

Saratoga Cemetery District

Board of Trustees

Minutes October 24, 2012

Oak Street School, Faculty Lounge

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, Debra Cummins.
Staff present: Gary Reed; Attorney Caio Arellano

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Nunn moved to approve the minutes of the meeting held August 22 as mailed.
Second by Trustee Bosworth. Approved.

4. PUBLIC PARTICIPATION:

4.1 1 member of the public attended.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: 2 call notices for bonds redeemed in the portfolio; letter from the attorney regarding final reconciliation with Roberts' family.

6.2 Oral: Manager Reed reported on the CAPC Area Meeting & Educational Seminar.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that: 1) LAFCO Service Review Completed; the gate was hit again, already being repaired by contractors; got a release on the Tree Bond, but don't have the money yet; Conduit is run from the pump to the pole, the trench was inspected but required changes; the new computer/server is in.

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Capital Improve: 3.30%, Endowment Principal: 3.44%, Endowment Interest: 3.34%, Pre-Need: 3.44%.

9.2 Status of reconveyance of utility easement: easement is completed.

9.3 Status of SND development: new sod put in on upper portion; need to install drain in the area by the stack wall.

9.4 Discussion of brochure: text is complete. Need to now take it and photos to a professional

10. NEW BUSINESS:

10.1 Acceptance of FY 2011-2012 Audit Report: Trustee Bosworth moved to accept the Audit Report. Trustee Nunn 2nd. Approved.

10.2 Review of Assistant Manager and Administrative Assistant Compensation: After discussion, Trustee Bosworth moved to raise Tim Zadel's hourly wage by .75 (a 2.25% increase). Trustee Cummins 2nd. Approved. Trustee Nunn moved to increase Maria Harrington's wage to \$25.00/hr, and to change her title to "Office Manager". Trustee Cummins 2nd. Approved.

10.3 Addendum to Investment Policy: Trustee Bosworth moved add the following addendum to the current investment policy "Under Section 53600 of the Government Code, the Board of Trustees authorizes investment in allowable instruments with maturity dates longer than five years to achieve the best return with investments laddered over a longer period of time". 2nd Trustee Nunn. Approved

11. CLOSED SESSION:

11.1 There was one scheduled in accordance with the Government Code Sections 5490-54962 for the purpose of considering personnel matters.

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 6:10pm.

Respectfully submitted,
Victoria Bosworth

Judy Johnstone, Chairman

Victoria Bosworth, Vice Chairman

James Nunn, Financial Officer

Debra Cummins, Trustee