

*Saratoga Cemetery District*  
**Board of Trustees**  
**Agenda - Regular Meeting**  
**Wednesday – July 28, 2010 – 5:00 p.m.**  
**District Offices, Saratoga Cemetery District**  
**14766 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:**
  - 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 **Approval of bids for each of the two phase design**
  - 9.3 **Second reading of record keeping protocol – records retention schedule**
  - 9.4 **Discussion of status of utility easement**
  - 9.5 **Second reading Harassment Policy revision – B.P. 302**
  - 9.6 **Approval of Discrimination & Harassment Complaint Procedure – A.R. 302**
  - 9.6 **Second reading Electronic Communication Policy – B.P. 313**
  - 9.7 **Second reading Access to Public Records Policy – B.P. 511, and Request form**
10. **NEW BUSINESS: None.**
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:**