

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes November 16, 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: Gary Reed.

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

3.1 Trustee Fox moved to approve the minutes of the meeting held October 26 as mailed. Second by Trustee Nunn. Approved.

**4. PUBLIC PARTICIPATION:**

4.1 6 members of the public attended.

**5. AGENDA CHANGES:**

5.1 None.

**6. COMMUNICATIONS:**

6.1 Written: 2 partial call notices

6.2 Oral: None.

**7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 None

**8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

8.1 Staff reported that: the curb/gutters should be poured and the paving should be done in the new project by next week.

**9. CONTINUING BUSINESS:**

9.1 Staff reported annual returns on the District's four investment accounts: Capitol Improve: 3.54%, Endowment Principal: 3.68%, Endowment interest: 3.94%, Pre-need: 3.88%

**10. NEW BUSINESS:**

10.1 Status of Acquisition of utility easement: Trustee Johnstone reported that a summons to appear was unable to be served to Elder Chang, twice tried. The next step is to summons by publication.

5:15 Trustee Fox left the meeting, and the building.

**10.2 Discussion and action on potential change orders to SND development plan: Manager Reed brought out the plans for the development and showed us a few places in which there was concern. By consensus the board agreed:**

- to keep the existing path from the old cemetery to the new
- to eliminate the path from the center circle up the hill towards the fence line
- to alter the path down to the 'big trees' in the corner
- to 'put on hold' the path that is scheduled to lead from the roadway up into the upper part of the cemetery, until it is needed
- to use cement, with color added to minimize its visual impact

**10.3 Discussion of long-term planning and development of Strategic Plan: Trustee Bosworth facilitated a cemetery discussion. Three major topics were explored: What we do well; What needs work; What we'd like to see in the future. Using a flip chart lists were made and then grouped into categories. At the next meeting these will be re-visited and prioritized.**

**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 6:00 p.m.

**NO meeting in December. Next meeting January 25, 2012**

Respectfully submitted,  
Victoria Bosworth

\_\_\_\_\_  
Judy Johnstone, Chairman

\_\_\_\_\_  
Victoria Bosworth, Vice Chairman

\_\_\_\_\_  
Greg Fox, Financial Officer

\_\_\_\_\_  
James Nunn, Trustee

\_\_\_\_\_  
Debra Cummins, Trustee

I