

Saratoga Cemetery District

Board of Trustees

Minutes – March 31, 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 5:12 pm by Chairman Jim Sorden

2. Roll Call:

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

3. Approval of minutes of last meeting:

3.1 Trustee Johnstone requested item 9.9 be corrected to reflect that she was the dissenting vote. Also she suggested removing 'formerly called' from the statement. Trustee Bosworth moved to approve the minutes as corrected. Trustee Fox 2nd. Trustees Bosworth, Fox, Johnstone, Sorden in favor. Trustee Hopkins abstain. Passed.

4. Public Participation

4.1 Fourteen members of the public attended the Board Meeting.

5. Agenda Changes

5.1 Items 9.5, 9.7, and 10.1 were brought forward for discussion:

9.5 Discussion of reasonable & proper communication between members of the public, board members and cemetery staff: Trustee Sorden reported that Tony Condotti has been reviewing this item and will bring back a recommendation to the Board at the next meeting.

9.7 Discussion of record keeping protocol: Trustee Sorden reported that Tony Condotti has been reviewing this item and will bring back a recommendation to the Board at the next meeting. Trustee Hopkins requested that email be specifically addressed.

10.1 Employment retirement plan: Jayne Brownlee presented information on the 'Nationwide Retirement Solutions, Inc. Governmental Deferred Compensation Matching Plan'. Each Board member received written documents in their packet to review. This is a 401A retirement plan for employees. Questions followed. There was discussion about looking at the total salary and benefits plan before a decision is made about the retirement plan. Trustee Bosworth moved to have a closed session meeting to discuss salary, benefits, and retirement in detail. Trustee Hopkins 2nd. Passed, unanimous. The meeting is tentatively set for April 14, 2010, from 3:00-5:00pm.

Tony Condotti will find out if it is possible to adopt a retirement plan, and then begin it retroactively.

6:00pm-Trustee Hopkins left the meeting and the building.

6. Communications

6.1 Written:

6.1.1 Letter from Bill Brown-included in packet

-This item will be added to the April Agenda for discussion

- 6.1.2 Letter to Home of Christ Church-included in packet
- 6.1.3 Fax from Home of Christ Church-included in packet
- 6.1.4 Staff presented one call notice and two buy notices from Wells Fargo advisors for bonds in the Districts investment portfolios.
- 6.1.5 Letter from the auditor to set up this year's audit. The fee has been increased to \$12,840. Discussion ensued as to the benefit of finding a new auditor, as the Board has retained this one for at least 5 years. Staff was directed to solicit more audit proposals, bring them back to the next meeting for discussion, comparison and vote.
- 6.2 Oral: None

7. Contractors and Purveyors attending

- 7.1 None

8. Grounds keeping and maintenance report

- 8.1 Aerating of cemetery lawn has been completed
- 8.2 Staff reported that the firm that is doing the cemetery maintenance will be requesting a 5 % increase in fees this year. This firm has been very good to work with. Next month the Board will see the new proposal.

9. Continuing Business

- 9.1 Continuing review of Financial Investments: Staff reported annual returns on the District's four investment accounts: Endowment Interest 4.64%, Endowment Principal 4.40%, Pre-Need 4.58%, Land Acquisition 4.01%
- 9.2 Continuing Review of Cemetery Development & Design concepts, master plan: No report
- 9.3 Consideration and vote on proposals for development plans for the former Sisters of Notre Dame property: Staff discussed the proposals presented. Of the two, the cemetery has worked successfully with Dillon Assoc; the folks from Design Focus were very easy to talk with and had some innovative ideas. Staff recommended that the Board not make a decision this month; rather invite the firms to come in, independently, and make a presentation to the Board. It was also discussed to contact the immediate neighbors and invite them to attend the meeting.
-Staff also reported on the request from last month to identify areas in the existing , maintained portion of the cemetery for possible niche areas. Manager Reed recommends the Redwood Grove. Staff also recommended that the Board wait to make any decisions until after attending the conference in Monterey, where they will have a chance to see, meet with vendors, and discuss niche options.
- 9.4 Discussion of bidding policy for large projects : Trustee Johnstone reported that the bidding policy (proposed) and the existing purchasing policy were very similar. She recommended that we simply add the line concerning how bids are presented/received to the bidding policy. She will write this up for a first reading at the April Meeting.
- 9.5 Discussion about developing a policy on not considering concerns raised anonymously: Trustee Bosworth presented a Public Complaints policy for a 2nd reading. Trustee Bosworth moved that we accept the policy as written. Trustee Fox 2nd.
Approved, Unanimous.
- 9.6 Discussion of status of utility easement: No additional report.

10. New Business

10.1 New Agenda Items for April: Bill Brown Letter; Engagement of an auditor; Possible purchase of a dump truck; Maintenance contract proposal.

10.2 Announcements: Trustee Johnstone reported that the new online alert system is up on our website. Community members may request to be notified by this system of any meetings or issues that may come up.

10.3 Manager Reed announced that Trustees Bosworth and Johnstone were re-appointed by Supervisor Kniss for a new term of office. Congratulations.

11. Closed Session

11.1 None scheduled

12. Adjournment:

12.1 Meeting adjourned at 6:50pm

Respectfully submitted: V. Bosworth
Amended by Jim Sorden.

James Sorden, Chairman

Judy Johnstone, Vice-Chairman

Gregory Fox, Financial Officer

Victoria Bosworth, Trustee

Jane Hopkins, Trustee