

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes – June 17, 2009  
Multi-Purpose Room, Oak Street School  
14592 Oak Street, Saratoga, CA 95070

**1. CALL TO ORDER:**

1.1 Meeting called to order at 5:03 p.m. by Chairwoman Victoria Bosworth.

**2. ROLL CALL:**

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

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

3.1 Board members requested that several changes be made to the minutes. Jane Hopkins requested that under New Business: The first sentence from item 10 a) be deleted, and that the last sentence from item 10 b) reflect that she recommended that the web site state a specific required monument foundation depth but Jim Sorden suggested that rather than stating a specific depth the web site could state “foundation depth shall be as recommended by the monument company.” Jane asked that the item be added to the July agenda. Jane also asked that the manager’s remarks be removed from item 10 d) or that her response be added, and the board chose the first option.

Judy Johnstone asked that the second sentence of item 6.2 be removed from the minutes, and that the characterization of the items under New Business as non-agendized be removed from the minutes.

Jim Sorden asked that the words “the possibility of” be inserted between “suggested” and

“using” in sentence six of item 9.2, and the word “new” be inserted between “facilitate” and “interments” in item 10 c). Greg Fox moved to approve the minutes as amended. Second by Jane Hopkins. Unanimous.

**4. PUBLIC PARTICIPATION:**

4.1 Eight members of the public attended the meeting.

**5. AGENDA CHANGES:**

5.1 None.

**6. COMMUNICATIONS:**

6.1 Written: Staff presented:

a) One call notice from Wachovia Securities for a bond in the District’s investment portfolio.

b) A packet from Santa Clara Valley Water District included information about water rates, rules regarding recording ground water production and general regulations.

Staff had visited the SCVWD web site and gathered additional information.

6.2 Oral: None.

**7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 None

**8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

8.1 Staff reported that:

a) A deer became stuck in the wrought iron fence next to the entrance gate in the middle of the night. The neighbors called the sheriff's department to assist the deer. The sheriff shot the deer and left her lying next to the gate. Nikki Teeter called the cemetery staff the next afternoon and made them aware of the situation. Animal control and San Jose Tallow were called to retrieve the deer carcass which they did the following morning.

b) Memorial Day services were attended by approximately 1,200 people. Staff had requested an opportunity to announce to those gathered for the services that the District would be holding a special master plan meeting June 23rd. The person chairing the services forgot staff's request and closed the services without allowing staff to make the announcement.

c) PG&E provided engineering drawings for supplying power to the well – staff passed the drawings along to C.W. Nunnery of Rosendin Electric. Another packet from PG&E gave options for paying for the work they will perform in connecting power to the well. The options are very confusing but the Board thought the 50% discount option was preferable to the refundable option. Jim Sorden moved to accept the 50% option at a cost of \$8,407.30. Second by Greg Fox. Unanimous.

Binkley Associates who has provided preliminary engineering drawings for connecting the well to the existing water system suggests that the San Jose Water Company meters not be disconnected until it is confirmed that the well is producing at the required capacity. Greg Fox concurred.

**9. CONTINUING BUSINESS:**

9.1 Staff reported annual returns on the District's four investment accounts: Pre-Need 5.01%, Land Acquisition & Capital Improvements 3.93%, Endowment Principal 4.78%, and Endowment Interest 5.0%. It was also reported that both the State Assembly and Senate budget committees voted not to take additional funds from local government to fill the State's budget shortfall.

9.2 Jane Hopkins reminded everyone about the June 23<sup>rd</sup> special meeting at 7:00 p.m. She added that Dan Cable had run the ads for the meeting in the local paper. Board members and staff expressed surprise at how small and inconspicuous the ad was.

Jane provided the Board members with a questionnaire that Dan Cable will use to solicit public input at the special meeting. Jim Sorden said he wanted question seven removed from the questionnaire. The question asked whether the cemetery should sell its residence located on Oak Street. Vicky Bosworth suggested that question seven be reworded as "Do you think that the cemetery should sell any of its property?"

Staff raised the possibility of having a second master plan meeting with a better public notice. Jim Sorden said that he would help with the publicity for a second meeting.

Staff asked the Board what they wanted on the Agenda for the special meeting. The Board said to keep it simple and open-ended since we are just gathering information.

**10. NEW BUSINESS:**

10.1 Review of policy concerning placing stones on headstones continued to the July Board meeting.

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10.2 Staff presented four bids for the Fiscal Year 2009-10 Landscape Maintenance and Interment contract.

<u>Company</u>	<u>Maintenance</u>	<u>Interments</u>	<u>Total</u>
Jensen Landscape	\$78,108	\$64,653	\$142,761
Gachina Landscape	\$74,460	\$49,048	\$123,508
FloraTerra	\$65,880	\$50,565	\$116,445
D S Landscape	\$66,108	\$62,000	\$128,108

Interment total based on estimated 66 full interments and 46 cremation interments.

Staff recommended accepting the low bid from FloraTerra. After discussion Jim Sorden moved to accept the bid from FloraTerra with two understandings: that the contract can be terminated with 90 days notice (this is part of the contract), and that the interment crew

have the graves sites ready thirty minutes before the scheduled interment (all bidders have agreed to have this added to the contract). Second by Gregory Fox. Unanimous.

10.3 Staff presented the budget for Fiscal Year 2009-10. Adding in the approved bid from FloraTerra the total for the budget is \$457,105. After some discussion Jim Sorden moved to approve the budget as presented. Second by Greg Fox. Three yea votes and no nay votes. The budget passed unopposed.

10.4 Staff recommended that \$600,000 be transferred from Maintenance & Operations to Land Acquisition & Capital Improvements; the funds would remain with the County. Greg Fox moved to transfer \$600,000 from Maintenance & Operations to Land Acquisition & Capital Improvements. Second by Jim Sorden. Unanimous. Jim Sorden requested that moving funds from the County to Wachovia Securities be added to the next agenda.

11. CLOSED SESSION:

11.1 None Scheduled.

12. BOARD SIGNATURES:

12.1 Board signed Certificates of Ownership of Burial Rights and checks.

13. ADJOURNMENT:

13.1 Meeting adjourned at 6:44 p.m.

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

**Victoria Bosworth, Chairman**

**James Sorden, Vice-Chairman**

**Judy Johnstone, Financial Officer**

**Gregory T. Fox, Trustee**

**Jane Hopkins, Trustee**

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