

Saratoga Cemetery District
Board of Trustees
Minutes April 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 5:02 p.m. by Chair Judy Johnstone.

2. ROLL CALL:

2.1 Trustees present: Judy Johnstone, Debra Cummins, Victoria Bosworth, James Nunn.
Staff present: Gary Reed. Attorney Tony Condotti.

3. CLOSED SESSION: There was one scheduled. Conference with legal counsel- anticipated litigation. Significant exposure to litigation pursuant to subdivision (b) If Government Code section 54956.9: No action to report.

4. APPROVAL OF MINUTES OF LAST MEETING:

4.1 Trustee Nunn moved to approve the minutes of the Board meeting held March 28 as mailed. Second by Trustee Cummins. Approved.

5. PUBLIC PARTICIPATION:

5.1 4 members of the public attended.

6. AGENDA CHANGES:

6.1 Item 10.6 removed from the agenda : "Discussion and decision on Lisa Roberts request to move father's marker"

7. COMMUNICATIONS:

7.1 Written: Two buy notices and one sell notice for bonds held in the District's portfolio.

7.2 Oral: None.

8. CONTRACTORS AND PURVEYORS ATTENDING:

8.1 None

9. GROUNDSKEEPING AND MAINTENANCE REPORT:

9.1 Staff reported that: 1) The spring color change has been completed: red, white, and blue for Memorial Day; 2) we have two nesting blue birds, 1 titmouse, and lost chickadees in our bird boxes.

10. CONTINUING BUSINESS:

10.1 Staff reported annual returns on the District's four investment accounts: Endowment Interest: 3.62%, Endowment Principal: 3.69%, Pre-need: 3.58%, Capital Improv: 3.46.

10.2 Status of acquisition of utility easement: Tony Condotti reported that there is a case management conference on Tuesday May 1st with Judge.

10.3 Status of SND development: Target date for completion is Memorial day, and we are getting close. The stones for the fountain are on their way here, Trees will be delivered tomorrow. Then need to complete some of the pavers, add railing around fountain area, mark curbs, and add sod.

10.4 Discussion of roof for manager's house: Manager Reed brought in two proposals for roof replacement of his house: one to keep roof as is, and one to re-frame it to add pitch. Discussion centered around what was best for house, with the belief that a pitched roof will add life to home. Trustee Cummins suggested having a home inspection first to see what else may need to be repaired. Board agreed by consensus. Gary and Tony will meet before the next meeting to review the District's contracting policy before we look for more bids on the roof.

10.5 Discussion of Brochure: Trustees Nunn and Bosworth promise to have something to look at by the next meeting.

11. NEW BUSINESS:

11.1 Discussion and decision of retaining Robert Dennis as auditor: Trustee Bosworth moved to retain Robert Dennis as auditor. Trustee Cummins 2nd. Approved

11.2 Discussion and decision of maintenance and interment contract for FY2012-2013: Trustee Bosworth moved to retain FloraTerra as the maintenance and interment contractor. Trustee Nunn 2nd. Approved.

11.3 Discussion and decision on Special District participation in LAFCO: Santa Clara Co. Special Districts Assoc. has opportunity to sit on LAFCO board and help monitor any consolidation they may do. There would be a fee to each district (our share \$558). Board agreed by consensus that they would be willing to participate. There must be a majority of special district boards in the county to agree before anything happens.

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 5:40pm.

Respectfully submitted,
Victoria Bosworth

Judy Johnstone, Chairman

Victoria Bosworth, Vice Chairman

James Nunn, Financial Officer

Debra Cummins, Trustee