

Saratoga Cemetery District
Board of Trustees
Minutes - January 25, 2012
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, Gregory Fox, Victoria Bosworth, James Nunn, Debra Cummins. Staff present: Gary Reed.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Fox moved to approve the minutes of the previous meeting as corrected. Second by Trustee Cummins. Approved.

4. PUBLIC PARTICIPATION:

4.1 5 members of the public attended.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: 1) there was a public records request for employee salaries made by Thomas Peele, investigative reporter. He posts them on the internet. 2) There were 4 buy notices, 2 partial call notices, and 12 sold/redeemed notices for bonds.

6.2 Oral: Manager Reed presented the annual statistics report: overall burials were up, but sales were down in 2011.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that: 1) flower change has been completed, 2) a hose bib was broken and ran for 3 days during Christmas because no one was here to turn it off. Discussion ensued about possible training of the board members on water turn off, and adding the Chairperson to the fire dept. 'call list'.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Pre-need: 3.59%, Capitol Improve: 3.55%, Endowment Principal: 3.77%, Endowment Interest: 3.64%

9.2 Status of acquisition of utility easement: a summons has been issued through the Secretary of States office. There were 30 days to respond, which will be up at the end of January.

9.3 Status of SND development: curbing is in except around the cul de sac. Need to put in base rock, filter cloth, pea gravel and pavers.

10. NEW BUSINESS:

10.3 Election of Officers: Officers were elected as follows:

Chairwoman: Judy Johnstone
Vice-Chair: Vicky Bosworth
Financial Officer: James Nunn

All were approved by a unanimous vote.

10.4 Approval of Plan Document for Governmental Employers (457 & 401a plans): Trustee Cummins moved to approve plan as presented. Trustee Fox 2nd. Approved, unanimous.

5:35 Trustee Fox left the meeting, and the building.

10.1 Discussion of action on change orders for SND development: Trustee Bosworth moved to approve payment of \$26,908.00 of the change orders presented by the Blossom Valley Construction. Trustee Cummins 2nd. Approved, unanimous.

10.2 Discussion of long term planning and development of Strategic Plan: Members of the board and the public were given the opportunity to vote on items previously listed in order to give the Board an idea of what is top priority, and what can wait a little to be completed. This discussion will continue next month, Feb. 15th.

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 6:15pm

Respectfully submitted,
Victoria Bosworth

Judy Johnstone, Chairman

Victoria Bosworth, Vice Chairman

James Nunn, Financial Chairman

Debra Cummins, Trustee

Gregory Fox, Trustee