

*Saratoga Cemetery District*  
**Board of Trustees**  
Minutes February 15, 2012  
Oak Street School, Multi-Purpose Room  
14592 Oak Street, Saratoga, CA 95070

**1. CALL TO ORDER:**

- 1.1 New Trustee Sue Hailpern was sworn in.
- 1.2 Meeting called to order at 5:10 p.m. by Chair Judy Johnstone

**2. ROLL CALL:**

- 2.1 Trustees present: Judy Johnstone, Sue Hailpern, Victoria Bosworth, James Nunn.  
Trustee absent: Debra Cummins. Staff present: Gary Reed.

**3. APPROVAL OF MINUTES OF LAST MEETING:**

- 3.1 Trustee Nunn moved to approve the minutes of the January meeting as mailed.  
Second by Trustee Bosworth. Approved.

**4. PUBLIC PARTICIPATION:**

- 4.1 1 member of the public attended.

**5. AGENDA CHANGES:**

- 5.1 Having received requests from the contractor for change orders after the agenda had been set, there was a subsequent need finding that this issue needed to be discussed before the next meeting and was added to the agenda.

**6. COMMUNICATIONS:**

- 6.1 Written: Staff presented: reminder of the upcoming CAPC conference; 1 buy notice; letter from Lisa Roberts regarding the marker placement on her father's grave. It was agreed to put the letter on the next agenda for further discussion, with a letter to Ms. Roberts stating the same.

- 6.2 Oral: None.

**7. CONTRACTORS AND PURVEYORS ATTENDING:**

- 7.1 None

**8. GROUNDSKEEPING AND MAINTENANCE REPORT:**

- 8.1 None

**9. CONTINUING BUSINESS:**

- 9.1 Staff reported annual returns on the District's four investment accounts: Capitol Improv: 3.46%, Endowment Principal: 3.76%, Endowment Interest: 3.62%, Pre-need: 3.57%

- 9.2 Status of acquisition of utility easement: Mr. Condotti reported that the process is continuing, a request of 'default' has been entered in court. The easement should be completed in 2-3 weeks.

9.3 Status of SND development: The curbing is mostly done. Still need to level and put in pavers, then the trees/seed/ and sod.

9.4. Discussion of long term planning and development of Strategic Plan: Trustee Johnstone reported and she and Trustee Cummins together organized and prepared, from all the suggestions of the last 3 meetings, a plan of action, year by year, for the next 5 years. The Board by consensus agreed to the ideas in this plan, and suggested that it be put up on the website for others to look at.

**10. NEW BUSINESS:**

10.1 Discussion of roof for manager's house: It was agreed that the manager's house needs a new roof and gutters, at the very least. Manager Reed was directed to informally research the potential costs of replacing the roof, and whether or not it makes sense to raise the pitch of the roof as well.

10.2 Discussion of Brochure: The brochure needs updating. A committee was formed consisting of Trustees Bosworth and Nunn to gather information and prepare a presentation at the next board meeting of some newer brochure ideas.

10.3 Discussion of developing history documents: the Board directed Manager Reed to have Asst. Manager Zadel begin to document his walking tour, to be expanded with interesting people and particular trees. This is to be the beginning of developing a concise, written, history of the cemetery and the lives therein.

10.4 Construction Change Orders: After much discussion, Trustee Nunn moved to approve the Transformer Location Change for \$3341.95. Trustee Hailpern 2<sup>nd</sup>. Approved, unanimous. Trustee Bosworth moved to approve the Dry Stack Wall Footing Detail Change for \$7250.75. Trustee Nunn 2<sup>nd</sup>. Approved, unanimous. The 3<sup>rd</sup> request for change order concerning tree and plant changes was not voted on. Manager Reed will look into why the freight on this order is so high, and whether or not these are reasonable plants/trees to include.

10.5 There will be a Special Meeting on Wednesday, Feb 29 at 4:30 with the express purpose to discuss and hopefully approve the change order for trees/plants.

**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 6:40 by Judy Johnstone, Chair

Respectfully submitted,  
Victoria Bosworth

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**Judy Johnstone, Chairman**

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**Victoria Bosworth, Vice Chairman**

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**James Nunn, Financial Chairman**

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**Debra Cummins, Trustee**

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**Susan Hailpern, Trustee**