

Saratoga Cemetery District
Board of Trustees
Minutes – June 23, 2010, 2010
Oak Street School, Multi-Purpose Room
14592 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:10 p.m. by Chairman Jim Sorden.

2. ROLL CALL:

2.1 Trustees present: Jim Sorden, Judy Johnstone, Gregory Fox, and Victoria Bosworth. Attorney Anthony Condotti and manager Gary Reed were also present.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Bosworth moved to approve the minutes of the May 26, 2010 meeting as amended. Second by Trustee Fox. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 11 members of the public attended.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written:

a) John Hollingsworth Letter: Item 10.1 of the agenda was brought forward at this time for discussion. Attorney Condotti explained how the FPPC process works, and recommended that the board discuss this item at an open meeting after the FPPC final decision has been disclosed.

b) Jane Hopkins Resignation

c) 2 call notices, 1 partial call notice

6.2 Oral: The auditor held a phone meeting with Trustees Fox and Johnstone and Manager Reed on June 16, 2010 in the office. Hopefully he will have a report ready for the Board by September.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that: Memorial Day services estimated at 1,000 plus, perhaps largest crowd ever. We now have 941 veterans buried here.

One Bluebird pair nested in a box and produced 4 babies, all of whom fledged. Hopefully we'll have more next year!

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Land Acq: 4.03%, Endowment Interest: 4.5%, Endowment Principal: 4.75%, Pre-need: 4.72%

9.2 Continuing review of cemetery development and design concepts, master plan: recommendation and approval of Landscape Architect. Need to set meeting for architect presentations. See item 10.4

9.3 Second reading of bidding policy for large projects: Trustee Bosworth moved to accept BP 412-1. Trustee Johnstone second. Approved, unanimous.

9.4 Discussion of reasonable and proper communication between members of the public, board members, and staff: This item was considered previously taken care of. Remove from agenda.

9.5 Discussion of record keeping protocol-records retention schedule: Trustee Fox moved to accept the first reading. Trustee Bosworth second. Approved, unanimous.

9.6 Discussion of utility easement: Attorney Condotti reported that no communication has come from the property owners; recommended further discussion in closed session.

9.7 Archiving of email communications between trustees: Deal with at the staff level using the email policy that is being put into place.

9.8 Archiving of email communications between the public and trustees through the District website: no action necessary.

9.9 Review granite niche wall plan for redwood grove, approve bid: Trustee Johnstone moved to approve the Cordeiro Vault bid. Trustee Sorden second. Approved, unanimous.

10. NEW BUSINESS:

10.1 Response to John Hollingsworth request: see earlier: written communications.

10.2 Fiscal Year 2010-11 budget approval: Trustee Bosworth moved to approve the budget as presented. Trustee Johnstone second. Approved, unanimous.

10.3 Review and approval of fee schedule increases for vaults and interments of 1-5%: Explanation by Manager Reed that this simply reflects increases in cost. Trustee Fox moved to approve the increased fee schedule. Trustee Bosworth second. Approved, unanimous.

10.3 Request for listing Mary Brown's Grave on the National Park Service National Underground Railroad Network to Freedom: Jean Libby, representative for 'Allies for Freedom' came and spoke, thanking the Board for their continued recognition of the grave of Mary Brown. Trustee Bosworth moved to allow the National Park Service to List Mary Brown's grave on the Underground Railroad Network. Trustee Fox second. Approved, unanimous.

10.4 Discussion of scheduling open special meeting for presentation by landscape architects and selection of landscape architect: meeting date selected: July 13. 5:00pm in the District offices.

10.5 First reading of Harassment Policy revision B.P. 302: Trustee Fox moved to accept first reading of this policy as amended. (keep reference to Complaint Procedure concise/clear) Trustee Bosworth second. Approved, unanimous.

10.6 Approval of Discrimination and Harassment Complaint Procedure A.R. 302: Trustee Bosworth moved to accept AR 302 as amended. (last sentence, just 'contact manager')

Trustee Johnstone second. Approved, unanimous.

10.7 First reading of Electronic Communication Policy: Trustee Bosworth moved to approve BP 313 for first reading. Trustee Fox second. Approved, unanimous.

10.8 First reading Access to Public Record Policy, and Request form: Trustee Bosworth moved to accept 1st reading of BP14 with changes to money amounts. Trustee Fox second. Approved, second.

11. CLOSED SESSION:

11.1 None Scheduled.

13. ADJOURNMENT:

13.1 Meeting adjourned at 6:45 p.m.

James Sorden, Chairman

Judy Johnstone, Vice-Chairman

Gregory T. Fox, Financial Officer

Victoria Bosworth, Trustee

Respectfully submitted,

Victoria Bosworth, Trustee
06/23/10
as amended by Jim Sorden