

Saratoga Cemetery District
Board of Trustees
Minutes - November 28, 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, Victoria Bosworth, James Nunn, Debra Cummins, Wayne McIntyre. Staff present: Manager Gary Reed, Attorney Caio Arellano.

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Trustee Nunn moved to approve the minutes of the last meeting held October 24 as mailed. Second by Trustee Bosworth. Approved.

4. PUBLIC PARTICIPATION:

4.1 2 members of the public attended.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: 1 sold notice, 3 buy notices for bonds in our portfolio

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that: 1) flower color change is due this week 2) there was a faulty electrical circuit in the workshop that was repaired

9. CONTINUING BUSINESS:

9.1 Staff reported annual returns on the District's four investment accounts: Capitol Improve: 3.29%, Endowment Principal: 3.44%, Endowment Interest: 3.26%, Pre-need: 3.55%

9.2 Status of the well : While we're getting close, we are still waiting for PGE to make a final inspection and hook up for the electrical.

9.3 Status of SND Development: Put in French drains around the stack wall; need to widen
3 tree wells, weeding still needs to be done in the upper section; and the columns at entrance need to be repaired.

9.4 Discussion of brochure: Trustee Nunn presented possible photos for the brochure, Trustee McIntyre volunteered to come out to cemetery and take more current ones.

Walking

History Tour is closer to completion, thanks to work done by Tim Zadel.

9.5 Review of Strategic Goals: The strategic goals were reviewed and dates added to the current fiscal year actions.

10. NEW BUSINESS:

10.1 Discussion of strategy for future expansion: looking for more property was discussed. It was agreed that we needed a fairly flat piece of ground, 4-10 acres. Trustee Cummins will set up a filter for all available real estate and send to Gary who will forward it

to the rest of board members. We will keep our eyes open for opportunities.

10.2 Review of bids for fence replacement: after discussion, it was agreed to have bids for hot-dipped galvanized steel, solid steel, and aluminum fencing

10.3 Request to have granite mow strip installed around family plot.: after discussion this

request was denied. Trustee Bosworth moved to deny the request for placing a mow strip

around a family plot in the SND section. Trustee McIntyre 2nd. 4 votes 'aye', one 'nay'. Approved.

10.4 Approval of 'certificate of liability coverage' for SCCSCA: Trustee Nunn moved to approve the certificate of liability coverage for SCCSCA. Trustee Cummins 2nd. 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 6:15.

No meeting in December.

Respectfully submitted,
Victoria Bosworth

Judy Johnstone, Chairman

Victoria Bosworth, Vice Chairman

James Nunn, Financial Chairman

Debra Cummins, Trustee

Wayne McIntyre, Trustee