

Saratoga Cemetery District
Board of Trustees
Agenda - Regular Meeting
Wednesday – June 23, 2010 – 5:00 p.m.
Multi-Purpose Room, Oak Street School
14592 Oak Street, Saratoga, CA, 95070

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **APPROVAL OF MINUTES OF LAST MEETING:**
4. **PUBLIC PARTICIPATION** (Board meetings are open to the public, please call 867-3717 for information).
5. **AGENDA CHANGES** - Additions or deletions to this Agenda may be made by unanimous consent of the Trustees in attendance if it is determined the matter requires immediate attention and the need for action came to the attention of the District subsequent to the Agenda being posted.
6. **COMMUNICATIONS:**
 - 6.1 **Written:**
 - a) John Hollingsworth letter
 - b) Jane Hopkins resignation email
 - 6.2 **Oral:**
7. **CONTRACTORS AND PURVEYORS ATTENDING:**
 - 7.1 **None.**
8. **GROUNDSKEEPING AND MAINTENANCE REPORT:**
9. **CONTINUING BUSINESS:**
 - 9.1 **Continuing review of financial investments**
 - 9.2 **Continuing review of cemetery development & design concepts, master plan**
 - 9.2-1 **Recommendation and approval of Landscape Architect**
 - 9.3 **Second reading of bidding policy for large projects**
 - 9.4 **Discussion of reasonable & proper communication between members of the public, board members, and cemetery staff**
 - 9.5 **Discussion of record keeping protocol – records retention schedule**
 - 9.6 **Discussion of status of utility easement**
 - 9.7 **Archiving of email communications between trustees**
 - 9.8 **Archiving of email communications between the public and trustees through the District website**
 - 9.9 **Review granite niche wall plan for redwood grove, approve bid.**
10. **NEW BUSINESS:**

10.1 Response to John Hollingsworth request.

10.2 Fiscal Year 2010-11 budget approval

10.3 Review and approval of fee schedule increases for vaults & interments

**10.3 Request for listing Mary Brown's grave on the National Park Service
National Underground Railroad Network to Freedom**

**10.4 Discussion of scheduling open special meeting for presentation by
landscape architects and selection of landscape architect**

10.5 First reading Harassment Policy revision – B.P. 302

10.6 Approval Discrimination & Harassment Complaint Procedure – A.R. 302

10.7 First reading Electronic Communication Policy

10.8 First reading Access to Public Records Policy, and Request form

11. CLOSED SESSION - THERE IS NONE SCHEDULED. Should a Closed Session be necessary, such will be held in accordance with Government Code Sections 54950-54962 for the sole purpose of considering personnel matters, litigation matters or negotiation matters. The Regular Meeting will be reconvened into Open Session at the conclusion of any Closed Session.

12. ADJOURNMENT: