

**Saratoga Cemetery District
Board of Trustees
Minutes – January 2010
Multi-Purpose Room, Oak Street School
14592 Oak Street, Saratoga, Ca 95070**

1. Call to Order

- Meeting called to order at 5:05 by Chairwoman Victoria Bosworth

2. Roll Call

- Trustees Present – Victoria Bosworth, Greg Fox, Jim Sorden, Judy Johnstone and Jane Hopkins
- Staff Present – Gary Reed and Tim Zadel

3. Approval of Minutes of Last Meeting

- Jane Hopkins stated objections to the content of the minutes
- Jane Hopkins reported that complaint against her had been filed anonymously by telephone call to the FPPC. The complaint was supported by 15 pages of documents that were faxed to the FPPC office. Each of the 15 pages had Saratoga Cemetery District Office November 23, 3:30 pm printed across the top.
- Jan Hopkins exited the building at this time.
- Judy Johnstone and Vicky Bosworth also stated objections to the content of the minutes.
- By consensus it was agreed that the December minutes would be rewritten.

4. Public Participation

- Ten members of the public spoke

5. Agenda Changes

- Vicky Bosworth requested that items 9.9 and 9.16 be moved to the beginning of continuing business to accommodate the accountant, Jayne Brownlee.

6. Communications

6.1 Written

- The District received one call and 2 buy notices from Wells Fargo Advisors
- A records request was received from Diane Tuley Brown for all minutes from 2000 to 2006, detailed trial balances and reconciliations for November and December with supporting documents.
- Two letters were received from FPPC requesting copies of minutes and agendas
- A letter was received from the County Counsel stating that it could not represent the District because of a possible conflict of interest.

6.2 Oral

- Judy Johnstone read a series of emails clarifying the process in which the size of the ad for the public meeting on June 23, 2009 was determined.
 1. An email from Gary Reed to the Board (May 18) reporting information from Jane Hopkins – a suggested date for the meeting and the price of a full-page ad and a half-page ad. Gary also stated that Jane recommended the half page ad.
 2. An email from Vicky Bosworth (May 19) stating that the date and half-page ad were fine with her.
 3. An email from Gary Reed to the Board (May 20) stating that Jim Sorden asked him to pass along his preference for a quarter-page ad run for two weeks.
 4. An email from Judy Johnstone (May 31) supporting the quarter-page ad.

- Staff reported semi-annual sales and interment statistics,

7. Contractors and Purveyors Attending

none

8. Groundskeeping and Maintenance Report

- Closed Bank of America account
- Received first Prop 1A funds of \$26,000. Second half of the funds will be received later in the spring.

9. Continuing Business

9.9 Discussion of employee 457 annuity plan

Greg Fox presented the background of the “merit pay” which was created in lieu of a district retirement plan. He contacted Jayne Brownlee, district accountant, to research various options for a retirement plan for district employees.

Jayne presented an overview of various types of retirement plans. Most public employees are a part of the California PERS program. Given the small number of district employees and their age, a PERS program would be prohibitively expensive. Jayne suggested that a 401(a) defined contribution plan would be the best option for the district.

The Board agreed by consensus to move ahead with creating such a plan. Jayne will research 401(a) plans and present a specific plan for approval at the next board meeting.

9.16 Semi-annual Merit Pay

After some discussion this item was continued to the next meeting to be a part of the retirement plan discussion;

9.1 Continuing review of financial investments

Staff reported annual returns on the District's four investment accounts: Endowment Interest 4.76%, Endowment Principal 4.56%, Land Acquisition 4.1% and Pre-Need 4.57%.

9.2 Continuing review of cemetery development & design concepts, master plan

Vicky Bosworth presented a draft version of a mission statement for the district. After discussion, the statement will be revised and presented at the next meeting for approval.

Judy Johnstone presented a draft version of a concept plan for cemetery development. The Board agreed by consensus that the following elements are desired in the plan for the Sisters of Notre Dame property: an access road, cremation interment spaces, raised marker and flat marker areas, screening of neighboring properties, retain existing trees where possible, water efficiency, increase number of trees, green/sustainable development practices, an irrigation plan, and a drainage plan. A water feature would be considered but not a pond. The following elements are not desired: a scattering garden, a gathering space, family estates and lights.

Judy Johnstone moved that the elements of the concept plan be accepted as specs for the request for bids from landscape architects. Jim Sorden seconded. The motion passed.

Greg Fox requested that the landscape architects submit a concept drawing along with their proposal. Gary Reed will request that a concept drawing be a part of landscape proposals.

9.3 Consideration of policy changes

The following policies were considered in second reading:

B.P. 504 Monuments and Markers

Greg Fox moved to approve. Jim Sorden seconded. Motion carried

B.P. 404 Accountant/ Bookkeeper

Greg Fox moved to approve. Jim Sorden seconded. Motion carried

B.P.201 Board Meetings

Judy Johnstone moved to approve. Greg Fox seconded. Motion carried

A.R. 205 Agenda Procedure

Judy Johnstone moved to approve. Greg Fox seconded. Motion carried

The following policies will be discussed again;

B.P.410 Records Retention

Operating Principals (Norms)

Judy Johnstone provided a list of norms for possible inclusion in this policy

Public Complaints / Anonymous Complaints

Ethics

9.11 Discussion of status of utility Easement

Vicky is still in discussion with a member of the church.

9.12 Sign up for email alert for special meetings

Judy Johnstone reported that Jeff Johnson could create an email alert system regarding special board meetings for \$250 to \$300. After discussion, Judy Johnstone moved that Jeff Johnson be contacted to create a location on the website in which members of the public can signup for email alert regarding special board meetings.. Greg Fox seconded. Motion passed.

9.14 Discussion of email system

Gary Reed reported that Maria had successfully setup Microsoft Outlook on both office computers.

9.18 Hiring of attorney for board consultation

Jim Sorden and Judy Johnstone were appointed to interview and identify an attorney to provide legal services to the district.

10. New Business

10.1 Board Officer elections

Continued to next meeting

10.2 Discussion and vote on changing status of Board members as employees

Greg Fox moved that the status of District Board Members be changed to employees of the district. Judy Johnstone seconded. Motion passed.

11. Closed Session

none

12. Adjournment

Meeting adjourned at 8:15 pm