

SARATOGA CEMETERY DISTRICT

BOARD OF TRUSTEES

MINUTES—DECEMBER 16, 2009

1. Call to order

1.1 Meeting was called to order at 5:00 pm by Chairwoman Victoria Bosworth

2. Roll Call:

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

3. Approval of minutes of last meeting:

3.1 Judy Johnstone noted that the minutes from November meeting said that meeting started at 4:14, instead of 5:15. Staff will make the change. Staff noted that Public Participation was listed on the draft minutes as none, but was subsequently changed to eleven members of the public attending. Greg Fox moved to approve the minutes of the last meeting as corrected. Second by Jim Sorden. Unanimous.

Greg Fox moved to approve the minutes of the Oct 7 special meeting. Second by Jim Sorden. Unanimous.

Judy Johnstone moved to approve the Oct 21 regular Board meeting as amended at the November Board meeting. Second by Greg Fox. Unanimous.

4. Public Participation

4.1 Thirteen members of the public attended the Board Meeting.

5. In response to public discussion, Vicky Bosworth asked the assistant manager and the manager if they had called Kathleen King or Phil Boyce and asked them about anything concerning Jane Hopkins. Tim Zadel said no. Gary Reed said that while they had contacted him, he had not contacted them.

6. Agenda Changes

6.1 None

7. Communications

7.1 Written: Staff Presented:

7.1.1 One call notice and one buy notice Wills Fargo Advisors for bonds in the District's investment portfolio

7.2 Oral: none

8. Contractors and Purveyors attending

8.1 None

9. Grounds keeping and maintenance report

9.1 Staff reported that:

9.1.1 West Valley Construction has completed connecting the new well to the irrigation system. The only thing lacking is power to the well.

- 9.1.2 Volunteers for Wreaths Across America placed 600 plus wreaths on veterans graves in the cemetery. Since there are over 900 veterans in the cemetery, about 2/3 received wreaths.
- 9.1.3 There was a small ceremony at the cemetery where soil from John Brown's grave was sprinkled on May Brown's grave by one of their great-grandsons. In New York, a great-great-granddaughter of John and Mary Brown sprinkled soil from Mary Brown's grave over John Brown's grave.
- 9.1.4 The new tipping bucket backup rain gauge arrived and was installed.
- 9.1.5 Staff requested the social security numbers from all trustees for filing of IRS forms 1099Misc.

10. Continuing Business

- 10.1 Staff reported annual returns on the District's four investment accounts: Endowment Interest 4.75%, Endowment Principal 4.52%, Pre-Need 4.53%, Land Acquisition 3.95%
- 10.2 The Three proposals included in the Board packet from landscape architect firms for the Sisters of Notre Dame property development were from: Dillon Design Associates, Winterbotham Partnership, and Design Focus. The proposals were inconsistent because no guidelines were included, and therefore not considered. Judy Johnstone and Vicky Bosworth formed a committee to work on a mission statement and master plan. Continued to the next meeting.
- 10.3 Judy Johnstone moved that the District purchase the CSDA Policy Manuel and CD to aid the Board in drafting policies. Second by Greg Fox. Unanimous.
- 10.4 Discussion of bidding policy for large projects continued to next Board meeting
- 10.5 Discussion continued on what was proper communications at Board meetings. The board will look into developing a grievance process.
- 10.6 Discussion about developing a policy on not considering concerns raised anonymously; continued to next meeting with possible legal opinion necessary.
- 10.7 Discussion on record-keeping protocol; continued to the next meeting, with possible legal opinion necessary.
- 10.8 Discussion as to what records the Board has access to, and which ones are private. Continued to next meeting, with possible legal opinion necessary.
- 10.9 Jane Hopkins requested to see the employee 457 plan. Jim Sorden asked her to report on the plan at the next Board Meeting. Staff will provide a copy of the plan.
- 10.10 Greg Fox and Jim Sorden formed a committee to research the topic of employee salary and benefits, and report back to the Board.
- 10.11 Hiring of an attorney to assist in the procurement of a utility easement was considered in item 10.2 "discussion of status of utility easement".
- 10.12 Jane Hopkins asked members of the public if they were satisfied with the resolution of their public records request. The response was that they were satisfied. Discussion continued suggesting that there is more to be said on this topic.
- 10.13 Sign-up for email alert for special meetings on website continued to the next Board meeting.
- 10.14 Jane Hopkins requested copies of all emails, both received and sent.

11. New Business

11.1 Judy made a motion that staff contact Jeff Johnson about installing an appropriate (not web mail) program for email. Second by Jane . Unanimous.

11.2 Vicky reported on her ongoing contacts with Home of Christ regarding the utility easement for the well. Continued to next meeting.

11.3 Greg and Jim will consider a new term –other than ‘merit pay’ that will reflect what it is: a payment in lieu of retirement benefits—while they work on salary and benefits review. Continued to next meeting.

11.4 Jane and Judy will reword the oral and written communications policy they wrote up to remove any ambiguity. Continued to next board meeting.

11.5 Vicky will bring back names of potential attorneys for consultation at the next Board meeting.

12. Closed Session

12.1 None scheduled

13. Board signatures:

13.1 Board signed Minutes of Last meeting, certificates of ownership of burial rights and warrants.

14. Adjournment:

14.1 Meeting adjourned at 7:42pm