

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes – November 19, 2010  
Oak Street School, Multi-Purpose Room  
14592 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 4:05 p.m. by Chairman Jim Sorden.

2. ROLL CALL:

2.1 Trustees present: Jim Sorden, Judy Johnstone, Gregory Fox, Victoria Bosworth, James Nunn. Staff present: Gary Reed. Attorney: Anthony Condotti

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Johnstone moved to approve the minutes of the meeting held September 29 as mailed. Second by Trustee Bosworth. Approved by Trustees Bosworth, Fox, Sorden, Johnstone, and Nunn.

4. PUBLIC PARTICIPATION:

4.1 11 members of the public attended.

Manager Reed directed to continue to monitor the situation with the back-flow valve at the entrance to the Cemetery.

Manager Reed is directed to ensure that a copy of the agenda is included in the public packet.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented: Letter from SDRMA re: insurance reimbursement of Trustee Hopkins legal fees; Letter from the County of Santa Clara appointing James Nunn to the Board of Trustees.

6.2 Oral: Reports from Trustees Fox and Sorden re: CAPC conference in October.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 Auditor Paul Kaymark & Accountant Jayne Brownlee

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that: 1) the new niches are installed 2) received 8 new trees to replace others 3) the covers for the back flow valves have been installed.

10. NEW BUSINESS:

10.1 Approval of FY 2009-10 Audit: Presentation by Paul Kaymark.

Resolved #1: Trustee Bosworth approved to receive and file the audit report as presented, with the change of word 'increased' to 'decreased' on page 2. Motions 2<sup>nd</sup> by Trustee Fox. Approved by Trustees: Fox, Sorden, Bosworth, Nunn, and Johnstone.

Trustee Fox recused himself from the meeting at 4:45.

10.2 Discussion and action on request from attorney Karen Getman for reimbursement of Jane Hopkins legal expenses pursuant to Govt. Code Section 995.6: Presentations by Tony Condotti (explanation of insurance stance and the Govt. Code) and by Trustee Johnstone (timeline of actions leading up to present situation).

Resolved #2: Trustee Johnstone moved to reimburse Jane Hopkins for expenses incurred during the FPPC investigation for the amount of \$10,699.76. Trustee Nunn 2<sup>nd</sup>. Approved by Trustees: Bosworth, Nunn, Sorden, Johnstone.

10.3 Approval of revised Conflict of Interest Policy:

Resolved #3 : Trustee Bosworth moved to accept the Conflict of Interest Code Policy as presented by Manager Reed. Trustee Johnstone 2<sup>nd</sup>. Approved by Trustees Bosworth, Nunn, Sorden, Johnstone.

10.4 Pricing of new cremation niches:

Resolved #4: Trustee Johnstone moved to accept the new niche pricing as presented by Manager Reed on 11/19/10. 2<sup>nd</sup> by Trustee Bosworth. Approved by Trustees Bosworth, Nunn, Sorden, Johnstone.

10.5 Increased hours for Administrative Assistant

Resolved #5: Trustee Johnstone moved to accept Manager Reed's recommendation to increase Maria's hours from 17 per week to 25 per week. Trustee Nunn 2<sup>nd</sup>. Approved by trustees Bosworth, Nunn, Johnstone, Sorden.

10.6 Bids for Road and Curb repair and Sealing all roads

Resolved #6: Trustee Bosworth moved to accept Manager Reed's recommendation to select Galedrige Construction's bid, including the option, for curb repair and sealing of roads. 2<sup>nd</sup> by Trustee Johnstone. Approved by Bosworth, Johnstone, Nunn, Sorden.

## 9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Land Acq: 3.94%, Endowment Principal:4.07%, endowment interest: 4.24%, Pre-need:4.26%

9.2 Discussion and revote on Dillon Design Proposals

Resolved #7: Trustee Bosworth moved to accept the revised bid from Dillon Associates. Trustee Nunn 2<sup>nd</sup>. Approved by Bosworth, Nunn, Sorden. Denied by Johnstone.

9.3 There will be no meeting in December. The next meeting will be on January 26<sup>th</sup> at 5:00pm.

## 11. CLOSED SESSION:

11.1 There was one scheduled. Held at 3:00, Friday Nov 19 in the district offices to discuss annual employee performance evaluations.

## 12. BOARD SIGNATURES:

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

## 13. ADJOURNMENT:

13.1 Adjourned at 6:30 pm. Moved by Trustee Johnstone to Adjourn, 2<sup>nd</sup> by Trustee Nunn. Approved.

Respectfully submitted by,  
Victoria Bosworth

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James Sorden, Chairman

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Judy Johnstone, Vice Chairman

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Greg Fox, Financial Chairman

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Victoria Bosworth, Trustee

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James Nunn, Trustee