

Saratoga Cemetery District
Board of Trustees
Agenda - Regular Meeting
Wednesday – January 27, 2010 – 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 from Ty Moore, FPPC Counsel 12/21/09
 - b) Email exchange between District and County Counsel
 - c) Fax from Ty Moore, FPPC Counsel 1/21/09
 - 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 reasonable & proper communication between members of the public, board members and cemetery staff
 - 9.6 Discussion of adopting a policy on not considering concerns or issues raised anonymously
 - 9.7 Discussion of record keeping protocol
 - 9.8 Discussion of Board member access to personnel records
 - 9.9 Discussion of employee 457 annuity plan
 - 9.10 Salary & benefits review
 - 9.11 Hiring of attorney to assist in procurement of utility easement if necessary

- 9.12 Sign-up for email alert for special meetings on website**
- 9.13 Document destruction**
- 9.14 Discussion of email system**
- 9.15 Discussion of status of utility easement**
- 9.16 Semi-annual employee merit pay**
- 9.17 Rewording of communication policy approved in September**
- 9.18 Hiring of attorney for board consultation**

10. NEW BUSINESS:

- 10.1 Board officer elections**
- 10.2 Discussion and vote on changing status of Board members as employees**

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: