

Saratoga Cemetery District
Board of Trustees
Minutes - October 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 Chair Judy Johnstone

2. ROLL CALL:

2.1 Trustees present: Judy Johnstone, Gregory Fox, Victoria Bosworth, James Nunn, Debra Cummins. Staff present: Attorney Anthony Condotti, Gary Reed.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Fox moved to approve the minutes of the meeting held Sept 28, 2011 as mailed. Second by Trustee Nunn. Approved.

4. PUBLIC PARTICIPATION:

4.1 2 members of the public attended.

5. AGENDA CHANGES:

5.1 Move item 10.3 ahead, to be discussed before item 10.1

6. COMMUNICATIONS:

6.1 Written: 7 buy notices, 3 call notices. San Jose Water sent letter informing of the replacement of two water tanks, beginning in October. The school district sent a note requesting changing our meeting dates in December, 2011 and February 2012

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 Auditor Robert Dennis of Christy White Accountancy Corp.

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that: 1) the grading is completed on Sister's property; Trenching is completed, waiting for inspection; the old slat fencing has been removed

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Capitol Improvement: 3.65%, Endowment Principal: 3.94%, Endowment Interest: 4.05%, Pre-need: 4.13%

10. NEW BUSINESS:

10.3 Acceptance of FY 2010-11 audit report. After presentation by Auditor Robert Dennis, Trustee Nunn moved that the audit report be accepted. 2nd by Trustee Fox. Approved.

10.1 Contractor change order request for fountain expense: no action taken.

10.2 Discussion of discovery of PVC pipes and electrical conduit in new development: issue self-resolved. Had been placed there by the contractor.

10.4 Approval of change to Manager's medical coverage: Trustee Bosworth moved to increase the manager's medical coverage from \$330/mo to \$390/mo. 2nd by Trustee Fox. Approved.

10.5 Discussion of long term planning and development of Strategic Plan: Trustee Johnstone presented potential questions to be answered in order to develop a long-range plan. Trustee Bosworth suggested that this discussion take place with flip charts and markers in order to optimize ideas. Item postponed to November, with flip chart.

10.6 Set dates for November and December board meetings: The November meeting will be held on the third Wed of the month: Nov. 16th. The December meeting has been cancelled. The meeting in January will be held at our 'regular' day and time—the 4th Wed. at 5:00. The February meeting will be held on the 3rd Wed, Feb 15th.

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 5:45pm.

Respectfully submitted,
Victoria Bosworth

Judy Johnstone, Chairman

Victoria Bosworth, Vice Chairman

Greg Fox, Financial Chairman

James Nunn, Trustee

Debra Cummins, Trustee