

Saratoga Cemetery District

Board of Trustees

**Minutes Wednesday, April 27, 2011
Oak Street School, Multi-Purpose Room
14592 Oak Street, Saratoga, CA 95070**

1. CALL TO ORDER:

1.1 Meeting called to order at 5:08 p.m. by Chairman Jim Sorden.

2. ROLL CALL:

2.1 Trustees present: Jim Sorden, Judy Johnstone, Gregory Fox, Victoria Bosworth.
Trustee absent: James Nunn. Staff present: Attorney Anthony Condotti, Gary Reed.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Bosworth moved to approve the minutes of the board meeting held March 23, 2011 as mailed. Second by Trustee Johnstone. Approved by Trustees Fox, Sorden, Bosworth, and Johnstone.

10.2 PUBLIC HEARING: Resolution of the Board of Directors of the Saratoga Cemetery District declaring the Acquisition of Certain Utility Easement Rights necessary in order for the Saratoga Cemetery District to carry out its purposes, and authorizing the acquisition thereof and the transfer of funds therefore (APN 517-12-029).

This item was taken out of order. This resolution requires a 2/3 vote for passage; without the presence of Trustee Nunn we do not have the required quorum.

Resolved #1: Moved by Jim Sorden to continue this item to the next regular meeting. 2nd by Judy Johnstone. Approved by Trustees Sorden, Johnstone, and Bosworth. Trustee Fox abstained.

4. PUBLIC PARTICIPATION:

4.1 7 members of the public attended.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: 1) 2 buy notices from Wells Fargo 2) Gary Washington sent a letter stating that Madronia Cemetery has been added to the Underground Railroad Network of Freedom 3) An email from Robert Dennis (the auditing firm we just approved last month) that they have merged with Christy & White Accountancy. The proposal remains the same 4) an email from an upset client re: tire marks on her mother's grave. Grave was repaired within 48 hours, and letters of apology were sent by the manager and secretary. 5) Manager Reed is in discussion with our landscape and maintenance firm concerning next year's fees. This will be on the agenda in May

6.2 Oral: Jim Sorden, Vicky Bosworth, James Nunn, and Gary Reed all attended the CAPC conference held in Sacramento last month. Judy Johnstone attended a day-long CSDA training concerning 'governance'.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 Landscape Architect Mike Dillon

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that there are blue birds in 2 of the bird boxes put up last spring, and there are chickadees nesting in the other boxes; also the annual color change of flowers to red, white, and blue has been completed.

9. CONTINUING BUSINESS:

9.1: Continuing review of financial investments: Endowment Principal: 3.99%, Endowment Interest: 4.22%, Capitol Improvements: 3.28%, Pre-need fund: 4.21%

10. NEW BUSINESS:

Trustee Fox rescued himself at 5:40pm and left the building.

10.1 Discussion and vote on general contractor for development of two acre site: Mike Dillon reviewed the process already in place for the master plan, and how we got here. He then discussed the 3 bids that were submitted for the work to be done. There were questions asked and answered regarding the noise from the water pump at the fountain (underground), why not have all flat marker gravesites in order to allow for a longer life of cemetery (public demand is for raised markers), the value of sod over seeding the ground (sod will provide an immediate sale-able commodity) among others.

Trustee Sorden asked Mike Dillon 2 questions: 1) did the proposals conform to the bid package? (yes). 2) Are you recommending to the board to accept the lowest bid? (yes) Resolved #2: Trustee Bosworth moved to accept Blossom Valley Construction (the low bidder) as the contractor for our project, with the sod option in 'area A', subject to a final review of the bid package by our attorney. The preliminary bid is \$727,180. 2nd by Judy Johnstone. Approved by Trustees Johnstone, Bosworth, and Sorden.

11. CLOSED SESSION:

11.1 There was one scheduled, regarding real property negotiations.

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 6:25pm

**Respectfully submitted,
Victoria Bosworth**

James Sorden, Chairman

Judy Johnstone, Vice Chairman

Greg Fox, Financial Officer

Victoria Bosworth, Trustee

James Nunn, Trustee