

Saratoga Cemetery District

Board of Trustees

Minutes – October 30, 2013

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Meeting called to order at 4:30 p.m. by Chairperson Vicky Bosworth.

2. ROLL CALL:

2.1 Trustees present: Vicky Bosworth, Judy Johnstone, and James Nunn.

Trustees absent: Wayne McIntyre and Debra Cummins. Staff present: Gary Reed.

3. CLOSED SESSION: 2013 Annual Employee Evaluations

The Board adjourned into closed session:

3.1 Maria Terry, Office Manager: The evaluation was presented by General Manager Gary Reed. A photocopy of the Employee's confidential evaluation was distributed to each Board member for their review.

3.2 Steven Albright, Assistant Manager. The General Manager advised the Board of Mr. Albright's successful completion of his 90 day new-hire probationary period.

Motion: by Chair Bosworth. Move to accept employee evaluation of Maria Terry as presented, further discussion will be heard on motion, within the regular meeting session. Seconded by trustee Johnstone, and passed without dissent.

Meeting reconvened into Regular Session. CALL TO ORDER:

Chairperson Vicky Bosworth called the regular meeting to order at 5:00 pm.

Trustees and staff as named and recognized in 2.1, in addition to Trustee McIntyre, all present and representing a quorum.

4. AGENDA CHANGES:

4.1 Motion by Chairwoman Bosworth that Agenda item number 11.1 "Presentation of FY 2012-2013 Financial Audit be heard as Item number 5.1, New Business. Seconded by Trustee Johnstone, carried without dissent.

5. NEW BUSINESS:

5.1 Presentation of FY 2012-2013 Financial Audit. Independent Auditor Robert T. Dennis, CPA, presented the Board with the "Saratoga Cemetery District Annual Financial Report, June 30, 2013".

Auditor Dennis stated that the audit was a clean audit. He provided a brief definition of the terms used in the Audit, along with his own personal observations of various trends, issues, and strength of the District's finances during the reporting period.

Motion by Judy Johnstone to accept the Auditor's Annual Financial Report of FY 2012-2013 Seconded by James Nunn and carried without dissent.

6. APPROVAL OF MINUTES OF LAST MEETING:

6.1 Trustee McIntyre moved to accept the recorded minutes, as presented, of the September 2013 Regular Meeting. Seconded by Trustee Johnstone (with vocalized dissenting opinion duly noted), carried, motion passed.

7. PUBLIC PARTICIPATION:

7.1 Ms. Jean Libby was introduced to the Board by staff. Ms. Libby is applying for a Cal Humanities Grant – furthering programs similar to her Mary Brown Tribute of 3 years prior.

7.2 Ms. Libby has requested the Board’s consideration; in allowing the SCD to become her named sponsor; a required prerequisite for this Grant she seeks.

7.3 Chair Bosworth advised Ms. Libby; that she would have to specifically define what a sponsorship by the District requires, further indicating any financial consideration typically is prohibited under statute.

Motion by Chair Bosworth that Ms. Libby’s request for a sponsorship from the District, presumably in support of her demonstrated success in providing Historical Education programs to the community, BE LAID ON THE TABLE: until which time Ms. Libby provides the Board any additional information outlining the details of her specific request, and further clarifies her specific request.

ACTION by trustees Bosworth & Johnstone (Ad Hoc: Specialized Legal Counsel Securement Committee) to provide the Board with legal advisement – specific to statutes affecting the Feasibility of a California Special District’s participation in the above referenced Public Request.

8. COMMUNICATIONS:

8.1 Written: Staff presented:

a) Notice received from Wells Fargo Advisors on 2 partial call notices for bonds currently held by the District.

b) Notice of Certification of District Transparency received from SCCSD.

8.2 Oral: None.

9. CONTRACTORS AND PURVEYORS ATTENDING:

9.1 Auditor Robert T. Dennis

10. GROUNDSKEEPING AND MAINTENANCE REPORT:

10.1 Staff reported that:

a) The landscape contractor installed the winter color (flower) change.

b) Damaged areas of turf have been dethatched, seeded, and top dressed.

c) Well pressure was increased by Guardino Well Drilling, resulting in decreased pressure to the irrigation system. Staff will conduct an audit of irrigation water demand to assist Guardino Well Drilling with possible solutions to the low pressure problem. Other factors to consider include increasing the size of the pressure tanks or installing a higher capacity pump.

11. CONTINUING BUSINESS:

11.1 Staff reported annual returns on the District's four investment accounts: Endow. Interest 3.17%, Endow. Principal 3.20%, Pre-Need 3.34%, Capital Improvements 3.35%.

11.2 Discussion of brochure – brochure submitted to Accent Graphics for proofing.

11.3 Web site update continued to next meeting.

12. NEW BUSINESS:

12.1 Motion by trustee Nunn to raise Maria Terry's hourly wage by \$1.00, as a merit increase respective to Annual Evaluation, effective next occurring pay-period. Seconded by Trustee Johnstone, carried without dissent.

12.2 Action by Trustee McIntyre and Manager Reed. Devise, and provide objectives; short and long term, to improve the appearance of the south-west and southern undeveloped property areas. Including dirt removal, landscaping projects, planting of future trees, screening the area etc.

12.3 The Board agreed by consensus to reschedule the November 2013 meeting from the 4th to the 3rd Wednesday; November 20, 2013 for the Regular Meeting.

13. BOARD SIGNATURES:

13.1 Board signed Minutes of Last Meeting, Certificates of Ownership of Burial Rights and checks.

14. ADJOURNMENT:

14.1 Meeting adjourned at 6:26 p.m.

Minutes by James Nunn

Vicky Bosworth, Chairperson

James Nunn, Vice-Chairman

Debra Cummins, Financial Officer

Judy Johnstone, Trustee

Wayne McIntyre, Trustee