

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes - January 26, 2011  
Oak Street School, Multi-Purpose Room  
14592 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, James Nunn. Staff present: Attorney Tony Condotti, Gary Reed.

**3. APPROVAL OF MINUTES OF LAST MEETING:**

3.1 Trustee Johnstone moved to approve the minutes of the last meeting held November 19, 2010 as presented. Second by Trustee Nunn. Unanimous.

**4. PUBLIC PARTICIPATION:**

4.1 5 members of the public attended.

**5. AGENDA CHANGES:**

5.1 None.

**6. COMMUNICATIONS:**

**6.1 Written:**

a) Staff presented: 5 call notices, 5 buy notices for bonds held in the District's portfolio.

b) Staff reminded Trustees of the CAPC meeting to be held March 24-26 in Sacramento.

c) After discussion concerning a letter from Jean Libby regarding the marker for Mary Ellen Pleasant at a cemetery in Napa, staff was directed to write a return letter advising that as a public board we are not allowed to make any gift of public funds. We wish her the best of luck, however.

d) There was an email request from the Bay Area News group for disclosure of staff compensation. Manger Reed complied.

e) Received refund of \$75 from SDRMA Property & Liability program, and \$212 from the Worker's Comp program.

6.2 Oral: Presentation of burial statistics for 2010, and 10 year comparison. Trends: more burials overall in 2010, sales down in 2010, niche sales doing well.

**7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 None

**8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

**8.1 Staff reported that:**

- 1) Paving, curb, and gutter work is completed, with the exception of the crack fill and seal which will be done in warmer weather.
- 2) new niches are completed, have sold 5.
- 3) 8 trees have been planted
- 4) the stove in the rental house broke, and has been replaced
- 5) 1000 Christmas wreaths arrived for placement on military graves. Cemetery looked very nice with all wreaths out. Thanks to Bill Snider for work done.

**9. CONTINUING BUSINESS:**

9.1 Staff reported annual returns on the District's four investment accounts: Land Acq: 3.97%, Endowment Principal: 3.92%, Endowment Interest: 4.23%, Pre-Need: 4.17%

9.2 No report on cemetery development

9.3 No report on utility easement status

9.4 Revote on Conflict of Interest revisions:

Resolved#1: Trustee Bosworth moved to accept the revised Conflict of Interest revisions as presented by Manager Reed. Trustee Fox 2<sup>nd</sup>. Approved by Trustees: Bosworth, Fox, Nunn, Johnstone, and Sorden.

**10. NEW BUSINESS:**

10.1 Salary and Benefits review for Tim Zadel

Resolved #2: Trustee Nunn moved to accept .45/hour cost of living raise for Tim Zadel to be effective Feb. 1, 2011. Trustee Bosworth 2<sup>nd</sup>. Approved by Trustees Bosworth, Nunn, and Fox. Abstain: Trustees Johnstone and Sorden.

10.2 Discussion and vote on budget increase.

Resolved #3: Trustee Fox moved to approve an increase in the budget by \$16,000 due to increased wage expenses and reimbursement to J. Hopkins. Trustee Johnstone 2<sup>nd</sup>. Approved by Trustees Fox, Johnstone, Bosworth, Sorden, and Nunn.

10.3 Election of Officers.

Officers were elected as follows: Chairman - Jim Sorden  
Vice Chairman - Judy Johnstone  
Financial Officer - Greg Fox

**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 5:55. Moved by Trustee Fox to Adjourn, 2<sup>nd</sup> by Trustee Johnstone.

**Approved 5-0.**

**Agenda Items for Next Month:**

- 1) Approval of minutes for 2 meetings-Aug and Sept**
- 2) Begin discussion of changing auditors**
- 3) Discussion of whether or not the manager should be bonded**
- 4) Discussion of health plans for part time employees**

Respectfully submitted,  
Victoria Bosworth

---

**James Sorden, Chairman**

---

**Judy Johnstone, Vice Chairman**

---

**Greg Fox, Financial Officer**

---

**Victoria Bosworth, Trustee**

---

**James Nunn, Trustee**