

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes – November 18, 2009  
Oak Street School, Multi-Purpose Room  
14592 Oak Street, Saratoga, CA 95070

**1. CALL TO ORDER:**

1.1 Meeting called to order at 5:15 p.m. by Vice-Chairman Jim Sorden.

**2. ROLL CALL:**

2.1 Trustees present: Jim Sorden, Gregory Fox, and Jane Hopkins. Trustees absent: Victoria Bosworth and Judy Johnstone. Staff present: Gary Reed and Tim Zadel.

**3. APPROVAL OF MINUTES OF LAST MEETING:**

3.1 Jane Hopkins asked that the forth sentence of paragraph two, Item 3.1 of the October Board minutes be deleted. Continued to the next Board meeting for approval.

Jane Hopkins asked that the second sentence of item 6.2 of the September special Board meeting be removed. She stated that this item was actually part of the September regular meeting. Jane Hopkins moved to approve the minutes of the September special meeting as amended. Second by Greg Fox. Unanimous.

**4. PUBLIC PARTICIPATION:**

4.1 Eleven members of the public attended the meeting.

**5. AGENDA CHANGES:**

5.1 Jane Hopkins asked that discussion of the status of the utility easement be placed on the December agenda. Jim Sorden asked staff to look into making 3 unedited copies of the Board meeting recordings with one copy available to the public.

**6. COMMUNICATIONS:**

6.1 Written: Staff presented:

a) An email from Dianne Tuley-Brown concerning her public records request. Dianne and Jessica Teeter are scheduled to begin their review of the requested records on Wednesday, November 25. Jim Sorden asked that accountant Jayne Brownlee and Board Treasurer Judy Johnstone be present. Staff will check to see if Jayne Brownlee is available.

b) An email from Catherine Bando of Greencoast Capital Partners reporting that the Prop 1A bonds have been sold and the district will receive the Prop 1A receivables on January 15, 2010 and May 3, 2010.

Jane Hopkins asked that the email system be added to the agenda for the next Board meeting.

6.2 Oral: None.

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**7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 None

**8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

**8.1 Staff reported that:**

- a) Augie Guardino of Guardino Well Drilling has finished the plumbing on the new well.
- b) The landscape contractor has finished the winter color (flower) change.
- c) West Valley Construction started work today on connecting the new well to the existing irrigation system.
- d) A phone call was received from Bill Snider who is participating in a program called "wreaths across America". Mr. Snider has raised \$3,000 for wreaths to be put on veterans graves. This will provide wreaths for only a portion of the veterans at the cemetery. Jim Sorden moved to allow the wreaths to be placed. Second by Greg Fox.

**9. CONTINUING BUSINESS:**

9.1 At the October board meeting auditor Paul Kaymark noted that one of the bonds in the District's portfolio had been downgraded to a "B" rating – the District can not be invested in anything below an "A" rating. Both the manager and Judy Johnstone contacted financial advisor Sandra Wheeler, the bond has now been sold.

9.2 Staff reported that the District had just received a third proposal from a landscape architect for design and development of the former Sisters of Notre Dame property. The proposals will be on the December agenda for consideration.

9.3 Consideration of policy changes continued to next Board meeting.

9.4 Discussion of bidding policy for large projects continued to next Board meeting.

9.5 Discussion of monument policy has been completed and will be removed from the agenda.

9.6 Discussion of reasonable & proper communication continued to the next Board meeting.

9.7 Discussion of adopting a policy on not considering concerns or issues raised anonymously continued to next Board meeting.

9.8 Jane Hopkins made a motion that starting today no District records should be deleted, removed, destroyed or missing until the next Board meeting when the full Board can discuss this issue. Second by Greg Fox. Unanimous.

9.9 Discussion of Board member access to personnel records continued to next Board meeting.

9.10 Discussion of employee 457 annuity plan continued to next Board meeting.

9.11 Salary and benefits review continued to next Board meeting.

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9.12 Hiring of attorney to assist in procurement of utility easement if necessary continued to next Board meeting.

**10. NEW BUSINESS:**

**10.1 Discussion of email from Dianne Tuley-Brown concerning record request continued to next Board meeting.**

**10.2 Sign-up for email alert for special meetings on website continued to next Board meeting.**

**10.3 Document destruction continued to next Board meeting.**

**11. CLOSED SESSION:**

**11.1 None Scheduled.**

**12. BOARD SIGNATURES:**

**12.1 Board signed Minutes of Last Meeting, Certificates of Ownership of Burial Rights and warrants.**

**13. ADJOURNMENT:**

**13.1 Meeting adjourned at 6:35 p.m.**

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**Gary T.S. Reed, General Manager**

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**Victoria Bosworth, Chairman**

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**James Sorden, Vice-Chairman**

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**Judy Johnstone, Financial Officer**

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**Gregory T. Fox, Trustee**

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**Jane Hopkins, Trustee**

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