

Saratoga Cemetery District
Board of Trustees
Minutes June 27, 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, Debra Cummins, Victoria Bosworth, James Nunn.
Staff present: Attorney Anthony Condotti, Gary Reed.

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.

3.1 Closed Session: There was a closed session meeting. No reportable action.

4. APPROVAL OF MINUTES OF LAST MEETING:

4.1 Trustee Cummins moved to approve the minutes of the meeting held May 23, 2012 as mailed. Second by Trustee Nunn. Approved.

5. PUBLIC PARTICIPATION:

5.1 2 members of the public attended.

6. AGENDA CHANGES:

6.1 None.

7. COMMUNICATIONS:

7.1 Written: 1 Buy notice, 1 Sold notice, 1 Redeemed notice from our bond portfolio held by Wells Fargo Bank.

7.2 Oral: Trustee Johnstone reported on the SCSDA meeting held in May-the main issue is whether or not Special Districts want to join the LAFCO board. ½ of all the special districts must agree.

8. CONTRACTORS AND PURVEYORS ATTENDING:

8.1 None

9. GROUNDSKEEPING AND MAINTENANCE REPORT:

9.1 Staff reported that: There was damage done to the front gate, possibly by the construction trucks coming and going. Back flow preventers were inspected, the one that failed inspection has already been repaired. The July meeting will be held at the District Offices.

10. CONTINUING BUSINESS:

10.1 Staff reported annual returns on the District's four investment accounts: Capital Improve: 3.41%, Endowment Principal: 3.51%, Endowment Interest: 3.47%, Pre-need: 4.56%

10.2 Status of acquisition of Utility easement: The District was granted the easement to the Power Pole; now will convey the easement to PGE so that the power to the pump can be connected

10.3 Status of SND development: The sitting wall around the Douglas Fir is 80% finished; the fountain still needs some prep work before installing the glass tile; the truncated domes are here, but need to be installed; Cal-monument will start marking the curbs in 2 weeks.

10.4 Discussion of brochure: no action

10.5 Discussion and action on pricing of Burial Rights and Endowment in SND area: Trustee Bosworth moved to accept the proposed pricing, adding a \$4000 section with \$550 endowment fee. Trustee Nunn 2nd. Approved

10.6 Review of strategic goals: Continue to next meeting

11. NEW BUSINESS:

11.1 Contract for pump electrical: Trustee Cummins moved to accept bid from Horizon Electric for the three-phase power installation for the pump. Trustee Nunn 2nd. Approved.

11.2 Review and approval of FY 2012-13 budget: Trustee Bosworth moved to approve the proposed budget for FY 2012-2013. Trustee Cummins 2nd. Approved.

11.3 Marker Policy – Bench Policy: Trustee Bosworth moved to approve the Marker Policy AR 504, with the change of words : staff/board. Trustee Nunn 2nd. Approved
Trustee Nunn moved to approve the Bench Policy AR 504-3 as presented. Trustee Cummins 2nd. Approved

11.4 Approval of Change orders for SND property: Trustee Bosworth moved to approve the proposed change orders presented by Blossom Valley Construction. Trustee Nunn 2nd. Approved. Manager Reed will work with Blossom Valley for possible credits regarding the bender board and sod.

Trustee Cummins left at 6:10

11.5 Transfer of County Maintenance & Operations funds to Capital Improvement funds: Trustee Nunn moved to transfer \$300,000 from the County Maintenance and Operations funds into our Capital Improvements fund. Trustee Bosworth 2nd. Approved.

12. MEETING ADJOURNED: 6:15 pm

**Respectfully submitted,
Victoria Bosworth**

Judy Johnstone, Chairman

Victoria Bosworth, Vice Chairman

James Nunn, Financial Chairman

Debra Cummins, Trustee