

Saratoga Cemetery District
Board of Trustees
Minutes – Sept 29, 2010
Oak Street School, Multi-Purpose Room
14592 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:05 p.m. by Chairman Jim Sorden.

2. ROLL CALL:

2.1 Trustees present: Jim Sorden, Gregory Fox, Victoria Bosworth.
Staff present: Gary Reed. Attorney: Tony Condotti

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Bosworth moved to approve the minutes of the special meeting held Aug 4 as mailed. Second by Trustee Fox. Approved by Trustees Fox, Bosworth, Sorden.

3.2 Trustee Bosworth moved to approve the minutes of the meeting held on Sept 8 as mailed. Second by Trustee Fox. Approved by Trustees Fox, Bosworth, Sorden.

4. PUBLIC PARTICIPATION:

4.1 15 members of the public attended.

- In response to Public Comment, Staff is directed to research the current flower policy,

whether or not the website accurately portrays it, and report back at the next meeting.

-In response to Public Comment, the issue of reimbursement of attorney fees to Jane Hopkins will be taken up in open session after the District has heard from the insurance carrier. The district has gotten confirmation that the claim was received, but as of this date has not heard back.

5. AGENDA CHANGES:

5.1 None.

Trustee Johnstone arrived at 5:20.

-Trustee Johnstone moved to reconsider approval of the minutes. Trustee Bosworth 2nd.
Approved by: Trustees Fox, Sorden, Bosworth, Johnstone

-There was concern about when the Master Plan was approved, exactly, and whether or not the wording in the Aug 4th minutes was correct. Which phases of the plan were approved, exactly?

-Chairman Sorden asked Trustee Johnstone to send an email to the District Office explaining exactly what she is looking for. Manager Reed is report back to Trustee Johnstone and to the next meeting.

-minutes of Aug 4th not approved.

-Trustee Johnstone moved to approve the minutes of Sept 8th with the correction-changing the words "Design Focus" to 'Rebecca Dye' under 'Purveyors Attending'. 2nd by Trustee Fox. Approved by Trustees Fox, Sorden, Bosworth, and Johnstone.

6. COMMUNICATIONS:

6.1 Written: Staff presented: 4 call notices; 2 buy notices from Wells Fargo Advisors

-Manager Reed read the letter from SDRMA re: attorney fees for Jane Hopkins

-Manager Reed read a letter from the Dept of Interior stating that the application for inclusion in the National Underground Railroad was denied. The application needs to be re-submitted with more documentation. Manager Reed will forward this on to

Jean Libby, who was the person who actually submitted the application.

6.2 Oral: Manager Reed reported that in response to a complaint by a neighbor, he has asked the gardening contractors to be sure not to blow any dust/debris towards any neighbor houses; also has spent some time trying to hear the whine of the backflow valve in order to be able to fix it—has not been able to hear it, yet.

-after discussion, the next District meeting will be held on Friday, Nov 19th. There will be a closed session at 3:00pm, followed by open session at 4:00pm

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that: 1) foundations for the new niches have been poured; niches will be installed in early November. 2) A large limb from an oak tree fell. The tree may need to be taken down; Gary will consult with Barry Coate.

9. CONTINUING BUSINESS:

9.1 Continuing review of Financial investments: Staff reported annual returns on the District's four investment accounts: Land Acq: 4.02%, Endowment Principal: 4.19%, endowment interest: 4.27%, Pre-need: 4.26%

-last year was the busiest year ever, and already this year we are over the number of burials from last year. The board may need to look into more staff or more hours sometime soon.

5:55 pm: Trustee Fox rescued himself and left the building.

9.2 Continuing review of cemetery development and design concepts: discussion as to the limited inventory we have at this time of sale-able gravesites. Its very important to develop something soon.

Resolved #1: Trustee Sorden moved to approve the Scope of Work as defined by 'Exhibit A', submitted Sept 1, 2010 by Dillon Assoc. Trustee Bosworth 2nd. Approved by Trustees Bosworth, Sorden, Johnstone.

Resolved #2: Trustee Sorden moved that the Scope of Work be incorporated by reference into an agreement that will be prepared by Counsel, subject to final approval and review by the District Manager. Trustee Bosworth 2nd. Approved by Trustees Bosworth, Johnstone, and Sorden.

9.3 Discussion of Utility Easement Status: Trustee Bosworth reported on on-going communication with Peter Wang of the HOC and is hopeful that the Foundation which owns the property will soon be in agreement with the District.

-Chairman Sorden stated again that this Board of Trustees is not interested in acquiring any neighboring property.

10. NEW BUSINESS:

10.1 None

11. CLOSED SESSION:

11.1 None Scheduled.

12. MEETIN ADJOURNED: Trustee Johnstone moved to adjourn the meeting. Trustee Bosworth 2nd. Approved by Trustees Johnstone, Bosworth, Sorden. Meeting adjourned at 6:10pm.

13. BOARD SIGNATURES:

13.1 Board signed Minutes of Last Meeting, Certificates of Ownership of Burial Rights and checks.

Respectfully submitted,
Victoria Bosworth

James Sorden, Chairman

Judy Johnstone, Vice Chairman

Greg Fox, Financial Chairman

Victoria Bosworth, Trustee