

Saratoga Cemetery District
Board of Trustees
Minutes - August 24, 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 Chair Judy Johnstone

2. ROLL CALL:

2.1 Trustees present: Judy Johnstone, Victoria Bosworth, James Nunn.
Staff present: Tim Zadel.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Bosworth moved to approve the minutes of the July meeting as amended.
Second by Trustee Nunn. Approved.

4. PUBLIC PARTICIPATION:

4.1 3 members of the public attended.

5. AGENDA CHANGES:

5.1 Trustee Bosworth moved to add item 10.1: Discussion of Arborist report and action needed. Trustee Nunn 2nd. Approved-unanimous.

6. COMMUNICATIONS:

6.1 Written: Heritage commission sent a letter stating that any new development will not have an impact on the historical nature of the cemetery; 2 buy notices; agenda available for the October Conference.

6.2 Oral: Two members of Pourroy family expressed concern that the tree their grandmother planted over the graves of her two sons, WWI soldiers, had been named the Mary Brown Tree. Staff informed them that they refer to it as the Pourroy tree but the Heritage Tree Society of Saratoga was calling it the Mary Brown tree until staff discussed the matter with Jill Hunter. The Heritage Tree Society now refers to it as "The Mary Brown-Pourroy Tree." Staff provided contact information for the Heritage Tree Society in case the family wants to pursue the matter with them.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that: a backflow device was repaired; the flower color change was completed as of today; the auditors were here for 3 days--preliminary report is positive; a guest hit the brick post at cemetery entrance-is being repaired.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Capital

Improve: 3.79%, Endowment Principal: 3.91%, Endowment Interest: 4.14%, Pre-need: 4.11%

9.2 Consideration of retention of hedge as part of new construction project: After discussion, Trustee Johnstone moved that the hedge be retained as is for the time being; to be looked at by the board with cemetery staff to determine best use of the area in question. 2nd by Trustee Nunn. Approved-unanimous.

10. NEW BUSINESS:

10.1 Discussion of Arborist report and Action needed: after discussion, Trustee Bosworth moved to authorize Manager Reed, with advice from Tony Condotti, to furnish a security instrument to the City of Saratoga in whatever form he can arrange, and to report back to the Board at the next meeting as to the type of security that was agreed upon. 2nd by Trustee Nunn. Approved: Unanimous

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 5:35 pm by Chairwoman Johnstone.

Respectfully submitted,
Victoria Bosworth

Judy Johnstone, Chairwoman

Victoria Bosworth, Vice Chairwoman

Greg Fox, Financial Officer

James Nunn, Trustee

Debra Cummins, Trustee

Items for Next Agenda:
Strategic plan
Cemetery Longevity
New Development report/status