

# SARATOGA CEMETERY DISTRICT

## MINUTES

REGULAR MEETING AND CLOSED SESSION

OF THE BOARD OF DIRECTORS OF  
THE SARATOGA CEMETERY DISTRICT

September 24, 2025

14766 Oak Street, Saratoga, California

5:00 pm

**ALL TO ORDER:** Lisa Oakley called the meeting to order at 5:00 pm.

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

**GUESTS PRESENT:** 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 July Regular Board Meeting .
- 2) Manager's Report: July and August 2025.
- 3) Financial Report: July and August 2025.
- 4) Check Register: July and August 2025.

## CONSENT CALENDAR CONTINUED:

### 5) Stifel Investments: August 31, 2025.

Endowment Care: 4.39 – down .03

Endowment Care Interest: 4.33% - up .06

Land Acquisition: 4.10% - down .10

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

Pre Need: 3.97 - down .05

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

## **REGULAR AGENDA ITEMS**

- 1) **2023-2024 Audit review for approval:** David Farnsworth presented the review of the 2023-2024 Audit. David determined the audit to be clean.  
Vicky Bosworth moved to accept the 2023 – 2024 audit as presented. Motion seconded by Sue Fitzpatrick. Unanimous.
- 2) **Discuss Five Star Bank proposal:** The Board the discussed the details of the proposal of Five Star Bank. No action taken.
- 3) **Review and discuss progress of the Lomita property repairs and improvement:** Steve Albright reported the garage doors have been replaced. The roof, rain gutters, deck and sliding glass door have been repaired. Steve presented a bid from JD Trenching to remove the pool and return with fill. JD Trenching also submitted a bid to install a gate between the properties. No action taken.
- 4) **Discuss Block 76 development and approve architect:** The Board discussed the development of Block 76. Steve Albright presented a contract with EDA Land Planning to design and draw plans. Norman Koepernik moved to sign the contract with EDA as presented. Vicky Bosworth seconded the motion. Unanimous.
- 5) **Discuss Block 75 and 76 designs:** Steve Albright presented a layout of block 75 and 76 detailing burial plots, cremation garden location and the proposed roads. Norman Koepernik presented a design layout for 9 small columbariums. The Board approved sending both layouts to EDA Land Planning as a design reference.
- 6) **Discuss BMO signature cards:** Steve Albright reported he had received an email from BMO stating the Board would be receiving a new Signature packet to complete.
- 7) **Review bids and approve manager's house bathroom remodel:** Steve Albright presented a bid summary for the remodel of the bathroom in the manager's house. The summary contained four bids. Vicky Bosworth moved to accept the bid from Gonzalo Ortiz construction as presented. Motion seconded by Sue Fitzpatrick. Unanimous.
- 8) **Discuss implementing an "Annual District Report:** No discussion/ No action.

- 9) Discuss APN 517-04-065, APN 517-04-066, APN 517-04-067, APN 517-04-068 and APN 517-04-069: Norman Koepernik proposed hiring Westfall Engineering to survey the property line of APN 517-04-067 and the neighboring property. Norman will contact Westfall Engineering to proceed.

10) Manager's report:

- a. Steve Albright reported about the continued issue of missing flowers and he had to unlock the pedestrian gate do to the number of people being locked in the cemetery after the automatic gate closes.
- b. Steve Albright reported that our Burial Space Management system is not always operational and we won't be able to download directly to the new system. The District may need to pay to have our records scanned to upload them to the webCemeteries record keeping software.
- c. Steve Albright reported he has found 18 flat marker plots that can be converted into raise monument plots in Block 88.

11) Agenda Items for the next Board meeting:

- 1) Review progress of the Lomita property repairs.
- 2) Discuss Block 75 and 76 designs and development.
- 3) Sign BMO signature cards.
- 4) Discuss Congress Springs property survey.
- 5) Discuss article for California Special Districts Association.
- 6) Discuss a "District Annual Report."
- 7) Manager's report.
- 8) Agenda items for next board meeting.

**NEXT REGUALR BOARD MEETING: October 22, 2025 at 5:00pm**

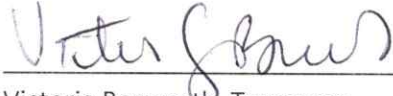
**AJOURNMENT: 6:43pm by Lisa Oakley**

- 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