

Saratoga Cemetery District
Board of Trustees
Minutes – February 23 , 2011
Oak Street School, Multi-Purpose Room
14592 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 5:05 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

3.1 Trustee Johnstone moved to approve the minutes of the meeting held Jan 26, 2011 as mailed. Second by Trustee Nunn. Unanimous.

3.2 Trustee Johnstone moved to approve the minutes of the meeting held on Aug 4, 2010 as mailed. Second by Trustee Bosworth. Unanimous.

3.3 The minutes of the meeting dated Sept 1st were not approved. Continued to the next regular meeting.

4. PUBLIC PARTICIPATION:

4.1 12 members of the public attended.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented: 1 call notice; 4 buy notices.
Staff reminded Trustees of the CAPC meeting to be held March 24-26 in Sacramento

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that: 1) The electrical service panel in the rental house had to be replaced. Work was done by Jerry Hamilton.

9. CONTINUING BUSINESS:

9.1 Manager Reed did not have the current returns on the District's four investment accounts, but reported that they are still within the 4% range.

10. NEW BUSINESS:

10.1 Discussion on changing auditors: Manager Reed solicited bids from 6 audit companies and recommended that the board form an ad hoc committee to review the information and bring a recommendation back to the board at the next meeting. Trustees Fox and Johnstone agreed to be on the committee.

10.2 Discussion on whether or not the manager should be bonded: Manager Reed spoke with our CSDA insurance carrier and received verbal confirmation that staff is insured for \$1 million which acts as a bond. Chairman Sorden asked for staff to obtain a written clarification of same which can be presented at the next board meeting.

10.3 Discussion of health plans for part time employees: After discussion, Resolved #1: Trustee Fox moved to award the part time employees (25 hrs/week) \$350 per month towards medical benefits. 2nd by Trustee Bosworth. Trustees Bosworth, Fox, Johnstone, Nunn, Sorden approve.

11. CLOSED SESSION:

11.1 There was one scheduled: (pursuant to Cal. Govt. Code Section 54956.8) Property: 20548 Lomita Ave (APN 517-12-029) under negotiation: Price and terms of payment of non-exclusive subsurface utility (electrical) easement

11.2 Continuation of 2010 Employee Performance Evaluation

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 6:00pm. Moved by Trustee Johnstone to Adjourn, 2nd by Trustee Nunn. Approved 4-0.

On the next agenda: health plan for full time employee

Respectfully submitted,
Victoria Bosworth

James Sorden, Chairman

Judy Johnstone, Vice Chairman

Greg Fox, Financial Chairman

Victoria Bosworth, Trustee

James Nunn, Trustee