

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING AND CLOSED SESSION

OF THE BOARD OF DIRECTORS OF  
THE SARATOGA CEMETERY DISTRICT

July 25, 2025

14766 Oak Street, Saratoga, California

4:20 pm

**CALL TO ORDER:** Lisa Oakley call the meeting to order at 4:20 pm.

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

**GUESTS PRESENT:** Reagan Ballo

**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) Reagan Ballo, Managing Director of Government Banking with Five Star Bank introduced himself to the Board and presented them with information about Five Star Bank.

**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 Regular Board Meeting and the July 11, 2025 Special Meeting.
- 2) Manager's Report: June 2025.
- 3) Financial Report: June 2025.
- 4) Check Register: June 2025.

## CONSENT CALENDAR CONTINUED:

### 5) Stifel Investments: June 30, 2025.

Endowment Care: 4.28% - down .11

Endowment Care Interest: 4.24% - up .20

Land Acquisition: 4.13% - up .12

Land Acquisition (General Fund): 3.83%-no change

Pre Need: 4.02% - down .09

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

**CLOSED SESSION:** Board convened into closed session for employee reviews at 4:23pm.

**RECONVENE TO OPEN SESSION:** The Board reconvened to open session at 4:44pm.

**REPORT ON CLOSED SESSION:** The Board held employee reviews.

## **REGULAR AGENDA ITEMS**

- 1) **Discuss and approve employee salary increase:** The Board discussed salary increases for District employees. Vicky Bosworth moved to increase the salary of Steve Albright by 2.5%. Motion seconded by Sue Fitzpatrick. Unanimous. Vicky Bosworth moved to raise the hourly rate of Sandra Gonzalez by 2.5%. Motion seconded by Norman Koepernik. Unanimous. Sue Fitzpatrick moved to raise the hourly rate of Robert Andrade by 2.5%. Motion seconded by Lisa Oakley. Unanimous.
- 2) **Review and discuss progress of the Lomita property repairs and improvement:** Steve Albright reported the garage doors will be replaced on July 25. The roof will be repaired and the rain gutter will be replaced before the August Board meeting. The removal of the swimming pool has yet to receive a bid for its removal because it is tied to the road and grading project within the cemetery.
- 3) **Review and discuss RFP for Block 76 improvements:** Steve Albright reported the District has not received a bid for the improvements to Block 76.
- 4) **Discuss Block 75 and 76 developments:** Steve Albright presented the Board with the layout of raised monument plots for the proposed extension of Block 75. Steve will ask Floraterra Landscaping to submit a bid for the development. Steve also presented a layout for Block 76 and asked the Board for its input as to raise monument/ flat marker mix and gravesite direction.
- 5) **Review progress with BMO signature cards and approve signers:** Steve Albright presented the Board with signatures card instructions from BMO Bank. Signers must schedule an appointment with Layla Daniel; submit required documents and information online in advance. Board members will meet at the BMO Saratoga branch together for the appointment. The Board would like to meet to sign signature cards Thursday August 7, 2025 at 9:30am. The Board requires the following Board members to sign signature cards: Lisa Oakley – Board Chairperson, Victoria Bosworth, Sue Fitzpatrick and Norman Koepernik.

- 6) **Report on Strawberry Tree for Block 86:** Steve Albright reported the 36" Strawberry tree for Block 86 is scheduled to be planted on July 30, 2025.
- 7) **Discuss implementing an "Annual District Report:"** Vicky Bosworth suggested the District produce an annual report detailing information and activities to be sent to residents of the District.
- 8) **Manager's report:**
  - a. Steve Albright submitted a letter from the California Association of Public Cemeteries asking the Board's approval to include Steve Albright on the ballot for CAPC Board of Directors in March 2026. The Board approved.
- 9) **Agenda Items for the next Board meeting:**
  - 1) Review and discuss progress of the Lomita property repairs.
  - 2) Review progress with the Request for Proposal (RFP) for Block 76 improvements.
  - 3) Discuss Block 75 and 76 designs.
  - 4) Review progress with BMO signature cards.
  - 5) Discuss APN's 517-04-065, 517-04-066, 517-04-067, 517-04-068, 517-04-069.
  - 6) Discuss Five Star Bank.
  - 7) Discuss a "District Annual Report."
  - 8) Manager's report.
  - 9) Agenda items for next board meeting.

**NEXT REGULAR BOARD MEETING: August 27, 2025 at 5:00pm**

**AJOURNMENT: 5:50pm 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

  
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Lisa Oakley, Chairperson

  
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Sue Fitzpatrick, Vice-Chairperson

  
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Victoria Bosworth, Treasurer

  
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Norman Koepernik, Trustee

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,Trustee