

Saratoga Cemetery District
Board of Trustees
Minutes May 26, 2010
Oak Street School, Multi-Purpose Room
14592 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:00 p.m. by Chairman Jim Sorden.

2. ROLL CALL:

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

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Fox moved to approve the minutes of the last meeting as mailed. Second by Trustee Johnstone. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 Eight members of the public attended the meeting.
Request to add an agenda item: discussion of reimbursement of legal fees for Trustee Hopkins; asked to submit request in writing by Chair Sorden.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented: 2 buy notices and 2 call notices.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 Jayne Brownlee

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that undeveloped area has been mowed. Staff also requested from neighbors any records of rainfall in order to fill in rainfall records that was missed due to broken rain gauge.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endowment Interest earned 4.52%; Endowment Principal earned 4.14%; Pre-Need fund 4.73%, Land Acq 4.04%

-auditor will be coming in on June 10 for preliminary work and will contact the ad hoc committee—Trustees Greg Fox and Judy Johnstone are on call.

9.2 Review of Cemetery development and design concepts: Trustee Johnstone reported that she and Trustee Bosworth met with both Rebecca Dye and Mike Dillon Assoc., walked property together; recommended Rebecca Dye and Assoc. Trustee Fox requested that we ask the architects to attend our board meetings and give presentation, as per last month's

meeting.

Trustee Fox moved that we bring both back to the entire board for an oral presentation at the next meeting; and that we pay them for their time already expended. Second by Trustee Johnstone. Unanimous.

Trustee Johnstone moved that we pay the architects based on their hours worked, not to exceed \$3000. Trustee Fox Second. Unanimous.

9.3 Second reading of bidding policy for large projects: continued to next meeting.

9.4 Discussion of reasonable & proper communication between members of the public, board members, and cemetery staff—continued to next meeting.

9.5 Discussion of record keeping protocol—continued to next meeting.

9.6 Discussion of status of utility easement: Tony Condotti reported that he has yet to hear back from the HOC re: letter written requesting easement. If church doesn't respond by end of next week (June 4) he will apprise the board and new options will be discussed.

9.7 Approval of Resolution of Saratoga Cemetery District Deferred Compensation Plan: Trustee Fox moved that we approve the resolution. Trustee Johnstone second. Unanimous.

9.8 Non-resident fee clarification on website: Trustee Johnstone reported that this has been taken care of.

10. NEW BUSINESS:

10.1 Potential uses and dissolution of cemetery property: Trustee Johnstone moved that we retain the residences and continue the residential use. Second by Trustee Fox. Unanimous.

10.2 Board to rescind direction to Manager re: new auditor, because we are in year three of a three year contract. Moved by Trustee Johnstone that the board rescind this direction. Second by Trustee Fox. Unanimous.

10.3 General Managers employment agreement: Trustee Sorden discussed changes to the document; Trustee Fox moved that the document be accepted as modified. Second by Trustee Johnstone. Unanimous.

10.4 Resolution for Assistant Manager and Administrative Assistant: Trustee Fox moved that the resolution be accepted as presented. Trustee Johnstone second. Unanimous.

10.5 Archiving of email communications between trustee-continued to next meeting.

10.6 Archiving of email communications between the public and trustees through the District website: Tony Condotti recommended that the board defer on this topic until we have an email policy in place. Continued to next meeting.

10.7 Review of granite niche wall plan for redwood grove: Manager Reed discussed the niche walls with pros and cons of various styles; he will solicit a second proposal from another company and next meeting provide some photos and prices.

11. CLOSED SESSION:

11.1 None Scheduled.

12. BOARD SIGNATURES:

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

and checks.

13. ADJOURNMENT:

13.1 Meeting adjourned at 6:42 p.m.

**Respectfully submitted: V. Bosworth
Amended by Jim Sorden
May 26, 2010**

James Sorden, Chairman

Judy Johnstone, Vice-Chairman

Gregory T. Fox, Financial Officer

Victoria Bosworth, Trustee

Jane Hopkins, Trustee