

Saratoga Cemetery District
Board of Trustees
Minutes – September 28, 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 Chairperson Judy Johnstone.

2. ROLL CALL:

2.1 Trustees present: Judy Johnstone, Gregory Fox, James Nunn, and Debra Cummins.
Trustee absent: Vicky Bosworth. Staff present: Attorney Tony Condotti, and Gary Reed.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 James Nunn moved to approve the minutes of the last meeting as mailed. Second by Greg Fox. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 Three members of the public attended the meeting.

5. AGENDA CHANGES:

5.1 Item 10.3 report will be considered before Item 10.1.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

a) Three call notices and two buy notices for bonds held in the District's investment portfolio.

b) A memorandum from the CSDA requesting volunteers to serve of CSDA committees.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) The auditors have completed the financial audit and will present to the Board at the October meeting.

b) The damage caused by an automobile to the brick entry column has been repaired.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 4.17%, Endow. Principal 3.93%, Pre-Need 4.13, Capital Improvements 3.77%.

10. NEW BUSINESS:

10.3 Staff presented the Board with an update on the current status of the Sisters of Notre Dame two acre project. The tree bond and grading permits have been secured and the project is set to restart.

10.1 The time that elapsed from the Sisters of Notre Dame two acre development project being red tagged until securing the grading permit was eleven weeks. Staff recommended that the contract for completion of the work be extended by an equal length of time. Greg Fox moved to extend the term of the contract between the West Valley Construction and the District by eleven weeks. Second by James Nunn. Unanimous.

10.2 Staff provided the Board with cost and analysis for installing a pre-bury vault project. Trustee James Nunn reported to the Board on the vault pre-bury project at Mission City Memorial Park. He also provided information on pricing from other cemeteries.

10.4 The current amount approved by the Board for the General Manager's monthly Medical Insurance is \$803.00. The General Manager requested that the Board change the amount of his Medical Insurance from \$803.00 to \$330.00 to be paid as part of his monthly compensation. Greg Fox moved to approve payment of \$330.00 monthly for the General Manager's medical insurance. Second by Debra Cummins. 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 Meeting adjourned at 6:00 p.m.

Gary Reed, General Manager

Judy Johnstone, Chairperson

Victoria Bosworth, Vice-Chairman

Gregory T. Fox, Financial Officer

James Nunn, Trustee

Debra Cummins, Trustee