

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes July 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 5:00 p.m. by Chair Judy Johnstone

**2. ROLL CALL:**

2.1 Trustees present: Judy Johnstone, Victoria Bosworth, James Nunn. Drbra Cummins arrived at 5:10.

Staff present: Gary Reed.

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

3.1 Trustee Bosworth moved to approve the minutes of the meeting held June 22, 2011 as corrected (change '11.6' to 10.6' in first paragraph. Second by Trustee Nunn. Approved.

3.2 Trustee Bosworth moved to approve the minutes of the meeting held Sept. 1, 2010 as amended. Trustee Johnstone 2<sup>nd</sup>. Approved. Trustee Cummins abstain.

**4. PUBLIC PARTICIPATION:**

4.1 7 members of the public attended.

Bill Brown spoke and asked the minutes to reflect his request for a copy of the 'resolution of necessity' which was approved at the last meeting. Under item 10.2 he also requested a copy of the permit for the well, with comments. The board asked him to please submit a request in writing as a public records request, and so the office can compile all the correct documents.

Ms. Romeo spoke under item 10.1 expressing her desire to keep the pittosporum hedge, or something similar, in place. She agreed that the hedge could be lowered, that it should be watered, and also expressed her discontent that she was never notified about the development even though she requested to be notified for several years.

**5. AGENDA CHANGES:**

5.1 Item 10.6 was added to the agenda: a financial matter that must be discussed today.

**6. COMMUNICATIONS:**

6.1 Written: Staff presented: The SDRMA Conference Brochure is available. The Conference will be in Monterey this year in October. All interested in attending should let Gary know.

6.2 Oral: Semi-annual sales and interment statistics. Manager Reed presented 10- and 23-year averages for sales and interments. See reports.

**7. CONTRACTORS AND PURVEYORS ATTENDING:**

7.1 None

**8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

8.1 The new development project was re-tagged during the grading. There are no permits for the work. Until permits are secured we cannot continue. We need grading, electrical, and plumbing permits. The Heritage commission needs to look at the property.

Manager Reed has spoken with the Planning Dept. and Mike Dillon to expedite the process as much as possible.

**9. CONTINUING BUSINESS:**

9.1 Staff reported annual returns on the District's four investment accounts: Capitol Improve: 3.86%, Endowment Principal:3.94%, endowment interest: 4.18%, Pre-need:4.16%

**10. NEW BUSINESS:**

10.1 Discussion of resident concern regarding removal or pittosporum hedge: Discussion of this issue with the 'pros' of removing the hedge being continuity of the space, visibility of the entire area, and safety; and the 'cons' being disturbing the families' peace of mind about their plots and changing the overall look of the cemetery; The Board decided that everyone would go to the cemetery this month, walk the hedge, and seriously look at appropriate options for the area.

10.2 Discussion of the status of the well project: In order to update our new board members on the well: we have currently spent \$153,358, and expect to spend \$14,272 additional to get the power hooked up. No new news about the resolution of necessity. It was requested by the board to look into the cost of the 'worst case scenario' regarding the well project electrical hook-up.

10.3 Discussion of Cemetery Longevity: move the discussion to September. Members will do some research: what to other cemeteries do? By how much could we increase out longevity if we increased the number of flat markers?

10.4 Discussion of Development of Strategic Plan: Trustee Johnstone formed a committee, to report back in September, to begin making a long-range plan for the cemetery. Trustees Johnstone and Cummins will meet and bring back preliminary findings.

10.5 Approval of ballot recommendations for SDRMA Board Members: Trustee Bosworth moved and Trustee Nunn 2<sup>nd</sup> a recommendation to approve the following persons to the Board of Directors for SDRMA: Mike Schaffer, Sandy Raffelson, Ed Grey. Approved.

10.6 Discussion of additional expenses for Tree Protection: Trustee Bosworth moved to approve the additional expenses requested by Manager Reed for Tree Protection as required by the City of Saratoga to the amount of \$13867.00. 2<sup>nd</sup> by Trustee Nunn. Approved.

**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 6:30pm by Chair Johnstone.

Respectfully submitted,  
Victoria Bosworth

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Gary T.S. Reed, General Manager

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**Judy Johnstone, Chairman**

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**Victoria Bosworth, Vice Chairman**

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**Greg Fox, Financial Chairman**

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**James Nunn, Trustee**

**Items on Next Agenda:**

**Memory wall (Vicky)**

**Strategic plan (Judy)**

**Resolution (Tony)**

**Sept 1<sup>st</sup> minutes (all)**

**Closed session next month 4:30**