

# SARATOGA CEMETERY DISTRICT

## MINUTES

### REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SARATOGA CEMETERY DISTRICT

March 25, 2026

14766 Oak Street, Saratoga, California

**ALL TO ORDER:** Sue Fitzpatrick called the meeting to order at 5:01 pm.

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

**GUESTS PRESENT:** Nazi Ghotbi and Patty Shakeri.

**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). Nazi Ghotbi and her daughter Patty Shakeri made a request to the Board to develop a plan to deter the theft of flowers left at gravesites. The Board responded they would place the topic on the April agenda for discussion.

**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 February 2026 Regular Board Meeting.
- 2) Manager's Report: February 2026.
- 3) Financial Report: February 2026.
- 4) Check Register: February 2026.

CONSENT CALENDAR CONTINUED:

5) Stifel Investments: February 28, 2026.

Endowment Care: 4.47 – down .06

Endowment Care Interest: 4.44% - down .02

Land Acquisition: 4.36% - up .12

Land Acquisition (General Fund): 3.23% - no change

Pre Need: 4.15 – down .09

Norman Koepernik made a motion to accept the Consent Calendar as presented. Motion seconded by Lisa Oakley. Unanimous.

REGULAR AGENDA ITEMS

- 1) **Review and approve 24-25 Audit with David Farnsworth:** David Farnsworth reported to the Board on the internal controls, financial statements, audit process, financial metrics and the net position of the District. David's conclusion was that the audit was clean.
- 2) **Discuss Block 75 & 76 plans and development:** Steve Albright presented the Board with a newly revised plan of Block 76A and 76B. Vicky Bosworth made a motion to accept the plan as presented with the addition of 30 ft. wide road between Blocks 76A and 76B and a 18-20 ft. wide road on the Sobrato side of 76B. Norman Koepernik seconded the motion. Unanimous.
- 3) **Review and discuss progress of the Lomita property repairs and improvement:** Nothing to report.
- 4) **Report on the Congress Springs property line survey and septic system:** Steve Albright reported the survey the Congress Springs property has not begun. It is expected to begin in April. Steve has not yet contacted Giant Plumbing to discuss the septic system.
- 5) **Discuss Ethics Training:** Steve Albright reported that Sandra has not received any ethics training certificates from the Board. Sandra will send out the link to the Board before the next Board meeting. Once the training is complete each Board member will need to present the certificate to Sandra along with a reimbursement request for the cost of the training.
- 6) **Review information about the Congress Springs property coming on the market:** No information received. No report.
- 7) **Manager's report:**
  - a. Steve Albright reported that form 700's are due April 1, 2026.
  - b. Steve Albright reported he attended the California Association of Public Cemeteries conference March 19-20 in Garden Grove, California. Topics included Disaster Preparedness, Ethics training, Q&A session, Homelessness affecting cemeteries and cemetery ceremonies and gatherings for the community.
  - c. Steve Albright requested the Board add Eligible Non-Resident policies to the agenda in April.

**8) Agenda Items for the next Board meeting:**

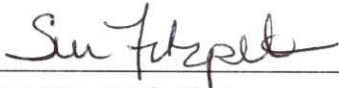
- 1) Discuss Block 75 and 76 designs and development.
- 2) Review progress of the Lomita property.
- 3) Review progress of Congress Springs property survey and septic system.
- 4) Discuss Ethics training.
- 5) Discuss Eligible Non-Residents policies.
- 6) Review information on property adjacent to Congress Springs property.
- 7) Discuss flower theft deterrent.
- 8) Discuss price increase.
- 9) Manager's report.
- 10) Agenda items for next board meeting.

**NEXT REGUALR BOARD MEETING: April 22, 2026 at 5:00pm**

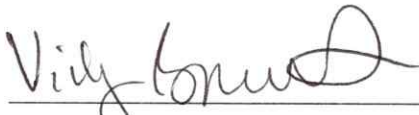
**AJOURNMENT: 6:42pm by Sue Fitzpatrick**

- 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.

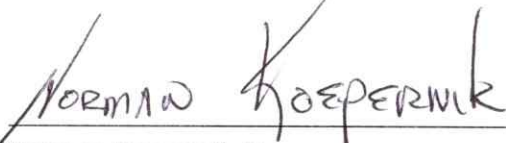
Minutes by Steve Albright



Sue Fitzpatrick, Chairperson



Vicky Bosworth, Vice-Chairperson



Norman Koepernik, Treasurer



Lisa Oakley, Trustee