

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes – February 24, 2010  
Oak Street School, Multi-Purpose Room  
14592 Oak Street, Saratoga, CA 95070

**1. CALL TO ORDER:**

1.1 Meeting was called to order at 5:05 p.m. by Chairwoman Victoria Bosworth.

**2. ROLL CALL:**

2.1 Trustees present: Victoria Bosworth, Jim Sorden, Judy Johnstone, Gregory Fox  
Trustee absent: Jane Hopkins. Staff present: Gary Reed.

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

3.1 Greg Fox moved to approve the minutes of the December 19 meeting, as amended.  
Second by Jim Sorden. Unanimous.

Greg Fox moved to approve the minutes for the January 27 regular Board meeting.  
Second by Jim Sorden. Unanimous.

Item 9.14 brought forward: Hiring of an Attorney. Jim Sorden introduced Tony Condotti as the attorney hired after Judy Johnstone and Jim Sorden conducted a search and interviewed several prospects. Welcome, Tony.

**4. PUBLIC PARTICIPATION:**

4.1 Eleven members of the public attended the Board Meeting.

**5. AGENDA CHANGES:**

5.1 None.

**6. COMMUNICATIONS:**

6.1 Written: Staff presented:

6.1.1 One call notice and one buy notice from Wells Fargo Advisors for bonds in the District's investment portfolio.

6.2 Oral: None.

**7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 None.

**8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

8.1 None.

**9. CONTINUING BUSINESS:**

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**9.1 Continuing review of Financial Investments: 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%.**

**9.2 Continuing Review of Cemetery Development & Design concepts, master plan: Vicky presented a modified version of the Mission Statement that was first looked at last month. Greg Fox moved to approve the Mission Statement. Jim Sorden Second. Unanimous.**

**9.3 Discussion of bidding policy for large projects: After reviewing a new draft of the Bidding Policy, Judy Johnstone agreed to look at the entire policy, including the Admin. Regs, and bring back to the board a recommendation.**

**9.4 Discussion continued on what was proper communications at Board meetings: Vicky presented a revised 'communication norms' policy. After discussion by the board, the policy will be re-worded and brought back to the next meeting.**

**9.5 Discussion about developing a policy on not considering concerns raised anonymously: Vicky presented a Public Complaints policy. It was accepted by the board with no changes. Will be brought to the next meeting for a 2<sup>nd</sup> reading.**

**9.6 Discussion on record-keeping protocol; continued to the next meeting; Gary will send a copy of the policy to Tony Condotti, who will review it and make recommendations.**

**9.7 Discussion as to what records the Board has access to: continued to a future date.**

**9.8 Discussion of employee 457 annuity plan. Continued to a future date.**

**9.9 Discussion of Salary and Benefits review: Greg Fox moved that we pay 'Merit Pay' due to staff for the last 6 month's work. Jim Sorden second. 3 votes for. Judy Johnstone voted against the motion. Passed.**

**9.10 Document destruction: continued to a future date.**

**9.11 Discussion of status of utility easement: Vicky reported disappointing results with negotiations with the HOC (Home of Christ) church. Gary and Tony will work together on drafting a letter to the church.**

**9.12 Consideration and vote on proposals for development plans for the former Sisters of Notre Dame property: no proposals submitted. Gary will communicate with the potential designers to have them submit by the March meeting.**

**9.13 Rewording of communication policy approved in September: continued to a future date.**

**9.14 Hiring attorney for board consultation: Judy moved to hire Tony Condotti. Greg 2<sup>nd</sup>. Unanimous.**

**9.15 Board Officer Elections: Judy Johnstone nominated Jim Sorden for new Chair of the Board. Greg Fox 2<sup>nd</sup>. Approved. Jim Sorden nominated Judy Johnstone for the new Vice Chairman of the Board. Greg Fox 2<sup>nd</sup>. Approved. Vicky Bosworth nominated Greg Fox for Financial Officer of the Board. Jim Sorden 2<sup>nd</sup>. Approved.**

## **10. NEW BUSINESS:**

**10.1 Chariman Jim Sorden requested a change of the March Meeting to March 31<sup>st</sup> (the 5<sup>th</sup> Wednesday). Consensus agreed.**

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**10.2 Chairman Jim Sorden requested a Closed Session meeting with only the board and the attorney. Tentatively scheduled for March 10<sup>th</sup> at 4:00pm.**

**10.3 Board directed Staff to identify possible niche locations within the existing developed property with a report by the next meeting. This is so that the board can be prepared to talk with vendors at the April Conference about styles, designs, types, costs, etc.**

**11. CLOSED SESSION:**

**11.1 None Scheduled.**

**12. ADJOURNMENT:**

**12.1 Meeting adjourned at 6:30 p.m.**

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**Respectfully submitted: V. Bosworth  
Amended by Jim Sorden.**

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**Victoria Bosworth, Chairman**

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**James Sorden, Vice-Chairman**

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**Judy Johnstone, Financial Officer**

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**Gregory T. Fox, Trustee**

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**Jane Hopkins, Trustee**

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