

- 1) **Discuss and approve ADU located on APN 517-04-068:** The Board discussed the ADU unit located on APN 517-04-068. The Board considered closing on the property purchase before the ADU is permitted by the County or wait for the permit before closing. Vicky Bosworth moved to move forward with the purchase without ADU permitting resolved. Norman Koepernik seconded the motion. Unanimous.
- 2) **Review and discuss progress of the Lomita property repairs and improvement:** Steve Albright reported he has been working on the swimming pool removal Request for Proposal. The RFP will go out by July 1st.
- 3) **Discuss Block 76 development:** Steve Albright reported he has spoken to a cemetery architect to draw the grave and columbarium for the District. The Board would like all the trees removed along Redwood Circle S in Block 76.
- 4) **Review and approve Request for Proposal for grading, roads and swimming pool removal:** Steve Albright presented the RFP for grading, roads and Pool removal to the Board. Vicky Bosworth moved to accept the proposed RFP with the revision discussed. Sue Fitzpatrick seconded the motion. Unanimous.
- 5) **Report on BMO account activities and approve signing signature cards:** Steve Albright reported there have been no unauthorized withdrawals from the BMO account in the last 90 days. The Board approves signing new signature cards. Steve will schedule the date for signing on a Thursday.
- 6) **Discuss ADA Website compliance:** Steve Albright reported he spoke to Jeff Johnson about providing the District with an ADA compliant website. Jeff responded he was not interested in developing an ADA compliant website for the District. The Board will continue with the current website with Jeff Johnson.
- 7) **Report on Strawberry Tree for Block 86:** Steve Albright reported he has selected a 36" Strawberry tree for the District, but has not received an invoice from Moon Valley Nursery. Steve will arrange to make payment and schedule installation.
- 8) **Approve 2024-2025 budget revision:** The Board reviewed the 2024-2025 Budget for revision. Vicky Bosworth moved to revise the Professional Services category from \$14,000.00 to \$30,000.00. Norman Koepernik seconded the motion. Unanimous.

- 9) **Review and approve Fiscal year 2025-2026 Budget:** The Board reviewed the proposed 2025-2026 Budget. The Board would like to increase the Insurance category from \$30,000 to \$40,000. Sue Fitzpatrick moved to accept the fiscal year 2025-2026 Budget as presented with the adjustment to the Insurance category. Motion seconded by Vicky Bosworth. Unanimous.
- 10) **Discuss issue of missing flowers:** The Board commented on the letter submitted by Nazi Ghotbi. The Board considered several options with no resolve. The Board wants Steve Albright to respond to Nazi's letter.
- 11) **Manager's report:**
- a. Steve Albright reported several issues the District is having with our current phone service and will be changing our phone lines back to AT&T. Our current provider may have issues with a non-existent contact.
- 12) **Agenda Items for the next Board meeting:**
- 1) General Manager Evaluation and Employee Review in closed session.
 - 2) Report on Closed session and discuss staff salary increases.
 - 3) Review and discuss progress of the Lomita property repairs.
 - 4) Review progress with the Request for Proposal (RFP) for Block 76 improvements.
 - 5) Discuss Block 75 and 76 designs.
 - 6) Review progress with BMO signature cards.
 - 7) Discuss a "District Annual Report."
 - 8) Manager's report.
 - 9) Agenda items for next board meeting.

NEXT REGULAR BOARD MEETING: July 23, 2025, Closed session @ 4:30pm.

Open Session to follow.

AJOURNMENT: 6:14pm 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 Koepernik, Trustee

,Trustee