

Saratoga Cemetery District
Board of Trustees
Agenda - Regular Meeting
Wednesday – November 18, 2009 – 5:00 p.m.
Multi-Purpose Room, Oak Street School
14592 Oak Street, Saratoga, CA, 95070

1. CALL TO ORDER:
2. ROLL CALL:
3. APPROVAL OF MINUTES OF LAST MEETING:
4. PUBLIC PARTICIPATION (Board meetings are open to the public, please call 867-3717 for information).
5. AGENDA CHANGES - Additions or deletions to this Agenda may be made by unanimous consent of the Trustees in attendance if it is determined the matter requires immediate attention and the need for action came to the attention of the District subsequent to the Agenda being posted.
6. COMMUNICATIONS:
 - 6.1 Written
 - a) Email to Board from Dianne Tuley-Brown dated 10/8/09 – Re: Public records request
 - b) Email exchange between Dianne Tuley-Brown and staff initiated 10/15/09 – inclusion of letter on October agenda
 - c) Public records request from Dianne Tuley-Brown dated 10/30/09
 - d) Email from Catherine Bando dated 11/11/09 – Confirmation amount Prop 1A receivable
 - 6.2 Oral:
7. CONTRACTORS AND PURVEYORS ATTENDING:
 - 7.1 None.
8. GROUNDSKEEPING AND MAINTENANCE REPORT:
9. CONTINUING BUSINESS:
 - 9.1 Continuing review of financial investments.
 - 9.2 Continuing review of cemetery development & design concepts, master plan
 - 9.3 Consideration of policy changes
 - 9.4 Discussion of bidding policy for large projects
 - 9.5 Discussion of monument policy
 - 9.6 Discussion of reasonable & proper communication between members of the public, board members and cemetery staff.
 - 9.7 Discussion of adopting a policy on not considering concerns or issues raised anonymously.
 - 9.8 Discussion of record keeping 1 protocol

- 9.9 Discussion of Board member access to personnel records**
- 9.10 Discussion of employee 457 annuity plan**
- 9.11 Salary & benefits review**
- 9.12 Hiring of attorney to assist in procurement of utility easement if necessary**

10. NEW BUSINESS:

- 10.1 Discussion of email from Dianne Tuley-Brown concerning record request**
- 10.2 Sign-up for email alert for special meetings on website**
- 10.3 Document destruction**

11. CLOSED SESSION - THERE IS NONE SCHEDULED. Should a Closed Session be necessary, such will be held in accordance with Government Code Sections 54950-54962 for the sole purpose of considering personnel matters, litigation matters or negotiation matters. The Regular Meeting will be reconvened into Open Session at the conclusion of any Closed Session.

12. ADJOURNMENT: