

Saratoga Cemetery District

Board of Trustees

Minutes – July 28, 2010

**District Offices - Madronia Cemetery,
14766 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, Gregory Fox, Victoria Bosworth.
Staff present: Gary Reed.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Bosworth moved to approve the minutes of the special meeting held July 13 as mailed. Second by Trustee Fox. Unanimous.

3.2 Trustee Johnstone moved to approve the minutes of the last meeting held on June 23 as mailed. Second by Trustee Bosworth. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 7 members of the public attended.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented: 7 call notices; 2 partial call notices, 7 buy notices.
Staff reminded Trustees of the CAPC meeting to be held Oct 8-9 in Lake Tahoe.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

1) the air conditioner and furnace went out and had to be replaced.

2) Staff also reported of an injury: a small boy pulled over a monument and injured his hand. They may bill the cemetery for medical costs.

3) New Niches are arriving in Oct. Staff is planning the location

4) discussion of the sales/burials statistics and what they may show—possible trend toward more niche burials.

7/28/10

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Land Acq: 4.01%, Endowment Principal: 4.38%, Endowment Interest: 4.32%, Pre-need: 4.30%

9.2-1 moved to later in the agenda

9.3 Second reading of record keeping protocol—BP 410: Trustee Johnston moved to approve it without the obvious typo. Trustee Bosworth 2nd. Approved 4-0.

9.4 Discussion of status of utility easement: no new information. No progress made.

9.5 Second reading of Harassment Policy revision –BP 302: not included in packet. Postponed to next meeting.

9.6 Approval of Discrimination and Harassment Complaint Procedure-AR302: not included in the packet. Postponed to next meeting.

9.7 Second reading Electronic Communication Policy –BP 313: Trustee Fox moved to Approve. Trustee Johnstone 2nd. Approved 4-0

9.8 Second reading Access for Public Records Policy—BP511: Trustee Johnstone moved to approve. Trustee Bosworth 2nd. Approved 4-0.

9.2-1 Approval of bids for each of the two phase design: 1)the discussion included confusion as to what the bid from Dillon Assoc. actually included. The Ad Hoc committee of Trustees Johnstone and Bosworth were asked to speak directly to both Dillon Assoc. and Design Focus to clarify items on their bids. 2) Trustee Bosworth moved to accept the concept of the 'curvy road plan with cul de sac' for the Sisters property. Trustee Fox 2nd. Trustees Fox, Sorden, and Bosworth approve. Trustee Johnstone deny. Approved 3-1.

10. NEW BUSINESS:

10.1 Special meeting to be held on Wed. Aug 4 @ 5:00 to discuss the design contract and hopefully finalize the award.

10.2 Trustee Sorden will not be here at the next regular August meeting date. Meeting was re-scheduled for Wed. Sept 1.

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 Adjourned at 6:44pm. Moved by Trustee Fox to adjourn, 2nd by Trustee Johnstone. Approved 4-0.

**Respectfully submitted,
Victoria Bosworth**

James Sorden, Chairman

Judy Johnstone, Vice Chairman

Greg Fox, Financial Chairman

Victoria Bosworth, Trustee