

Saratoga Cemetery District
BOARD OF TRUSTEES
Minutes - April 28, 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 5:01 pm by Chairman Jim Sorden

2. Roll Call:

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

3. Approval of minutes of last meeting:

3.1 Trustee Bosworth moved to approve the minutes as presented. Trustee Fox 2nd.
Trustees Bosworth, Fox, Johnstone, Sorden in favor. Passed.

4. Public Participation

4.1 Seven members of the public attended the Board Meeting.

5. Agenda Changes

5.1 No changes.

6. Communications

6.1 Written:

6.1.1 Staff presented one call notice from Wells Fargo advisors for bonds in the Districts investment portfolios.

6.2 Oral:

6.2.1 Staff reported that Vicky Bosworth, Jim Sorden, and Judy Johnstone, along with Gary Reed, all attended the April CSDA conference and were able to talk to some vendors regarding ideas for monuments. Trustee Bosworth reported that she was reminded of the importance of being a public presence, and therefore suggested that the board send a member to attend the Santa Clara County Special Districts Assoc. Meetings, which are held quarterly. Trustee Sorden will attend in June.

6.2.2 Trustee Johnstone reported that one thing she learned at the conference was that many cemeteries are watching the growth of 'green' burials. At this time only one California Public Cemetery District is allowing green burials.

6.2.3 Trustee Sorden reported that one thing he learned at the conference was that only ½ of all cremations statewide are interred.

7. Contractors and Purveyors attending

7.1 Jayne Brownlee, Accountant

8. Grounds keeping and maintenance report

8.1. Red, white, blue flowers put in for Memorial Day

8.2. One family of bluebirds and one family of Titmouse' are using the bluebird boxes that were installed last fall after the Board gave permission.

9. Continuing Business

9.1 Continuing review of Financial Investments: Staff reported annual returns on the District's four investment accounts: Endowment Interest 4.49%, Endowment Principal 4.41%, Pre-Need 4.60%, Land Acquisition 4.04%

9.2 Continuing Review of Cemetery Development & Design concepts, master plan:

9.2.1 Trustee Johnstone reported that she and Trustee Bosworth walked the grounds together, after talking with vendors at the Cemetery Conference. Both recommend to the board that 2 new Niche Walls be purchased and placed in the Redwood Grove in alignment with the existing two walls.

9.2.2 Trustee Bosworth moved that Manger Reed bring to the next meeting bids, along with renderings, for 2 niche walls. Trustees Fox 2nd. Unanimous vote in favor by Trustees present.

9.2.3 Trustee Johnstone addressed items in the letter presented to the board by Bill Brown, a member of the public. Trustee Johnstone clarified that the board had previously discussed a chapel and agreed it would not be part of our current master plan. Trustee Johnstone also clarified that the issue of a 'free standing structure for memorial gatherings' had been previously discussed, and it was decided that it will not be part of our current master plan. The item concerning the sale of property will be addressed at a future meeting.

9.3 Scheduling of interviews with Landscape Architects to discuss their proposals for development of the former Sisters of Notre Dame property: Manager Reed suggested that a committee of two persons meet with the landscape architects to provide more input to them about the Board's vision for the property. Trustees Johnstone and Bosworth will be the committee. The two companies will also be asked to attend the May meeting to present their independent proposals to the Board and the public .

9.4 Discussion of bidding policy for large projects : Trustee Johnstone presented the new bidding policy with the addition of the line: "All requests for bid shall be accompanied by a written list of specifications" . There were no changes. 1st reading.

9.5 Discussion of reasonable and proper communications between members of the public, board members, and cemetery staff: no report.

9.6 Discussion of record-keeping protocol: Tony Condotti has prepared an update to the record-keeping protocol, but it was not included in the packet. Continue to the next meeting.

9.7 Discussion of status of utility easement: Manager Reed reported that there has been no response to his letter (included in the packet) after one month. This item was on the agenda of the special meeting held April 27 and direction was given. There was no reportable action. Continue to next meeting.

9.8 Employee Retirement Plan: The Board received more information during the special meeting held April 27. The retirement plan is being looked at as part of a comprehensive employee salary and benefits package, and is not ready for action at this time. Continue to next meeting.

10. New Business:

10.1 Review and vote on FY 10-11 Maintenance and Interment contract proposal: Trustee Fox moved that we accept the proposed increase of 5% and continue using the services of Flora Terra. Trustee Johnstone 2nd. Unanimous votes in favor by Trustees present.

10.2 Review of Accounting Procedures: Discussion begun by Trustee Johnstone about current accounting software, and office procedures. Jayne Brownlee continued discussion by explaining her role as a 'control' in the system. Manager Reed is very

comfortable with current system. Potential problems were discussed such as: compatibility with 'Windows 7', upgrading computers, and the ease in which someone new could learn the existing software program (Business Works). This item will be discussed again at a future date.

10.3 Non-resident fee clarification on website: Tim Zadel suggested that the current wording makes it unclear as what a 'non-resident' is, and who qualifies. Staff offered a suggested change to the website. Discussion brought in the idea of removing 'non resident fees' entirely from the posted fee schedule. Trustee Johnstone will look at wording, bring ideas to the office, and then make appropriate changes to web page.

10.4 New agenda items for May:

10.4.1 Potential uses and dissolution of cemetery property.

10.4.2 Board to rescind direction to Manager re: new auditor

11. Closed Session – There is none scheduled

11.1 None scheduled

12. Adjournment:

12.1 Meeting adjourned at 7:00pm

**Respectfully submitted: V. Bosworth
Amended by Jim Sorden
April 28, 2010**

James Sorden, Chairman

Judy Johnstone, Vice-Chairman

Gregory Fox, Financial Officer

Victoria Bosworth, Trustee

Jane Hopkins, Trustee