

Saratoga Cemetery District

Board of Trustees

Minutes – November 28, 2011

District Offices

14766 Oak Street, Saratoga, CA 95070

1. CALL TO ORDER:

1.1 Chairperson Vicky Bosworth called the Regular Meeting of the Saratoga Cemetery District's Board of Trustees to order at 5:00 PM PST, at the District Office.

2. ROLL CALL:

2.1 Those in attendance and constituting a quorum were: Trustees: Vicky Bosworth, Wayne McIntyre, Judy Johnstone and James Nunn. Trustee absent: Debra Cummins. Staff present: Gary Reed

3. APPROVAL OF MINUTES OF LAST MEETING:

3.1 Two items in the October minutes need to be corrected. 1) Item 5.1 – Trustee Johnstone made the motion to accept the Annual Financial Audit report. 2) Item 12.3 – The decision to change the date for the November board meeting was made by consensus of the Board members present. Judy Johnstone moved to approve the minutes as corrected. Second by Wayne McIntyre. Unanimous.

4. PUBLIC PARTICIPATION:

4.1 None.

5. AGENDA CHANGES:

5.1 None.

6. COMMUNICATIONS:

6.1 Written: Staff presented:

a) Wells Fargo Advisors for the month of October 2014: 3 buy notices, 1 redeemed and 2 partial call notices were transacted on District investments.

b) CSDA schedule of upcoming classes, and books available for interested Special District Board members for continuing education.

6.2 Oral: None.

7. CONTRACTORS AND PURVEYORS ATTENDING:

7.1 None

8. GROUNDSKEEPING AND MAINTENANCE REPORT:

8.1 Staff reported that:

a) Night time surveillance of the cemetery grounds to confront the raccoon that has been damaging the cemetery lawns has been unsuccessful.

8.2 Continuing issues with maintaining viable supply from the pumping station drew into discussion the validity, and source, of the original recommendation; respective to size and type of pump – which led to the installation of the model currently installed. It was further suggested that Guardino Drilling be consulted on the feasibility of upgrading to a higher volume pump.

8.3 A trucking company was hired to remove an estimated 570 yards of dirt from the cemetery. Approximately 2 yards of dirt are left over from every full casket interment.

9. CONTINUING BUSINESS:

9.1 Continuing review of financial investments: for the month of October 2013: Endowment Principal 3.18%, Endowment Interest 3.12%, Pre-Need 3.24%, Capital Improvements 3.30%.

9.2 Discussion of brochure: Trustee Nunn advised he would forward along further proofs of the brochure via email – as received from the printer during the winter recess, providing for discussion upon reconvening in an open forum.

9.3 Web site update:

10. NEW BUSINESS:

10.1 Discussion and action on price schedule to accommodate dirt removal. Future charges to be added to Opening & Closing Fees, providing for removal from the property: an average 2 cubic yards of earth yielded from ground interments, was discussed. Trustee Nunn volunteered that he himself, would represent an ad-hoc committee for surveying local cemeteries existing policy and rates. Trustee Johnstone motioned that a \$90 fee be implemented effective January 1, 2014. Seconded by Nunn, passed without dissent.

10.2 The Board agreed by consensus to cancel the December Board Meeting.

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 Meeting adjourned at 5:52 p.m.

Minutes by James Nunn

Vicky Bosworth, Chairperson

James Nunn, Vice-Chairman

Debra Cummins, Financial Officer

Judy Johnstone, Trustee

Wayne McIntyre, Trustee